



Wales Golf Championships Volunteer Recruitment

Wales Golf are seeking a small number of volunteers to help the Wales Golf championship team at events.

Working with the Championship Manager and an established team, this is a great opportunity to get involved in some of Wales Golf's championships ranging from junior events to national amateur competitions.

Championship Office Coordinator

The championship office coordinator will assist in the on-site championship office at selected events through the season. This will involve travelling to events and potentially overnight stays dependent on the championship venue and the length of the event. Training will be provided as required.

The likely time commitment is 15-20 days per year between April and October.

Responsible to: Championship Manager

Role description

Based in the tournament office at the host venue for each event the championship office coordinator will help the existing team of Wales Golf championship staff and volunteers run events to as high a standard as possible through the following:

- Player registration and enquiries.
- Coordinate other volunteers at the event; referees, live scorers, ball spotters, starters
- Oversee live scoring and record player scores at the end of their round
- Ensure scores are published on championship leaderboards
- Run end of day championship reports using the tournament software provided
- General championship administration



Experience and Qualities

Essential

- A knowledge and understanding of competitive golf
- Strong organisational skills
- Good communication skills
- I.T. literate with access to a computer and e-mail address
- Available to fulfil the time commitments as required by this position; competition days can be long!

Desirable

- Experience of involvement in golf competition committees
- Access to your own motor vehicle to travel to championships

Support & Benefits

Training, as well as a volunteer DBS check, will be provided for the successful applicant(s) as well as Wales Golf branded clothing. Although this is a voluntary role, all reasonable expenses incurred in fulfilling the job requirements will be covered by Wales Golf.

Please note this role description is not be regarded as exclusive or exhaustive; it is designed as an outline indication of the areas of activity and can be amended in the light of changing needs of the organisation



Application Form

Position Applied for: Field Administrator - Championships
Personal Details Title: Mr/Mrs/Miss/Dr/Other (please specify) _____ Full Name: _____ Any previous surname: _____ Date and place of birth: _____ National Insurance Number: _____
Present Address: _____ _____ Post Code: _____ Telephone Numbers: _____ Email address: _____
Current Occupation: _____ Name and address of Organisation: _____ _____ Role: _____ Start Date: _____
Relevant Experience:



Reasons for applying:	
References: Please provide the names and addresses of two people who know you well (one personal, one professional ideally, who are not related to you) whom we can contact to obtain a reference:	
Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:
I agree to abide by the Wales Golf Code of Conduct and Safeguarding Policy and Procedures, and confirm that the the information I have supplied in completing this form is correct and true.	
Signed:	
Date:	

Please return all completed application forms and self disclosure forms to Nicola.Miller@walesgolf.org no later than Friday 22nd February 2019.



Self-Disclosure Form

To be completed at the same time as the application form:

The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All "spent" and "unspent" convictions must be declared. Having and "unspent" conviction will not necessarily impede your appointment within golf. This will depend on the circumstances and background to your offence. Evaluation of information is based strictly on confidentiality and discretion.

If you require confidential advice in relation to completion of this form, please call Wales Golf on 01633 436040

Have you any criminal conviction that has not been spent?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you ever been known to any Children's Services department as being a risk or potential risk to children?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, please provide further information)</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.
Signature:	
Print name:	
Date:	