

BEDFORDSHIRE COUNTY GOLF PARTNERSHIP STEERING COMMITTEE

AIMS

To manage and ensure the delivery of the Bedfordshire County Golf Partnership (BCGP) Development Plan 2009 – 2013.

A further aim is to fully establish BCGP, including funding, such that it has the ability to continue beyond 2013 if Governing Bodies permit.

OBJECTIVES

1. To manage the delivery of the BCGP Development plan.
2. To ensure all the objectives detailed in the plan are achieved.
3. To ensure that accurate financial records are maintained and audited as may be required.
4. Provide all appropriate feedback to the RDO, EGU and EWGA.
5. To secure funding for the development of golf in Bedfordshire initially up to 2013 and possibly beyond.
6. To agree with the BLCGA a method of reporting membership numbers by club.
7. To meet clubs with no ladies section and determine, if possible, a way forward that will enable a section to be established.

PRIORITY AREAS

1. Agree BCGP Structure and allocated objectives.
2. Define group roles and personnel.
3. Appoint and manage CDO

SKILLS/KNOWLEDGE

1. Knowledge of Bedfordshire golf and its clubs.
2. Good communication ability.
3. Ability to work in teams.
4. Previous experience of marketing, finance, web site and management would be beneficial.
5. Highly motivated.

PERSONNEL

2 X BCU
2 X BLCGA
2 X PGA
1 X RDO
1 X CSP (teamBeds&Luton).
1 X Golf Foundation
1 X County Development Officer (CDO)
Others as determine by the BCGP.



BEDFORDSHIRE COUNTY GOLF PARTNERSHIP DATABASE & WEBSITE GROUP LEAD ROLE

TITLE: Bedfordshire County Golf Database and Website Chairperson

RESPONSIBLE TO: Bedfordshire County Golf Partnership (BCGP) Steering Group

ROLE: To establish and manage the website and all databases identified in, or developed through, the BCGP Development Plan.

STATUS: Volunteer Capacity

AIMS: To ensure all databases and the website are fit for purpose and able to support the Development Plan and its objectives.

REQUIREMENTS

1. To evaluate the allocate objectives and put in place action plan(s) to achieve them.
2. Liaise with all other BCGP Groups and determine their database and web site requirements.
3. Review the BCGP Role document to ensure that it meets the Development Plan and objective requirements.
4. Determine group structure needed to meet objectives and arrange meetings or advise BCGP Steering group as appropriate.
5. In conjunction with the other groups determine budget required and agree appropriate funds or shortfall.
6. To deliver the appropriate objectives of the BCGP development plan.
7. Determine resources required to update databases and web site as appropriate.
8. Liaise with all other BCGP Groups to ensure resources are available and requirements are established.

ROLE ANALYSIS - WHAT IS TO BE DONE

1. Design, manage and implement BCGP databases and website ensuring it is up to date.

SKILLS/KNOWLEDGE (Desirable)



BCGU



PGA



BLCGA

1. Setting up and managing web sites and databases.
2. Managing people and action plans.

WORKING RELATIONSHIPS

Advice and liaise with the steering group of BCGP.

Liaise and advice other BCGP groups.

Liaise with the BCGP CDO on the delivery of the BCGP Development plan and objectives.

BEDFORDSHIRE COUNTY GOLF PARTNERSHIP TRAINING & VOLUNTEER GROUP LEAD ROLE

TITLE: Bedfordshire County Golf Training & Volunteer Chairperson

RESPONSIBLE TO: Bedfordshire County Golf Partnership (BCGP) Steering Group

ROLE: To oversee and manage the training requirements of the BCGP and also manage the recruitment of volunteers required to deliver the BCGP Development plan and objectives.

STATUS: Volunteer Capacity

AIMS

Manage all training aspects and volunteers programme of the BCGP.

REQUIREMENTS

1. To evaluate the allocate objectives and put in place action plan(s) to achieve them.
2. Liaise with all other BCGP Groups and determine their volunteer and training requirements, including all coaching needs especially at level 1.
3. Review the Training and Volunteer role document to ensure that it meets the Development and Objective requirement.
4. Determine group structure needed to meet objectives and arrange meetings as appropriate.
5. In conjunction with the Budget and Fundraising Group determine budget required and agree appropriate funds or shortfall.



6. To determine a Volunteer strategy in conjunction with the other BCGP groups and teamBeds&Luton and the Golf Foundation.

ROLE ANALYSIS - WHAT IS TO BE DONE

2. To ensure levels of volunteers are in place to deliver the objectives in the Development Plan for all BCGP Groups.
3. Liaise and communicate with all BCGP personnel and outside bodies as appropriate.
4. Establish training requirements are established and budgets in place to ensure all BCGP members volunteers conform to legal requirements.
5. Liaise with the BCGP Compliance officer and establish training requirements to meet legislation.

SKILLS/KNOWLEDGE (Desirable)

3. Good communicator.
4. Highly motivator.
5. Able to work alone and in teams.
6. Any previous experience of HR and recruiting techniques could be beneficial.

