

Guidelines for Roster Members

The following guidelines are intended to give an overview of the various activities and objective that are expected of Leaders on Saturday for junior boys golf, and is intended for people who are new to the junior roster. Hopefully this will become second nature after a few weeks of participation.

The first name on the roster line is responsible for the group and for ensuring everyone shows up and knows what they have to do. Also good to have taken out an electric buggy.

Roster

- The roster will comprise of five groups initially, each comprising of at least five people. Each group is scheduled once every five weeks – details of the roster can be found [here](#).
- Each group will need to execute the following roles:
 - Registration/Starting (x 1-2 people depending on duration)
 - On Course Supervision (x 1-2 people)
 - Scoring and Prize Giving (x 2 people)
- Each person is responsible for finding a replacement if they cannot attend.

Registration / Starting

- All boys playing on Saturday need to register their attendance. They will do this via the Pro Shop.
- When playing in a competition, the boys must pay as follows: €3 for Blues, €2 for Reds and €1 for Whites. This money is used to fund prizes for the three majors and some coaching. For Majors this increases to €5. Only boys who have signed their Codes of Conduct forms should be allowed to play.
- We have a clipboard that has blank attendance sheets what contains a list of the boys in the Blue, Red and White groups, as well as their handicap. It is normally stored in the Pro Shop or in the (#3) in the Mens' Changing Room.
- The Leader(s) looking after registration should:
 - Record the groupings the boys have gone out in – this is normally a three ball. It is important that you record the group number, as this allows to determine when boys have finished when doing the cards. For new boys we try at put them out with boys they know. However, after a few weeks we try to encourage mixing the boys with other boys of similar handicap. This promotes social interaction, and it also helps to reduce the likelihood of the boys purposely recording the wrong score.
 - Ensure the boys have been given the right playing card (18 hole card for 18 holes and 9 holes, 14 hole card for 14 holes, 9 hole card for 6 holes). Blues typically play 18 holes, Reds 9 or 14 holes (depending on numbers and daylight) and Whites 6 holes.
 - Ensure the boys know how to record their name, handicap, marker and score and where to put their signed core card.

Start of Golf

The people running the registration are responsible for getting the boys to the tee in a timely manner. There should be no gaps. Note that:

- The Blues tee off from the Blue tee box
- The Reds tee off from the Red tee box
- The Whites tee off from in front of the Red tee box for the par 3s and from the start of the fairway for the par 4 and 5s.

Before starting, all boys should have:

- Golf balls
- Tees
- Pencil or Pen
- Pitch repair fork
- Ball marker
- Suitable clothing e.g. rain jacket if damp, extra top if cool etc etc

On course supervision (for Whites only)

In order to ensure the boys play in a safe and learning environment, we are trying to ensure there is at least one adult walking with each White group). We are asking that the adult is a parent / guardian of one of the players. If no adult is present, the boys will not be allowed to play on the course but they can practice.

This parent / guardian should:

- Ensure the boys know where and when they can take practice swings. We have to make sure they realise that they could cause serious harm to someone if they are careless about where they make practice swings.
- Ensure the boys who are not playing a shot stand in front of the player (not to the side or behind).
- Encourage the boys to play quickly. This can include:
 - Reminding them to pick up when they have taken five shots more than the par of the hole (e.g. a after 8 shots on a par 3, 9 shots on a par 4 etc)
 - Getting them to leave their bags between the green and the next tee box
 - Moving quickly after they have played their shot
 - Replace divots
- Check that they are recording their score after every hole. If they are unsure of their partner's score, they should recount the shots together and agree the score.
- Point out general rules and etiquette of golf.

The person driving the buggy is primarily checking that the Whites and Reds are moving quickly and returning to the rightful group and clubs or equipment that was mislaid.

Scoring and Prize Giving

A leader or two who are golfers and know the Stapleford scoring system are required to calculate the Stapleford points scores for the Reds and the Whites. Blues will have a correct card as they need to register their score in the computer. You should:

- Buy prizes for the competitions from the Pro Shop before it closes
- Ensure the boys present a card that is legible, that they and their partner have signed
- Calculate their Stableford score and record it on the card
- Record 1st, 2nd and 3rd place for each of the Blues, Reds and Whites on the attendance sheet
- Record on the attendance sheet which of the Reds and Whites are getting their handicap cut, along with their new handicap. As a rule of thumb, it is the number of points better than the par for the number of holes they have played, pro-rated to 18 holes. For example, for 9 holes, 21 points is 3 better (the target score is 2 points per hole played) and pro-rated this would be six shot. Whites handicap should be divisible by 3. The maximum cut on any day should not exceed 9 shots.
- Take a picture of the sheet and post it to the WhatsApp Group
- Present 1st, 2nd and 3rd place prizes. For:
 - Blues: this equates to 3, 2 and 1 Pro V1 golf balls in value from the Pro Shop
 - Reds: this equates to 3, 2 and 1 Trusoft golf balls in value from the Pro Shop
 - Whites: this equates to 3, 2 and 1 Trusoft golf balls in value from the Pro Shop
- Return the Clipboard to the locker in the Men's locker room or Pro shop.
- Don't leave any of the boys in the club house on their own.

Note: While we are under Covid restrictions and don't have access to the clubhouse, scoring will be done by the Pro Shop within 48 hours. Prizes won't be given out, but a value equivalent to the above will be added to the boys account in the Pro Shop.

Roles Descriptions

Role	Main activities	Required skill	Commitment
Roster Leader	<ul style="list-style-type: none"> Ensure adults on team are available. If not, find replacement. Allocate duties Report any incidents Get prizes from Pro-shop Liaise with Junior Convenor 	<ul style="list-style-type: none"> Organisation Communication Knowledge of golf 	Once every 5 weeks
Starter / Registration (x2)	<ul style="list-style-type: none"> Record attendance Validate handicaps Ensure boys have appropriate score cards Create playing groups when necessary Manage timely tee-offs 	<ul style="list-style-type: none"> Organisation Communication 	2-3 hours, once every 5 weeks
On course supervision (x1-2)	<ul style="list-style-type: none"> Etiquette - Whites Pace of play – Whites and Reds 	<ul style="list-style-type: none"> Patience Encouraging 	2-3 hours, once every 5 weeks
Scoring and Prize giving (x2)	<ul style="list-style-type: none"> Cross check cards versus roster Check score cards for completeness and get boys to correct errors Calculate points Record 1st, 2nd, 3rd places for Whites, Reds and Blues 	<ul style="list-style-type: none"> Knowledge of golf and Stapleford system Communication 	2 hours, once every 5 weeks

- Record potential handicap adjustments
- Award prizes
- Send picture of attendance plus results to Junior Convenor
- Put clipboard in Junior locker and return key to Bar