



# Buckinghamshire County Ladies Golf Association

## JUNIOR FRIENDLY MATCH MANAGER – ROLE DESCRIPTION

<b>Responsible to:</b>	BCLGA CJO
<b>Purpose of post:</b>	To arrange match venues, organise the teams and provide match experience for girls in the county for friendly matches.

### Key Tasks

During the current season, in conjunction with the CJO and Junior Secretary, arrange home friendly matches with other counties and confirm arrangements with other CJOs for away friendly matches against other counties.

Organise any other friendly matches which are appropriate for the development of the girls.

Check out availability of eligible girls for each match.

Prior to each match and with the help of the CJO:

- Confirm timing and catering arrangements for away matches with the host county and, for home matches, the home club and the guest county.
- Select the girls for the team, confirm availability and send confirmation emails to the team with all the information they need for the match.
- Ensure there is adequate volunteer cover on the day.
- Ensure that team clothing is available for any girls who need to borrow it.

After each match:

- Ensure that a match report is produced and sent to the Junior Secretary along with any photographs for circulation.
- 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 Friendly Match Manager 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.

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