WORKING RELATIONSHIPS

Advice and liaise with the steering group of BCGP.

Liaise and advice other BCGP groups.

Liaise with outside bodies as appropriate.

Liaise with the BCGP CDO on the delivery of the BCGP Development plan and objectives.

BEDFORDSHIRE COUNTY GOLF PARTNERSHIP MARKETING & COMMUNICATIONS GROUP LEAD ROLE

TITLE: Bedfordshire County Golf Marketing & Communication Chairperson

RESPONSIBLE TO: Bedfordshire County Golf Partnership Steering Group

ROLE: To establish the marketing and communications requirements of the BCGP and deliver them in line with the development plan and objectives.

STATUS: Volunteer Capacity



BCGU



PGA



BLCGA

AIMS

To develop a BCGP marketing strategy and promote the activities of BCGP as appropriate and in conjunction with other groups within the BCGP structure.

REQUIREMENTS

1. To establish the BCGP Marketing and Communications group and put in place action plans to deliver the appropriate objectives of the BCGP development plan.
2. Liaise with other BCGP working groups on their requirements and marketing activities necessary to deliver their objectives.
3. Analyse all objectives in the plan and determine customer requirements to achieve the BCGP development plan objectives.
4. To determine available market research within the EGU, CSPs and other Golf related organisations
5. To produce and publish a marketing plan and strategy for the BCGP.
6. In conjunction with the Steering group and Budget and Fundraising Group determine the marketing and communication budget and manage spend to agreed budget.
7. To oversee and advise on, all communications given to golf clubs and ensure that they are consistent with BCGP messages.
8. Agree a marketing plan with the external bodies represented on the BCGP.
9. Agree a marketing plan to promote the BCGP within the driving ranges in the County.
10. To provide such reports to the BCGP Steering Group as may be agreed or required.

ROLE ANALYSIS - WHAT IS TO BE DONE

1. In conjunction with the lead Fundraising group support the drive to secure sponsorship funding.
2. Establish the market requirements of the BCGP and undertake an audit of available market research that will identify market segments and possible new members for golf clubs within the County.
3. Establish a marketing strategy that will enable the activities of the BCGP to be communicated with clubs and prospective members.
4. Establish links with the golf ranges in the County and determine a working process with them that will promote the BCGP and aspects of its development plan.



5. In conjunction with the teamBeds & Luton develop a marketing plan that will promote the BCGP and golf throughout their facilities.

SKILLS/KNOWLEDGE

1. Previous Marketing experience.
2. Ability to communicate effectively in writing and orally.
3. Be self motivated.
4. Knowledge of the County and its golf clubs.
5. Previous experience and success in securing partnership funding and commercial sponsorship would be beneficial.
6. Ability to manage workgroups and work programmes.

WORKING RELATIONSHIPS

The management of the BCGP Steering Group and all other BCGP Groups.

To liaise with all external bodies as necessary to deliver the BCGP Plan.

To liaise with the BCGP County Development Officer.

BEDFORDSHIRE COUNTY GOLF PARTNERSHIP BUDGET & FUNDRAISING GROUP LEAD ROLE

TITLE: Bedfordshire County Golf Finance Chairperson

RESPONSIBLE TO: Bedfordshire County Golf Partnership Steering Group

ROLE: To oversee and manage the budget and fund raising of the Bedfordshire Golf Partnership.

STATUS: Volunteer Capacity

AIMS

Manage the budgets of the Bedfordshire County Golf Partnership (BCGP).

REQUIREMENTS

1. To establish the BCGP Budget & Fundraising group, arrange periodic meetings and minutes, and report back as may be required to BCGP Steering Group meetings.
2. Where necessary, to set budgets for BCGP sub-groups and processes and monitor to ensure they are not exceeded.



3. To identify budget shortfalls and levels of funds required over the budget period.
4. To determine a fund raising strategy in conjunction with the other BCGP groups .
5. To determine a series of tariffs for advertising on the web site in line with commercial rates.
6. To manage the production of audited accounts as necessary to meet AGM and EGU requirements.
7. To deliver the appropriate objectives of the BCGP development plan.

ROLE ANALYSIS - WHAT IS TO BE DONE

1. Design, manage and implement a system of financial management and accounting for the BCGP.
2. Manage the annual production of budgets for the BCGP.
3. Produce a set of annual accounts for the BCGP.
4. Manage the fundraising requirements and sponsorship of BCGP.

SKILLS/KNOWLEDGE (Desirable)

1. Financial and Management Accounting
2. Funding and Grant application processes.
3. Experience and knowledge of fundraising and sponsorship.
4. Managing people and action plans.

WORKING RELATIONSHIPS

Advice and liaise with the steering group of BCGP.

Liaise and advice other BCGP groups.

Liaise with the BCGP CDO on the delivery of the BCGP Development plan and objectives.

