



# Buckinghamshire County Ladies Golf Association

## JUNIOR PLAY DAY ORGANISER – ROLE DESCRIPTION

Because of the geography of Buckinghamshire, two Play Day centres are used, one in the north of the county and one in the south. These may be run by different Play Day organisers.

<b>Responsible to:</b>	BCLGA CJO
<b>Purpose of post:</b>	To organise Play Days, which are fun activities for girls in the county who are new to golf, to encourage girls to take up the game of golf and introduce them to the etiquette and the rules.

<b>Key Tasks</b>
Arrange the diary of monthly Play Days with the host club in conjunction with the CJO and run them on the day. Organise appropriate volunteer support to assist with the running of the competitions & activities. 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 taking part in the Play Days 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.

<b>The Junior Play Day Organiser must:</b>
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 basic first aid course. Attend a Safeguarding and Protecting Children workshop and update online every three years. Have good communication skills especially with young girls.