

Berkshire County Ladies' Golf Association



JOB DESCRIPTION

Title	County Venue Organiser
Responsible To	Berkshire County Ladies Golf Association Executive Committee (without voting power) and the Membership
Term of Office	3 years
Location	Home + Various venues throughout the County
Summary	Organising Venues for County events for all categories of membership
Experience	Club/County Committee
Equipment	Telephone, e-mail, typewriter, WP
Hours of Work	Average 1-2 days per month plus attendance at some events/meetings
Appointment	Co-opted under Rule 5.

- 1 Responsible for finding suitable venues around the county for all competitions and matches that take place under the banner of BCLGA and SE ELGA.
- 2 Maintain a list of events with details of their requirements (Frequency, normal number of players, format of play, time of year, restrictions e.g. school hols, weekend only, catering requirements)
- 3 Liaise with events organisers - County Junior Organiser, County Training Officer, County Competition Secretaries, SE ELGA representative, Seniors Captain, County Captain and 2nd Team Captain - to determine any changes to venue requirements over the forthcoming years.
- 4 Maintain a rolling 10 year plan of future events and venues to ensure fair allocation of pressure to Berkshire clubs in terms of hosting events.
- 5 Liaison with Executive Committee on progress and issues concerning venues for next 2 years.
- 6 Meet with Club managers to agree dates 2 years in advance using details in (2) above. Agree expected numbers and high level catering requirements. Write confirmations to club managers. Copy competition organisers as listed in (3) above and keep them aware of ALL fixed venues for next 2 years.
- 7 Venue Organiser passes responsibility over to the competition organiser once the venue confirmation letter has been sent.
Venue Organiser is not responsible for detailed confirmation of player numbers & catering etc
Venue Organiser is not responsible for fixing venues for matches against home club sides (e.g. practice matches for juniors, seniors and ladies)
Venue Organiser is not responsible for events which do not involve use of the golf course(e.g. squad coaching/training, junior activity and taster days, County social events)