

# C1

## The role of the Junior Organiser

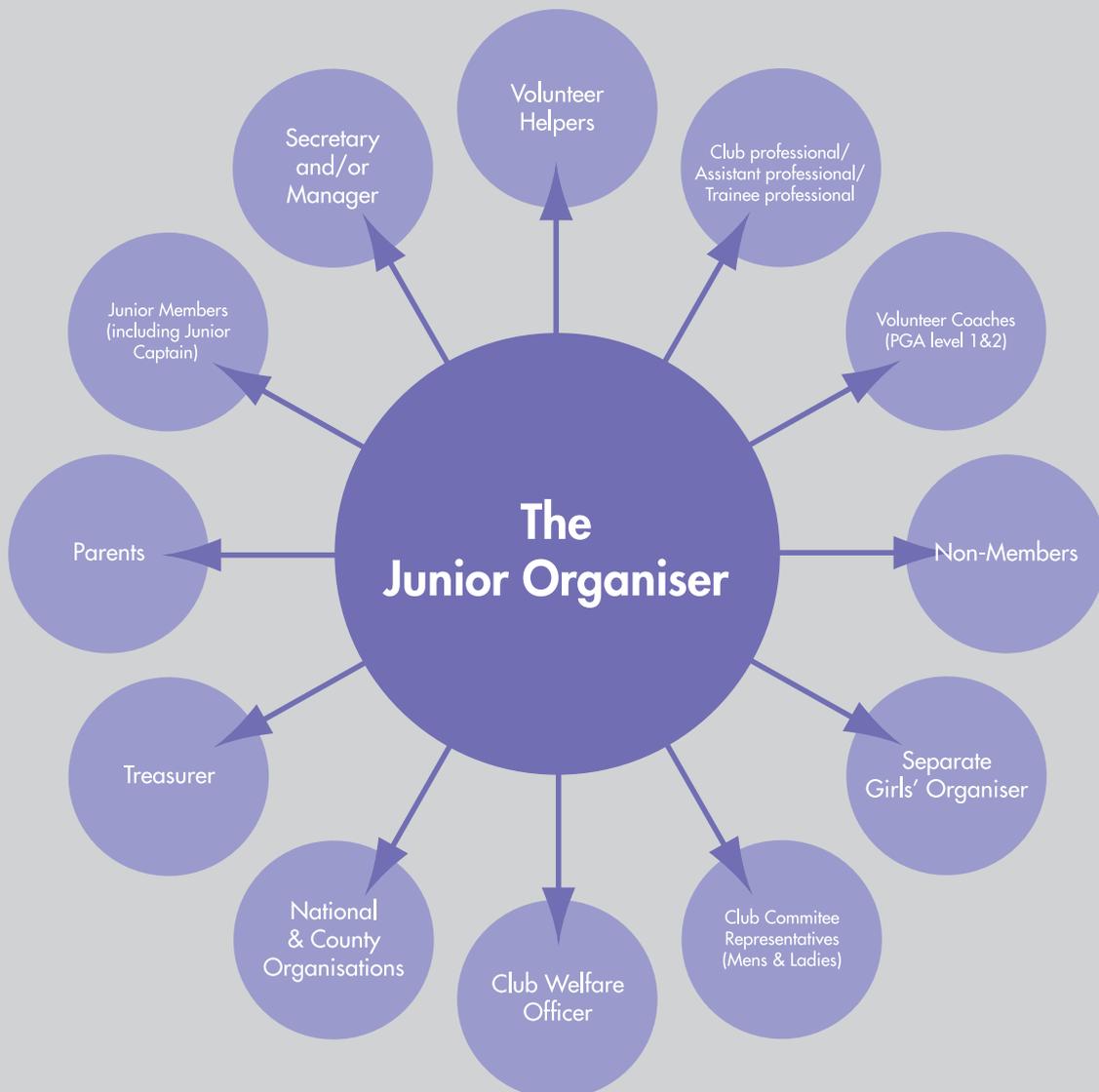
Without the enthusiasm and dedication of junior organisers, the game would not be where it is today.

Since the junior section plays such an important role in the future of the golf club, it follows that the junior organiser is one of the key and important members of the club.

The junior organiser is vital for the smooth running of the junior section, although it is advisable that he or she has assistants, they are the ultimate co-ordinator of the activities within the section. Although a difficult role, it can be the most rewarding.

Anyone can be a junior organiser, however, they do need to be able to communicate with children, have a sense of fun and possess good organisation skills. Just as importantly, they also need the support of the main committee.

