



# Buckinghamshire County Ladies Golf Association

## COUNTY COACHING OFFICER - ROLE DESCRIPTION

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<b>Responsible to:</b>	County Captain
<b>Purpose of role:</b>	The aim of the role is to assist the County Captain, County Junior Organiser, Second Team Captain and Seniors Captain in ensuring that County teams perform to the best of their abilities through provision of training sessions, on-course advice (where permitted) and assistance with team selection. The CCO will also be asked to provide other occasional coaching sessions (for delegates, intermediate juniors etc)
<b>Period of role:</b>	To be reviewed annually (in October)

<b>Key Tasks</b>	
1	<p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>• Keep in phone/personal contact with the County Captain to plan training sessions, discuss progress of individual players and team selection for CMW and NFW.</li> <li>• Attend some Executive meetings and the AGM</li> <li>• Liaise as necessary with the CJO, the Second Team Captain and Seniors Captain</li> </ul>
2	<p><b>Training Sessions:</b></p> <ul style="list-style-type: none"> <li>• Provide a number of training sessions for the 1st team squad and intermediate training sessions for the juniors; the number and arrangements for these to be agreed each year with the CC and the CJO</li> <li>• Provide an annual combined Second Team/Seniors team training session, in liaison with the 2TmC and SenC.</li> </ul>
3	<p><b>CMW/NFW:</b></p> <ul style="list-style-type: none"> <li>• Offer technical instruction, course management advice &amp; support to players during Regional County Match week (June) and, if successful, in Women's National Team Finals (Sept); Assist CC with team selection and daily pairings</li> </ul>
4	<p><b>Other Attendances:</b></p> <ul style="list-style-type: none"> <li>• The County Captain (in conjunction with the County Junior Organiser) will agree at the beginning of the year which County fixtures she feels the County Coaching Officer should attend. These may include: <ul style="list-style-type: none"> <li>○ County Championships (Adult, Senior, Junior)</li> <li>○ Inter-County Junior scratch matches</li> </ul> </li> </ul>
5	<p><b>Other Activities</b></p> <ul style="list-style-type: none"> <li>• Provision of short game clinics for Delegates for an hour ahead of regular meetings</li> </ul>

as agreed at the beginning of each year

- Be aware of the training programmes available at National level & encouraged to attend Regional &/or Nationally organised coaching seminars/conferences as required.
- If convenient, store & transport the County golf bags for use by 1st, 2nd, Senior & Junior teams at inter-county events.

**County Coaching Officer requirements:**

- The role is a non-Executive position fulfilled by a PGA Professional (male or female).
- At all times, the person filling the role is self-employed and must carry appropriate insurance for personal and public liability.
- The incumbent must hold an Enhanced DBS certificate, and keep themselves up to date with all aspects of Safeguarding (for juniors and vulnerable adults).
- The incumbent must be able to communicate effectively with all age groups.
- Invoices for services shall be submitted regularly for payment by BCLGA.
- He/she is entitled to purchase one piece of County clothing for personal use which will be paid for by BCLGA

Updated August 2020