



Buckinghamshire County Ladies Golf Association

JUNIOR COMPETITION SECRETARY – ROLE DESCRIPTION

Responsible to:	BCLGA CJO
Purpose of post:	To arrange competition venues, organise and run competitions for girls.

Key Tasks

In conjunction with the CJO and Junior Secretary, arrange competition venues with clubs.

Arrange the venues and help organise the junior Championship competitions that Buckinghamshire is required to host on behalf of BB&O and Midlands South when it is Buckinghamshire's turn to do so.

Compile entry forms for our competitions which will be put on the county website and circulated as necessary to the girls and other CJOs if required.

Prior to and at each competition:

- Confirm tee times and catering arrangements with the host club.
- Issue start sheets and prepare accompanying paperwork needed on the day such as contact lists, starter's sheet, local rules etc.
- Purchase prizes for the event.
- Ensure there is adequate volunteer cover on the day.
- Run the competition, checking handicaps, distributing cards, entering scores and producing results.
- Maintain a record of trophy winners and ensure trophies are returned and engraved before the competition.

After each competition:

- Ensure that a results report is produced and sent to the Junior Secretary along with any photographs.
- Write to the host club thanking them for their hospitality.

Attend Junior Committee meetings and, when unavailable, send a report outlining progress and developments since the last meeting.

Ensure the safety and welfare of the girls within the County and to raise any concerns regarding a girl's welfare or an adult's behaviour with the County Junior Organiser or County Welfare Officer as appropriate.

The Junior Competition Secretary must:

Read and understand BCLGA Safeguarding Children and Young People Policy and Procedures.

Read and sign BCLGA Code of Conduct for Coaches and Volunteers and agree to always abide by it.

Complete BCLGA Self Disclosure form.

Obtain an enhanced DBS and have it updated every three years.

Attend a Safeguarding and Protecting Children workshop and update online every three years.

Understand running of competitions be able to set up competitions using the BCLGA laptop.

Have good organisational skills and be able to communicate effectively with all age groups.