

# **WATERFORD GOLF CLUB**

## **Junior Club Administration**

### **Operation/Administration Guidelines**

#### **JUNIOR OFFICER**

The Junior Officer shall be appointed annually by the Men's and ladies Committee. Nominations for the position of Junior Officer must be received by the Hon Secretary ten days prior to the Men's and ladies Club A.G.M. Each nomination must be proposed and seconded by Members of the Men's and ladies Club. The nominee must also sign the nomination paper. The person taking up the position of Junior Officer should be announced at the Men's and Ladies Club respective AGM's. This should be ratified at the first Committee meeting of the new Men's and Ladies Committees.

The Role of the Junior Officer He/she are responsible for the junior club boys and girls will include the following:

1. The Junior Officer shall update/maintain annually a Junior Club Handbook which will incorporate the following elements: -
  - a fixtures calendar for the year,
  - Interclub Competitions Schedule
  - Junior Club Fixture List
  - Outline information regarding the Junior Club
  - Rules of Golf and Etiquette for Junior Club
  - Waterford Golf Clubs Junior Rules and Privileges
  - Dress Code \_\_ on the course and in the Clubhouse
  - Junior Club Handicapping Rules
  - Name, telephone number and email address of the Junior Officer and Junior Club Committee Members.

The Junior Officer shall ensure that a copy of the handbook is displayed prominently on the Junior Club' notice board and is given to each Junior Member when he/she becomes a Junior Member.

2. The Junior Officer must be informed of all matters affecting the rights and interests of a Junior Member and he/she will decide on such matters, or alternatively refer to another authority,ie team's events

3. The Junior Officer in consultation with the Junior Committee shall nominate a boy and girl Junior Captain
4. He/she shall appoint adult team captains to all Junior teams representing the JUNIOR CLUB
5. He/she shall be responsible for enlisting the help of fellow Club Members in the promotion of Junior golf and this with the co-operation of the Men's & Ladies Club.
6. He/she shall keep a junior section notice board in an agreed, prominent place and keeping it posted with matters of interest to Junior Club Members.
7. He/she shall ensure that the Junior Committee are familiar with the "Code of Ethics & Good Practice for Children's Sport."
8. He/she shall ensure that the dress codes for Juniors are adhered to always, both on the course and in the clubhouse confines.

### **Junior Committee**

On election to the position of Junior Officer, he/she shall form a Junior Committee and the objective would be that it might include:

- 1) Junior Officer
- 2) Junior club sec
- 3) Boy's junior convenor
- 4) Girl's junior convenor
- 5) Junior club treasure
- 6) Club professional
- 7) One parent, whether a Club Member, or not.
- 8) Any other person deemed to be suitable, whether a Member of the Club or not

- The Junior Committee shall comprise a maximum of 8 and a minimum of 5 Members.
- Appoint a junior convenor for the development of boy's and girls golf under 18 to junior committee
- Boys and girls junior convenors should be nominated on to the Men's and Ladies club committee as representative of the junior club
- All persons appointed to the Junior Committee should be in approval with the Officers of the Men's & Ladies Club.
- The Junior Club AGM shall take place not later than 2 weeks after the Men's Club AGM. At the AGM the incoming Members of the Junior Committee shall be announced by the Junior Officer.

- In the event that there are less than 5 nominations for the Junior Committee, the Junior Officer shall have the right to appoint the other Members of the Junior Committee (other than the two Members appointed by the Captain & Lady Captain).
- The Junior Committee shall be responsible for the administration of the Junior Club.
- The junior sec shall be responsible for all entry to GUI and ILGU junior events
- The Junior officer shall convene at least six Junior Committee meetings per year.
- Every meeting of the Junior Committee is to be chaired by the Junior Officer or, in his/her absence, the junior sec in his/her shall nominate a chairperson. In the absence of a nomination by the Junior Officer a chairperson shall be selected by the Committee present at that meeting.
- The Junior club sec shall inform the Men's and Ladies sec with minutes of the junior committee meetings and all reply must go back to the junior sec
- Other than any PGA professional, or other individual who is approved to provide coaching to Junior Members, the majority of Junior Committee Members must at all times be Members of Waterford Golf Club.

The Junior Committee shall be responsible for:

- Ensuring that the Junior Club Members uphold the rules of the Club.
  - Preparing a 'Junior Handbook' as part of the Club Junior rules and make it available to parents and Juniors.
  - Organising and administering Junior Club competitions.
  - Informing the Junior Members in the basic Rules of Golf and on course etiquette.
  - Arranging coaching sessions for Junior Members (in conjunction with Club Professional)
  - All matters of discipline regarding Junior Members, in conjunction with the officers of the Ladies and Men's Clubs.
- In matters of discipline, a Junior Member has a right of appeal under the terms of the Code of Ethics & Good Practice for Children's Sport.

