

**OXFORDSHIRE LADIES' COUNTY GOLF ASSOCIATION
JUNIOR TEAM MANAGER – JOB DESCRIPTION**

Role:	Junior Team Manager
Responsible to:	OLCGA County Junior Organiser (CJO)
Expenses:	Mileage expenses incurred attending county activities may be claimed along with administration expenses including stationery and postage.
Purpose of post:	To arrange matches and provide match experience for girls in the county.

Key Tasks:

- During the previous year, liaise with the County Fixtures Secretary and other CJOs to organise and confirm venues and arrangements for friendly matches against other counties (Bucks, Berks, Hants and Gloucs). For home fixtures organise catering with the club and confirm arrangements with other CJOs.
- Organise any other matches which are appropriate for the development of the girls ie against other ladies' and BB&O boys.
- At the start of the season send out an availability form to all eligible girls.
- Prior to each match 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 and confirm availability.
 - Send confirmation emails to the team with all the information they need for the match.
 - Arrange for at least 2 adults to be present to supervise and to pay for the catering on the day.
 - Ensure player profile forms for the girls are taken to the venue.
 - 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.
- With the help of the CJO select 7 girls for the BB&O Team Stableford competition and attend the event. Every third year assist the Junior Competition Secretary in the organisation of this event (Oxfordshire are due to host it next in 2012).
- With the help of the CJO select the team for Junior County Match Days and oversee the team for the duration of the event with at least one other adult member of the Junior Committee in the accommodation that is provided by the host county. Every fourth year assist in the organisation of this event (Oxfordshire are due to host it next in 2011).
- Attend Junior Committee meetings and, where unavailable, send a report outlining progress and developments since the last meeting.
- Be prepared to assist at junior events.



- 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 Team Manager 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 TEAM MANAGER**

Category	Essential	Desirable
Experience		
Involvement with supervision of young golfers	✓	
Experienced club golfer or better		✓
Education and Training		
Child Protection Training (opportunities will be identified and paid for by the County)	✓	
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 IT skills and access to a computer and the internet	✓	
Good organisational skills	✓	
Specific Requirements		
Free time to attend county activities 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		✓

