

## **OXFORDSHIRE LADIES' COUNTY GOLF ASSOCIATION JUNIOR COMPETITION SECRETARY – JOB DESCRIPTION**

<b>Role:</b>	<b>Junior Competition Secretary</b>
<b>Responsible to:</b>	OLCGA County Junior Organiser (CJO)
<b>Expenses:</b>	Mileage expenses incurred attending county activities may be claimed along with administration expenses including stationery and postage.
<b>Purpose of post:</b>	To assist the CJO in the organisation of Competitions for Juniors.

### **Key Tasks:**

- For all Junior County Events and Competitions – in conjunction with the CJO and the Junior Committee:
  - Liaise with the County Fixtures Secretary to organise and confirm a venue
  - Produce entry forms and start sheets
  - Organise volunteer support including starter, someone to present prizes, ladies to walk with younger girls, ball spotters if required
  - Arrange for return of trophies from previous winners and ensure they are engraved
  - Purchase prizes
  - Organise catering and refreshments as appropriate
  - Compile the results with the County Competition Secretary
  - Write to the host club to thank them for hosting the event
- Every four years assist in the organisation of Junior County Match Days.
- Every three years organise BB&O Girls' Championship for all girls in Berks, Bucks and Oxon as outlined above. Inform the other CJOs of the arrangements.
- Every three years organise the BB&O Girls' Team Stableford Competition at Sunningdale Ladies Golf Club as outlined above.
- After each competition ensure that a report on the results is produced and sent to the Junior Secretary along with any photographs for circulation.
- Liaise with other groups to compile a comprehensive fixture list outlining all county activities, club opens, County League competitions, Schools Championships along with Regional and National tournaments and issue to Junior Secretary for circulation.
- Attend Junior Committee Meetings and where unavailable send a report outlining progress and developments since the last meeting.
- To 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 to the OLCGA Welfare Officer.



**Applicants to be Junior Competition Secretary 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  
JUNIOR COMPETITION SECRETARY**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
Organisation of activities or events		✓
<b>Education and Training</b>		
Child Protection Training (opportunities will be identified and paid for by the County)	✓	
<b>Knowledge</b>		
Understanding of County Junior Activities and County Association		✓
Understanding of procedures to safeguard the welfare of children	✓	
<b>Skills</b>		
Good communication skills	✓	
Good IT skills and access to a computer and the internet	✓	
Good administrative skills	✓	
<b>Specific Requirements</b>		
Free Time to complete administrative duties, attend competitions and attend meetings	✓	
Interest in working with junior girls		✓
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		✓

