

HERTFORDSHIRE GOLF LIMITED

Role Description for Boys Manager



Role Title: Boys Under 16's Manager

Responsible to: Director of Player Development

Main responsibilities

- Select, manage and support the Hertfordshire Golf Boys under 16s team, including attending training sessions and all match fixtures.
- Identify and select appropriate players for the Hertfordshire County Boys squads with the assistance of the Boys under 18s Manager and County Coaching Coordinator.
- Be an effective member of the Player Development committee and assist in the development and growth of junior golf in Hertfordshire.

Fee and expenses: This is a volunteer role. Mileage will be paid at 45p per mile plus expenses as agreed with the finance manager.

Overview

- There are 3 county coaching squads for boys aged between 14 and 18. – Performance, Playing and Development squads. Players are selected based on ability, aptitude and attitude, rather than by age.
- All County Junior squads deliver a Coaching Programme with aims and objectives to achieve the goals of the Player Development Action Plan. The Coaching Plan is prepared by the Lead Coach with the support of the Assistant Coaches and the County Coaching Coordinator.
- The Coaching Plan forms part of the overall curriculum for Hertfordshire Golf, with a focus on pre-tournament preparation and on course performance.
- The main fixtures are in the South East Group Central Division and the England Golf national qualifier. There are also several friendly matches.

Outline of Role

- To work with the County Coaching Coordinator to ensure that the boys u16's team fits with the overall requirements of the Hertfordshire Golf Strategic Plan for player development.
- To prepare an annual budget for the Boys u16s team to be agreed with the Director of Player Development and the Finance Director and to ensure that the actual expenditure is in line with the agreed budget.
- To submit expenses and match expense claims in accordance with Hertfordshire Golf procedures.
- To work with the Director of Player Development, County Coaching Coordinator and other Junior Team managers in developing the overall Hertfordshire Golf County Coaching structure.
- To select players for the Performance, Playing and Development squads with the support of the Boys u18s Manager, County Coaching Coordinator and County Coaches.
- To agree dates and venues in conjunction with all squads and County Coaches and to agree appropriate facility fees and food costs at all venues.
- To issue invitations to selected players and ensure payment is received prior to the commencement of the coaching.
- To liaise with the County Secretary and SEG managers regarding dates and venues of all SEG fixtures and friendly matches.

- To liaise with the County Secretary regarding team kit and to ensure that team players have the appropriate kit.
- To communicate effectively and on a timely basis with players and parents throughout the season.
- To provide the Director of Player Development and County Secretary with regular updates and reports as required, including match reports and scores to be uploaded to the Hertfordshire Golf website by the office.
- Understand and apply the Hertfordshire Golf Ltd Safeguarding policy and procedures in line with the Documentation policy and procedures.

Personal Specification for Boys u16s Manager

Skills and Qualifications:

- Able to communicate effectively with players, parents, coaches, HGL staff and other volunteers in Hertfordshire Golf Limited.
- Able to use MS Office packages and communicate effectively over distance using email and other App based platforms.
- Able to apply for an England Golf DBS check and the Safeguarding and Protecting Children certificate for this specific role. Details of these documents once obtained, must be provided to the County Secretary.

If interested please contact the County Secretary, Louis Matamala on 07947 777155 or email secretary@hertfordshiregolf.org