



## DUTIES OF THE JUNIOR ORGANISER

Ray Burniston provides guidelines for the duties of the Junior Organiser.

Secretary At Work: August 2000 *(reviewed January 2012)*

These notes are designed to help secretaries and committees when they appoint a Junior Organiser and we are grateful to both the Golf Foundation and the Welsh Golf Union on this issue. Great care must be taken these days in appointing a person to this position and every safeguard should be taken before the appointment is finalised.

The person should be under no illusions as to what is involved in the job and the number of hours that they will have to devote to it. Out of pocket expenses such as travelling, telephone and meals at the club whilst on duty should be provided, but these should be carefully monitored and proper records kept. Subscriptions to the club for Junior members should be paid direct to the office and come under the control of the Secretary/manager.

The main points involving a Junior Organiser are listed as follows:

1. It is important that the Junior Organiser has contact with the Management/Committee in the club. He or she should either attend meetings in an official capacity or be invited along periodically to discuss the Junior section.
2. Most clubs have an elected Junior Committee along with a Junior Captain and the Organiser should chair this meeting.
3. The Professional should be encouraged to be fully involved and provide coaching and golf education sessions.
4. The Organiser should ensure that all new members are given a starter session scheme within the club involving the Professional and also see that they are encouraged to take part in junior events. Parents of new members who are not golfers should be encouraged to become Social Members of the club if that is possible, as this will encourage them to support their children more.
5. The Organiser should ensure that he or she gets support from club members and also acts as a buffer should any problems arise.
6. The Organiser must ensure that Juniors respect the privileges and responsibilities of membership and are aware of any restrictions that may apply. It is best to have a card with the basic rules for Juniors printed in addition to the club rules.
7. The Organiser must ensure that sufficient voluntary helpers are available for the successful operation of the junior section.

8. The Organiser must liaise with the Secretary/Manager to ensure that sufficient finance is made available to sustain the activities.
9. The Organiser must attempt to know all junior members and before they obtain official CONGU handicaps, maintain handicaps for those who have not yet reached the club maximum handicap.
10. The Organiser must liaise with the Secretary/Manager to arrange and administer junior competitions and matches.
11. The Organiser will need to liaise with the County Junior Organiser and fellow Junior Organisers of other clubs.
12. The Organiser must be aware of the Child Protection Act and ensure that adequate child protection policies are in place.
13. It is recommended that where a person is working with children then they should obtain a disclosure from the Criminal Records Bureau (CRB). There is a charge for employees but no cost for volunteers. The Employer, Secretary/Manager or Junior Organiser would normally initiate a disclosure by asking the new employee or volunteer to obtain a disclosure. It is then up to this person to contact the CRB for an application form either by – telephone: 0870 9090 811 or see the following websites - [http://www.direct.gov.uk/en/Employment/Startinganewjob/DG\\_195813](http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195813) and see: [www.crb.homeoffice.gov.uk](http://www.crb.homeoffice.gov.uk) . When they call they will be asked what type of disclosure they require – for a key person in the club who is in charge of child protection issues they need an Enhanced disclosure. For anyone else involved with the organisation/supervision of children in the golf club a Standard disclosure is sufficient. For clubs in England, England Golf (formerly EGU) has a registration number, which is essential to use when applying for the disclosure. Full details can be obtained from the England Golf – telephone 01526 354500

**Children in Golf (CiG)** - This has been produced under the umbrella of the NSPCC.

The Safeguarding Children in Golf Guidelines (produced by the CiG) gives straightforward advice regarding best practices that should be applied to void or limit the possibility of abuse. The Guidelines also make recommendations on how to recognise abuse, deal with suspicions or allegations, as well as identifying the responsibilities of staff or volunteers.

Copies of the Guidelines are available from the CiG website, or telephone: 0121 452 5975

- ☞ Download the guidelines free of charge in a PDF file from the CiG website - <http://www.childreningolf.org/downloads.asp>
- ☞ Or purchase in a hard copy format for £5.00 from the CiG

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