



Junior Convenor Role

The Junior Convenor is responsible for organising, developing, and promoting junior golf within the club. The role ensures that junior members are welcomed, supported, kept safe, and given opportunities to enjoy and make progress with golf in line with Golf Ireland and club policies. The Junior Convenor should have an appreciation for all levels of players from beginner to elite.

A. Key Responsibilities

A1. Organisation & Administration

- Oversee the junior membership, assisting with applications and inductions.
- Liaise with the Club Professional on coaching and development programmes.
- Liaise with the Competition Convenor to manage Junior handicaps.
- Maintain records of junior competitions, events, and achievements.
- Collate statistics and evidence to identify areas for development.
- Appoint junior team managers.
- Update Junior Policy to include competition rules.

A2. Management & Reporting

- Chair the Junior Committee.
- Schedule and minute regular Junior Committee meetings and set the agenda.
- Report to the Vice Captain and Lady Vice Captain on progress with Junior Golf.
- Develop relationships with Golf Ireland.

A3. Competitions & Events

- Organise and manage the junior competition schedule, including weekly Wednesday competitions during the summer months and fun events.
- Engage volunteers to help with Wednesday competitions.
- Organise the prizes and presentation for the Junior Captains Day and the end of season presentation.
- Coordinate inter-club competitions (e.g. Fred Daly Trophy, Monarch Trophy, GolfSixes etc).
- Ensure juniors are included and encouraged to participate in wider club competitions where appropriate.

A4. Coaching & Development

- Work with the Club Professional to deliver structured coaching sessions for all ability levels.
- Provide pathways for junior progression, from beginner to full adult membership.
- Identify and support talented juniors to compete at higher levels.

A5. Safeguarding & Welfare

- Ensure all junior activities comply with Golf Ireland's safeguarding policies.
- Work closely with the Club Children's Officer (CCO) to maintain a safe and enjoyable environment.
- Liaise with the Designated Liaison Person (DLP) to ensure reporting procedures are followed so that child welfare and protection concerns are referred promptly to Statutory Authorities.
- Ensure appropriate adult supervision is provided at all junior events.
- Act as a positive role model for young members.

A6. Communication & Engagement

- Keep parents, guardians, and juniors informed of events, coaching, and opportunities.
 - Encourage parental involvement in the junior section.
 - Promote junior achievements within the club and local community.
 - Review communication from Golf Ireland and attend relevant Junior Convenor workshops.
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B. Skills & Qualities Required

- Good communication and organisational skills.
 - Friendly, approachable, and supportive of young people.
 - Enthusiasm for golf and promoting participation.
 - Commitment to safeguarding and fair play.
 - Ability to work with other club officers, coaches, and volunteers.
 - Attend appropriate safeguarding training courses.
 - Garda vetted.
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C. Time Commitment

- Attendance at junior weekly competitions.
 - Attendance at inter-club competitions.
 - Participation in junior committee meetings.
 - Seasonal commitment is usually greater during the summer months.
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D. Support & Resources

- Support from the Vice Captain and Lady Vice Captain.
- Support from the Operations Manager.
- Support from the Club Professional.
- Support from the CCO and DLP.
- Guidance and safeguarding resources from Golf Ireland.
- Assistance from parents and volunteers for competitions and events.
- Golf Ireland support from Maria Dunne, Development & Club Support Officer for North Leinster.