



Document No.	TOR3
Document Name	KGC Junior Sub-committee Terms of Reference
Version	1.0
Document Owner	KGC Management Committee
Date Approved	18 February 2025

Mission Statement

Kingaroy Junior Golf aims to provide a safe, secure, inclusive and enjoyable environment for junior golfers to learn the game of golf. In doing so, we will foster life-long positive attitudes towards the sport, and create a pathway for future membership of Kingaroy Golf Club.

Composition of the Junior Sub-committee

The Committee shall comprise:

- Club President (Ex Officio)
- Junior Coordinator
- 2 Community Coaches

Roles and Responsibilities

The Junior Coordinator is the primary liaison between the Management Committee and the Junior Sub-committee. In this capacity, the Junior Coordinator will:

- Ensure the Kingaroy Junior Golf Sub-Committee is operating in line with Golf Australia's Risk Management Junior Co-ordinator Tool Kit.
- Ensures Kingaroy Junior Golf operates under Golf Australia's Safeguarding Children and Young People Policy, and promotes inclusion, respect and diversity.
- Ensures the Kingaroy Junior Golf Sub-Committee is operating in line with club objectives and taskings.
- Ensures junior programs are offered through Golf Australia's MyGolf.
- Ensures adults working with the junior group hold current Community Coach accreditation and Blue Cards.
- Ensures that Junior Sub-committee meetings are held at the start of every month. (These may be formal or informal in nature.)
- Reports monthly to the Club Management Committee.
- Ensures that periodic performance reviews of the Junior Sub-committee are conducted with the President or Executive Committee Delegate.
- Ensures that all respective roles and responsibilities are being completed as requested to ensure the junior program is successfully run.
- Be familiar with the KGC Governance Documents that are owned by the Committee and ensure that the content of the documents and any associated tools (eg forms, checklists) remain current, accurate and fit for purpose.

Committee Role Description

- To take prime responsibility for the learning and playing of golf in relation to the juniors at Kingaroy Golf Club.
- To meet at the start of every month to ensure the juniors program is proceeding in line with its objectives, and meeting the needs of the junior players involved with the program.

- To foster a strong club spirit amongst the juniors and their supporting family members and liaise any issues to the Junior Coordinator in the first instance, then the Club President if required.
- To assist in raising funds for the junior program through running a barbecue on selected sponsored golf days at Kingaroy
- To promote and manage the participation of juniors in club events, interclub and other competitions via social media such as Facebook, KGC Website and Flyers.
- To perform delegated duties from the KGC Management Committee as directed, and to offer proposals to the KGC Management Committee that will benefit or improve the way junior events are conducted at Kingaroy Golf Club.
- To organise and run the Kingaroy Junior Open Competition yearly, in partnership with SBG Junior Golf.
- To recommend to the KGC Management Committee the prize value and entry fee for junior events.
- To support the KGC Management Committee in the promotion of membership of the club.
- The Junior Sub-committee may not make any decisions involving a financial commitment by the club unless authorised by the KGC Management Committee.

Specific Tasks of Junior Sub-committee:

1. Meet monthly to decide on the upcoming junior program.
2. Allow for the general running of all Junior golf at KGC:
 - Provide a balance of on-course play, and practice fairway learning sessions. Each session is to be provided at reasonable cost (currently \$5), which covers the cost of prizes and purchases such as sunscreen and hand sanitiser.
 - Arrange for regular lessons with a PGA Professional (presently Ari Sanjar), at least 1 lesson per school term.
 - Offer a variety of golf competitions in line with junior capabilities on selected Saturday mornings, and after competitions, check score cards, determine competition results and adjust handicaps.
 - Administer a consistent Junior handicap system.
 - Highlight any rules or etiquette incidentally to the group as they arise.
 - Organise a range of sizes of Kingaroy Junior Golf shirts and caps/bucket hats for purchase by juniors.
 - Ensure there are sufficient golf clubs for juniors to borrow so the expense of purchasing own clubs is avoided.
3. Liaise with the KGC Players Committee regarding where the juniors will be playing on any particular week, and keep clubhouse manager informed on what is happening golf wise with the juniors at the club.

Version information

Version	Details/Changes	Approved by	Date
1.0	Approved Terms of Reference added to the KGC Governance Documents Management System.	KGC Management Committee	18 February 2025