

Golf Club Junior Committees and Panels

Introduction

The development of a Junior Committee or Panel can help to ensure that there is united approach to the development of the Junior Section at the Golf Club. The effective growth or sustainability of a strong junior section can be enhanced by sharing actions and objectives across staff and volunteers.

The Golf Foundation and England Golf recommend setting up a Junior Committee with a diverse range of representatives, who all put the experiences of Young People in golf at the heart of their decision making and work.

This document provides guidance on areas which are likely to be important for your Golf Club's Junior Committee.

Guidance Notes

- The specific roles which form the Junior Committee should reflect the sections current position and ambitions for development. The creation of a Terms of Reference for the Committee which aligns to the Golf Club's overall vision and ambitions is recommended.
- The Golf Foundation and England Golf have Officers in your region who can support the recruitment, retention and junior development at golf clubs.
Golf Foundation Regional Officers (RDO) Contact Details ([Link](#))
England Golf Club Support Officers (CDO) Contact Details ([Link](#))
- The roles below can be shared or combined dependant of the number of volunteers available to support junior golf.
- It is recommended there is a role description for each position, which includes the details of the role and the skills required to effectively undertake the position.
- It is essential all club volunteers and staff who are involved in regulated activity undergo a DBS check and attend a Safeguarding & Protecting Children Course. The following link will help determine which personnel are in regulated activity – Regulated Activity Flowchart ([Link](#)).

Template Junior Committee Structure (adapt as appropriate)

Main Roles	Aim of the role	Headline Role Responsibilities	Support
We recommend these roles are on the junior group	Determine the main objectives before recruiting for specific roles.	Adapt responsibilities to align to ambitions for the junior section	Golf Foundation/ England Golf & other support
<p>Organising & Coordinating</p> <p>Role suggestions: JO, Team Manager, Chair</p>	<p><i>Development of the junior section</i> and opportunities aligned to the ambitions of the golf club.</p>	<ul style="list-style-type: none"> - Lead liaison between club Management Committee and Junior Committee. - Parents liaison. - Main organiser for club competitions. - Junior Member Coaching and playing opportunities. - Leagues and Team Matches. 	<p>JO Online Induction JO Handbook Box of Tricks GF Junior Golf Passport Scheme EG Case Studies</p>
<p>Welfare</p> <p>Role Suggestions: Club Welfare Officer Assistant CWO</p>	<p><i>Safeguard the welfare of children</i> An impartial figure within the club who acts as first point of contact for safeguarding and welfare issues.</p>	<ul style="list-style-type: none"> - Work to ensure there is positive, child-centred environment. - Assist the club to fulfil its responsibilities to safeguard children. - Act as a first point of contact if concerns arise. - Promote best practise and implement required procedures and policies. 	<p>GolfMark Safeguarding Policy Templates available from your Club Support Officer SPC Course NSPCC Time to Listen Course</p>
<p>Coaching</p> <p>Role Suggestions: PGA Lead Coach PGA Assistant Coach</p>	<p><i>Lead Junior Coaching</i> Provide engaging coaching sessions and support player development in the game, in line with the wider goals of the club regarding junior development.</p>	<ul style="list-style-type: none"> - Junior Club Coaching. - Lead contact for identifying Young People who are ready to progress into full junior membership, as per action plan. - Junior Player Development. - Team preparation for Matches. 	<p>GF Junior Golf Passport Scheme Tri-Golf Course Street Golf Course</p>
<p>Junior Representatives</p> <p>E.G. Junior Captain, Girl's rep, New Golfer</p>	<p><i>Represent young people's views</i> and ensure decisions/developments are in the interests of junior golfers.</p>	<ul style="list-style-type: none"> - Provide feedback to the committee about the experience of Young People at the Golf Club. - Communicate Young People's views to influence decision making. 	<p>Tri-Golf Course Street Golf Course</p>

Further Roles	Aim of the role	Headline Role Responsibilities	Support
Consider which other roles are important the golf club.	Determine the main objectives before recruiting for specific roles.	Adapt responsibilities to align to ambitions for the junior section	Golf Foundation & England Golf support
Girl's Organising	<i>Support girl's golf at the club</i> Develops opportunities for girls and supports integration at the club.	<ul style="list-style-type: none"> – Responsible for Junior Girls Coaching & opportunities. – Girls Fixture List. – Support the recruitment of new junior girls. 	W&G Factsheets Girls Golf Rocks
Schools and Coaching Support	<i>Help to recruit new golfers</i> Supports the engagement with Young People in schools/ the community and the transition into club activities.	<ul style="list-style-type: none"> – Lead contact to support the coach in gaining access to schools. – Lead contact for providing playing opportunities for Academy/Non-members. – Assist PGA Professional/s in identifying juniors ready to progress into full junior membership. 	GF RDO is first point of contact. (Link) School Games Organisers County Sport Partnership
Social Events and Marketing	<i>Promotes junior opportunities</i> Communicates opportunities & raises the awareness of the Junior Section by sharing stories/success.	<ul style="list-style-type: none"> – Co-ordinator of presentation evenings. – Non-golf social events. – Lead contact for marketing material (Recruitment, Memberships, Welcome Packs and Social Events). 	England Golf Marketing Guidance EG Case Studies
Parent Representative	<i>Provide a parental perspective</i> & input considerations when setting up opportunities.	<ul style="list-style-type: none"> – Liaison for feedback between committee and Junior Section. – Main liaison for Parents. 	
Volunteer Level 1 Coach	<i>Support junior coaching</i> Assists a PGA Coach and help Young People enjoy golf coaching.	<ul style="list-style-type: none"> – To assist PGA Professionals with coaching delivery. – Develops rapport with Young People and ensures their golf experiences are what they want from the game. 	ASQ Coaching Courses Tri-Golf Course Street Golf Course
Club Management / Committee Representative	<i>Communicate junior & wider club ambitions</i>	<ul style="list-style-type: none"> – Liaison between Junior Section & Club Management. – Promotes work of the section across the club. 	
Treasurer	<i>Manage junior funds</i> and assists with resources new developments	<ul style="list-style-type: none"> – To manage Junior Section Funds (ideally separate junior bank account). 	
Club Volunteers	<i>Support junior activities & events</i>	<ul style="list-style-type: none"> – General assistance in administering and delivery of junior activities. 	