

OXFORDSHIRE LADIES' COUNTY GOLF ASSOCIATION COUNTY JUNIOR ORGANISER – JOB DESCRIPTION

Role:	County Junior Organiser (CJO)
Responsible to:	OLCGA County Executive
Expenses:	Mileage expenses incurred attending county activities may be claimed along with administration expenses including stationery and postage.
Purpose of post:	To promote golf for girls in Oxfordshire and co-ordinate the organisation of golf activities for girls within the county.

Key Tasks:

- Be responsible for the co-ordination of all golf activities for girls within the county through the management of a County Junior Committee.
 - Organise and chair at least three County Junior Committee Meetings per year and prior to each meeting write an agenda to be circulated to the Junior Committee Members.
 - Liaise with the County Welfare Officer to ensure all Junior Committee Members and volunteers helpers adhere to OLCGA's Child Protection Policy, have up to date CRB checks and have attended appropriate workshops and training courses.
 - Keep in regular contact with Junior Committee members to ensure they are comfortable with their own responsibilities and are fulfilling their own commitments.
 - 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.
- Attend County Executive Meetings (minimum of 5) and the AGM to report on the progress of the juniors and highlight any new junior initiatives that are taking place, if you are not able to attend submit a report and send a representative from the Junior Committee to answer any questions that might be raised.
- Assist the Junior Team Manager in the selection of the 8 lowest handicap girls available for Junior County Match Days and oversee the team along with at least one other adult member of the Junior Committee in the accommodation that is provided by the host county. Every fourth year, in conjunction with the County Executive, manage Junior County Match Days as Oxfordshire will be hosting the event. (Oxfordshire is due to host Junior County Match Days in 2011.)
- Every sixth year, in conjunction with the County Executive, manage the following events:
 - South Midlands Junior Championship (hosting in 2015)
 - South Midlands region Junior Handicap Stableford (hosting in 2014)
 - South Midlands region Junior Team Finals (hosting in 2012)
- Assist the Team Manager in the selection of girls for matches and, whenever possible, attend matches to give support.
- In conjunction with the Beginners' Organiser, the Junior Training Officer, the County 1st and 2nd Team Captains and the BB&O Golf Partnership organise appropriate coaching sessions for girls at



all levels throughout the county. (Intermediate level coaching is currently provided by the BB&O Golf Partnership Academy Centres.)

- Where possible attend coaching sessions, EWGA Midlands South Regional Events and National Championships where Oxfordshire girls are participating. If unable to attend appoint a member of the Junior Committee or County Executive to do so on your behalf.
- In conjunction with the County Treasurer at the beginning of the financial year set an annual budget for the Junior Section and keep up to date records of income and expenditure to be sent to the County Treasurer as required.
- Be responsible for applying for grants that are available in conjunction with the County Treasurer and Junior Committee and manage EWGA Trust Individual grant applications of any girls who are in receipt of these.
- Maintain good relations with National Governing Body Development Officers.
 - Attend at least two meetings per year with NGB Development Officer. If unavailable send a representative from the Junior Committee on your behalf.
 - Keep NGB informed of junior activity within the county and complete the new player identification forms that are sent out to CJOs each year.
 - Contact NGB Development Officer if you have any queries or concerns regarding Junior Provision, NGB Initiatives or Grant Applications.
- To ensure the safety and welfare of the girls within the County
 - Complete EWGA Insurance forms prior to each County Junior Activity day and submit to the EWGA head office two weeks prior to each event (this can be done in bulk at the start of the season). *Note this is not required as OLCGA has its own insurance but needs to be reinstated if that changes.*
 - Ensure that all girls who are participating in County activities have submitted a Player Profile form and ensure that these completed forms are available at every county junior activity.
 - Raise any concerns regarding a girl's welfare or an adult's behaviour to the OLCGA Welfare Officer.

Applicants to be County Junior Organiser must:

- Read and understand OLCGA's Child Protection Policy.
- Read and sign to agree to abide by the OLCGA's "Code of Conduct for Adults" at all times.
- Complete a self-declaration form.
- Obtain an enhanced level CRB disclosure and have it updated every three years.
- Provide references from at least two people.
- Attend a "Safeguarding and Protecting Children" workshop every three years



**PERSON SPECIFICATION
COUNTY JUNIOR ORGANISER**

Category	Essential	Desirable
Experience		
Organisation of activities or events	✓	
Involvement with supervision of young golfers	✓	
Experienced club golfer or better		✓
Education and Training		
Child Protection Training (will be offered by EWGA)	✓	
Knowledge		
Understanding of County Junior Activities and County Association		✓
Understanding of procedures to safeguard the welfare of children	✓	
Skills		
Good communication skills, particularly with young people	✓	
Good interpersonal skills including a high level of diplomacy	✓	
Good organisational skills to manage County Junior Committee	✓	
Basic IT skills or the willingness to learn		✓
Specific Requirements		
Flexible free time	✓	
Be able to spend time away from home for more than one day		✓
Interest in working with junior girls	✓	
Positive attitude	✓	
Approachable	✓	
Commitment to treat all children as individuals and with equal concern	✓	
Commitment to anti-discriminatory practice	✓	
No previous involvement in criminal cases involving abuse to children	✓	
No disqualifying previous criminal records	✓	
Good sense of humour		✓

