



Buckinghamshire County Ladies Golf Association

COUNTY JUNIOR ORGANISER – ROLE DESCRIPTION

Responsible to:	BCLGA County Executive
Purpose of post:	To promote golf for girls in Buckinghamshire and coordinate the organisation of golf activities for girls within the county.
Period of Office	Normally 3 years, with option to extend by up to 2 further years by mutual agreement

Key Tasks
<p>Be responsible for the co-ordination of all golf activities for girls within the county through the management of a County Junior Committee.</p> <p>Organise at least two County Junior Committee Meetings per year.</p> <p>Liaise with the Junior Secretary to maintain a Safeguarding Personnel Register for all Junior Committee Members and volunteer helpers.</p> <p>Liaise with the Junior Secretary to ensure all girls have completed Junior Player Profile Forms.</p> <p>Take primary responsibility for putting safeguarding procedures into place, promoting codes of conduct and ensuring safe recruitment.</p> <p>Keep in regular contact with Junior Committee members to ensure they are comfortable with their own responsibilities and are fulfilling their own commitments.</p> <p>Be the driving force in ensuring that girls in the county are encouraged in their golfing activities and that the appropriate events, competitions and coaching are available to them.</p> <p>Attend County Executive Meetings and the AGM to report on the progress of the juniors and highlight any new junior initiatives that are taking place and submit a report. Attend delegate meetings where possible.</p> <p>Arrange matches against other counties and organise teams to play. Attend the matches and oversee the girls.</p> <p>Assist the Junior Competition Secretary in the organisation of county junior competitions and attend on the day.</p> <p>Assist junior competition secretary with organization of regional events when it is Bucks turn to host.</p> <p>Assist the Fun competition coordinator with the organisation of the fun competition / development</p> <p>Assist the Junior Development Manager in the organisation of county academy coaching and, whenever possible, attend on the day as required.</p> <p>Attend regional competitions where Buckinghamshire girls are playing whenever possible.</p> <p>In conjunction with the County Coach, organise Intermediate Training sessions for all appropriate girls at the selected training venue.</p> <p>Be responsible for applying for EG funding or available grants that are available.</p> <p>Maintain good communications with the sport's governing bodies through their regional personnel and with other counties' CJOs.</p>

Raise any concerns regarding a girl's welfare or an adult's behaviour to the County Welfare Officer or relevant national body as appropriate.

The County Junior Organiser must:

Read and understand all BCLGA Policies.

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.

Be computer literate.

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