Fig. 3 – Who the Junior Organiser Communicates and works with



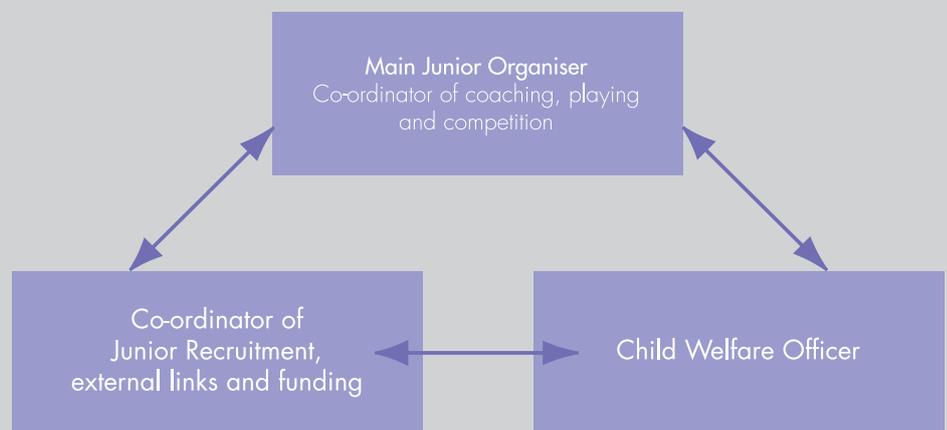
## The role of the Junior Organiser (continued)

### Get Help

An important rule for a Junior Organiser is to *get help!* The junior organiser may not be able to take on board all areas due to time constraints and/or lack of resources. Certain tasks can be delegated to parents, club officials, the junior committee, the Professional and the juniors themselves. Alternatively, the club could recruit several co-ordinators responsible for different areas within the junior section.

Some clubs have successfully split the Junior Organiser's role into separate roles co-ordinated by different individuals.

Fig. 4 – Example of Junior Organiser split roles



### Tasks co-ordinated by the Junior Organiser(s)

#### Volunteer Recruitment

- Recruitment of adult assistants to help with tasks.

#### General Admin/Co-ordination

- Chairing junior meetings.
- Forwarding minutes of meetings to the club secretary/manager.
- Enabling junior privileges and restrictions to be discussed.
- Producing junior handbook, notice board, newsletters and content for a website.
- Communicating with parents, members and appropriate individuals.
- Helping to produce, implement and maintain a junior development plan.
- Supporting the juniors as they move into adult membership, to ensure they are retained.

#### Playing, Practice & Competition

- Arranging competitions.
- Organising a coaching programme for junior members (by working with the Professional).
- Arranging matches against other clubs and/or other sections (e.g ladies).
- Helping identify talented Golfers.
- Liaising with the County Union and other associations feeding players into county coaching and competitions, open tournaments and GUV tournaments.
- Organising Social Events.

#### Handicapping

- Monitoring and updating junior handicaps.

#### Recruitment of New Juniors

- Recruiting new juniors through links with schools and the local community.
- Co-ordinating coaching (taster) sessions for non-members.

#### Welcoming New Juniors

- Organising welcome evenings or meetings for new junior members.
- Organising a mentor scheme for new juniors.

#### Financing

- Working with the club committee to allocate funding for the junior section and to ensure it is a main item on the club's agenda.
- Accessing funding from Local Authority, Golf Development Wales and others to help develop junior structures.

#### Child Welfare

- Supporting and implementing a child protection policy and procedures to provide a safe environment for juniors at the club.

# C1

## The role of the Junior Organiser (Insurance)

### Insurance for Junior Organisers

It is important that a Junior Organiser has appropriate insurance when in care of children, for activities at and away from the club, in the event of injury or damage to third parties' property resulting from any negligence of the Junior Organiser.

There are several ways in which Junior Organisers can check that they have appropriate insurance cover.

#### *Check the Club's Public Liability Insurance*

Talk to the golf club secretary/manager to find out if the Junior Organiser and volunteers are covered under the clubs public liability insurance. If they are unsure ask them to speak to the clubs insurance company and ask for confirmation in writing. The insurance company may require information on the activities taking place, the ratio of adults to juniors, etc.

#### *Household Insurance*

The Junior Organisers should also check their own household insurance because they may also be covered under this policy.

#### *Coach & Volunteer Education Courses*

The PGA qualifications for volunteers also include public liability insurance

#### *Check Car Insurance*

It is recommended that all designated drivers should have their own fully comprehensive insurance and that each individual policy should be checked. In particular, check that the insurance is operative when junior organisers are paid expenses.

[See Section \(G5\) on Child Protection procedures for further information on transporting juniors](#)

Some companies offer golf specific insurance for clubs which also cover junior activities. There are various, but the GUW recommends talking to Towergate Underwriting Limited (see contact lists).

#### *Frequently asked question*

**Is the Junior Organiser and/or other volunteers covered when delivering golf activities away from the club?**

The main advice is simple – Check!

First of all check with the clubs insurance policy. Secondly, if delivering activities in a school, check with authorities at the school to see if external coaches are covered under the schools insurance

**N.B.** normally they require you to have attended relevant workshops, such as the Dragon Sport Tri-Golf Activators workshop and that you have an up-to-date satisfactory CRB check). Alternatively, if delivering activities for a local authority or in a leisure centre, you can also check with the local authority or organisation you are representing.