BEDFORDSHIRE COUNTY GOLF PARTNERSHIP CLUB LIAISON & EVENTS GROUP LEAD ROLE

TITLE: Bedfordshire County Golf Club Liaison and Events Chairperson

RESPONSIBLE TO: Bedfordshire County Golf Partnership (BCGP) Steering Group

ROLE: To establish and manage the interface with the Bedfordshire golf clubs and organise all events to develop golf in Bedfordshire.



STATUS: Volunteer Capacity

AIMS: To achieve the targets for new club members as identified in the Development Plan by close liaison with all the Bedfordshire Golf clubs and organising appropriate events through out the County.

REQUIREMENTS

1. To evaluate the allocate objectives and put in place action plan(s) to achieve them.
2. Liaise with all other BCGP Groups and determine what is required of them to achieve the identified levels of membership year on year.
3. Undertake an audit of all golf clubs by analysing existing databases to determine facilities, levels of membership by all categories, joining fees etc.
4. Determine group structure needed to meet objectives and arrange meetings as appropriate.
5. In conjunction with the Budget and Fundraising Group determine budget required and agree appropriate funds or shortfall.
6. In conjunction with the Golf Foundation and teamBeds&Luton draw up action plans of events that will promote new members and provide a pathway from schools to clubs.
7. Review the BCGP Role document to ensure that it meets the Development Plan and objective requirements.
8. To deliver the appropriate objectives of the BCGP development plan.
9. Determine resources required to update databases and web site as appropriate.
10. Liaise with all other BCGP Groups to ensure resources are available and requirements are established.

ROLE ANALYSIS - WHAT IS TO BE DONE

1. To develop an understanding of each club and their facilities including membership levels. Put in place and manage action plans to deliver the new levels of membership, year on year, as detailed in the Development Plan.

SKILLS/KNOWLEDGE (Desirable)

1. A highly motivated person who can communicate with people at all levels.
2. An ability to work with teams and evaluate information.



3. Managing people and action plans.
4. Ability to analyse data and access web sites and databases.

WORKING RELATIONSHIPS

Advise and liaise with the steering group of BCGP.

Liaise and advise other BCGP groups.

Liaise with the BCGP CDO on the delivery of the BCGP Development plan and objectives.

Liaise with County bodies and the county golf clubs.

BEDFORDSHIRE COUNTY GOLF PARTNERSHIP COUNTY ACADEMY PROGRAMME (CAP) GROUP CHAIRPERSON LEAD ROLE

TITLE: Bedfordshire County Golf Partnership County Academy Programme Chairperson

RESPONSIBLE TO: BCGP Steering Group.

ROLE: To liaise with the BCGU and BLCGA, or a subsequent merged body, to ensure the TIP and County talent programmes are in line with the BCGP Development Plan and its objectives. In addition to develop, oversee and manage a coaching strategy for BCGP initiatives as detailed in the Development Plan, covering such initiatives as schools golf and all starter sessions.

STATUS: Volunteer Capacity

AIMS

To develop the County Coaching programmes and a BCGP coaching strategy for the development of new players of all ages in line with the BCGP Development Plan.

REQUIREMENTS

1. To establish a joint County Development programme in conjunction with the BCGU and the BLCGA.
2. To establish a BCGP coaching strategy that can be used by other BCGP sub-groups as necessary e.g. organised events to recruit new members and new starters to the game of golf.
3. To arrange meetings of the CAP group and document the decisions and actions.
4. Determine resources, cash and manpower to deliver allocated objectives, including liaising with other BCGP groups on their coaching requirements.



GROWING THE GAME IN BEDFORDSHIRE

5. To agree the appropriateness of the allocated development plan objectives and establish requirements of other BCGP groups. Then put in place action plans to achieve the objectives.
6. *Introduce methods of player assessment and measurement of performance.*
7. To advise the Steering group on a Golf Coach Education programme.
8. Manage coaching spend for the BCGP within budgets set by Finance Group.

ROLE ANALYSIS - WHAT IS TO BE DONE

1. Liaise with current county coaching personnel and agree a coaching programme to aid the development of appropriate Bedfordshire talent.
2. Establish a coaching process from grassroots to county that will enable all new or existing players to reach their potential within golf.
3. Deliver a coach education programme for use in Bedfordshire.
4. Work with and deliver National initiatives where appropriate.
5. Liaise as appropriate with the club liaison and events group to ensure a coordinated coaching approach to clubs, schools, teamBeds&Luton, golf foundation and county organisations.
6. Provide management reports to the steering group as required and support any initiatives so determined by them.

SKILLS/KNOWLEDGE

1. Coaching practices and principles preferable at all levels.
2. Highly motivated and keen.
3. Willingness to aid the development of players, in conjunction with county initiatives.
4. Player Development Pathways.
5. Ability to work with schools and/or their representatives.
6. Budget management and control.
7. Ability to manage workgroups and work programmes, including child protection .

WORKING RELATIONSHIPS

To liaise with the BCGP steering group and other BCGP group structures.

To liaise with the Bedfordshire County Organisation, including the appropriate PGA groups, Golf Foundation, teamBeds&Luton and schools/university contact points.

To liaise with the BCGP County Development Officer on the delivery of the BCGP Development plan and objectives.