## **Code of Ethics**

- The Code of Ethics for Golf for Young People endorsed by the GUI, ILGU and PGA Irish Region (for convenience referred to as "The Code" in the rest of this document) sets out the guidelines for best practice in the administration of the Junior Clubs. It is designed to safeguard the wellbeing of Junior and adult Members alike. It includes guidelines for parents and leaders as well as a Golf Club shall be administered in accordance with the Code. All Members of the Junior Club Committee will be required to familiarise themselves with the

- Code. All those working with young people must complete an appropriate recruitment process which includes
- Signing the leader recruitment forms
  - Successfully complete vetting processes every 3 years
  - Child Protection Awareness course from Local Sports Partnership
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- At the Junior AGM all Members of the Junior Committee will be required to sign the appropriate information form/declaration set out at Appendices 1 and 2 of the Code. The Junior Officer will be responsible for ensuring that these forms are submitted by the Members of the Junior Club Committee and handed over to the Hon Secretary of the Men's and Ladies Clubs.
  - Both the Junior Officer and any PGA professional who is a Member of the Junior Club Committee or who is providing coaching to Junior Club Members shall be required to provide the Men's and Ladies Committee's with confirmation of appropriate Garda clearance prior to taking up their positions.

### **Administration/Reporting**

- The Junior Officer will bring any urgent matter direct for the attention of the Captains of the Men's or Ladies Clubs, where such a matter will be administered.
- The Captain & Lady Captain's representatives on the Junior Club Committee shall provide for appropriate reporting to their respective Committee on all or any relevant matters relating to the Junior Club.
- The Junior Officer, should if invited, attend the Men's or Ladies Club Committee meetings to report on any Junior Club activities. Such reporting might include the following: -
  - Finance – a report based on the templates used for the men's Committee, showing the income and expenditure of the various activities in the previous 2 months and for the year to date
  - Club Competitions run for the Juniors in the period since last reporting
  - Planned activities for the Junior Members for the following 3 months
  - Participation, performance and results from Junior Inter Club Competitions
  - Details of any unplanned expenditure not included in the programme budget for the year. Such expenditure to be approved by the Men's and Ladies Committees
  - Any other issues that the Junior Officer deems appropriate to bring to the attention of the Men's and Ladies Committee.
- In addition to the formal notice of upcoming events the Junior Officer should ensure that the Captain and Lady Captain are given at least one week's notice of upcoming Interclub Junior Competitions, so that interest Club Members are informed and the appropriate support for such a competition is announced.

- The Junior Officer shall be entitled to delegate any of the tasks set out in these guidelines but will retain ultimate responsibility for ensuring that such tasks are implemented.

### **Junior Captains**

- To be eligible to hold the position of Junior Captain, the relevant candidate must be a minimum of 14 years of age on 1 January for the year for which they will hold the position as Captain.
- The Junior Committee must meet four weeks prior to the Junior AGM and agree on the selection of Junior Captains and Vice Captains for the following year. The Committee decision must be unanimous. If the Junior Club Committee fail to agree on a suitable candidate then the Junior Officer, in consultation with the Captain & Ladies Captain, shall adjudicate and confirm.
- The proposed Boys & Girls Junior captain must be approved by the respective Mens and Ladies Club Committees.

### **Competitions**

- All competitions shall be run under GUI & ILGU rules
- All handicaps shall be maintained in accordance with GUI & ILGU standard handicap arrangements. All adjustments to handicaps for boys with playing handicaps of less than 28 shall be implemented only by the Men's Club Handicap Secretary. Handicaps for girls of less than 36 shall be implemented by the Ladies Club Handicap Secretary
- The Junior Officer should make every effort to involve the parents/guardians of the Junior Members in the various activities of the Club during the year. This is to ensure that there will be support for the Junior Club activities and for Junior Club's teams taking part in Junior Club InterClub Competitions.
- The Junior Officer must be consulted before any Junior is approached to play on any team for the Men's or Ladies Club. The Junior Officer will link closely with each team manager to ensure all appropriate steps are being implemented. The Junior Officer shall be responsible for communicating with parents relating to all aspects of the team e.g. trips away etc. The Junior Office or nominated person should travel with Junior(s) on away trips unless there is already a Garda vetted adult travelling.
- Responsibilities of the Men's and Ladies club

- Support the work of the Junior officer and the junior committee in the development of junior golf within our club , while encouraging the members to support the junior section of the club; there is many reasons why it is hard maintain boy's and girls in golf ;Some clubs make it difficult and certainly do not encourage juniors to take part in club activities we need to encourage the boys with the H/caps of 10 and under to play in men's weekly comp if not when they become students they will leave and the same for the girls and a number of our elite players will grow significantly in addition to this juniors will progress to both clubs ensuring a viable and vibrant future for our club

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Captain

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Lady Captain

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Junior Officer