



Carolinas Golf Association Notice of Employment – Immediate Opening

POSITION: Tournament Manager

START DATE: As soon as possible

JOB SUMMARY: *Full-time position that conducts and coordinates CGA Championships, CGA Qualifiers, USGA national championship qualifiers, and CGA one-day tournaments. This position will also handle all administration of One-Day Tournaments throughout the year.*

REPORTS TO: Director of Rules & Competitions

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the association's One-Day Tournament Programs (Regular One-Days, One-Day Four-Balls) including:
 - Set up One-Day Tournaments in Golf Genius Tournament Software
 - Communicate tournament details with host facility golf professional and course superintendent prior to and after player registration
 - Ensure golf course yardage is set within guidelines established for each division
 - Support golfer registration via email or phone including: profile creation, handicap inquiries, tournament registration, partner changes, player withdrawals, and waitlist management
 - Manage tournament details: player handicaps, divisions and flights, course setup, pace of play guidelines, and pairings with starting holes or tee times.
 - Develop and email tournament documents to One-Day Directors for each tournament
 - Post results of each One-Day Tournament
 - Reconcile One-Day Tournament revenue and expenses
 - Perform periodic review scores and handicap records
 - Track tournament statistics; number of players, winners of multiple tournaments, and Tournament of Champions eligible players and teams
 - Approve reimbursement voucher from One-Day Directors
 - Coordinate tournament assignments with One-Day Directors
 - Provide support to One-Day Directors at tournament locations as needed
 - Fulfill the role of One-Day Director at tournaments close to the CGA office and as needed
 - Attend Tournament of Champions One-Day Tournaments in winter
 - Contact and secure host facilities/host sites and create a tournament schedule for the subsequent year
- Serve as on-site Official-In-Charge and as additional staff at select CGA Championships, CGA Qualifiers, USGA Qualifiers, and CGA One-Day Tournaments.
- Perform on-site tournament administration duties including golf course marking, golf course set-up, local rules & notice to players, rules officiating, enforcing pace of play guidelines, starting, scoring, live scoring, and volunteer management at select events.
- Maintain select tournament supplies and inventory.
- Work with the Director of Rules & Competitions and Director of Women's Golf on tournament and tournament program-related projects.
- Teach Rules of Golf seminars to member clubs, golf groups and the general public.
- Assist with media duties including press releases, tournament results, photography, and social media.
- Assist in maintaining and ordering tournament supplies.
- Assist in the recruitment and training of CGA volunteer rules officials.
- Included in staff rotation to conduct CGA annual Island Getaway tournament.

- Assist office staff in daily activities as needed.
- Participate in CGA staff projects and initiatives that may be outside of the specific scope of the job.

JOB REQUIREMENTS:

- Must have a passion for the game of golf and playing the game is a plus.
- Must be organized, dependable, reliable, and self-motivated.
- Minimum of 1 year of golf administration with a USGA P.J. Boatwright Internship experience preferred.
- The ability to use and learn various computer software programs which would include GHIN, Golf Genius Software, Microsoft Products, and Google Drive.
- Strong knowledge of the Rules of Golf and Clarifications.
- Prior attendance at a PGA/USGA Rules of Golf Workshop is preferred.
- Basic knowledge of the World Handicap System.
- Ability and willingness to travel 50-75 days annually including overnight stays and weekends across North Carolina and South Carolina.
- Ability to exert physical activity including the ability to lift heavy items (50+ pounds).
- Public speaking skills.
- College graduate preferred.
- Ability to work from Carolinas Golf House in Southern Pines, NC.

COMPENSATION: \$40,000-\$43,00 based on experience with Benefits included below.

BENEFITS:

- CGA paid HRA health plan, dental, life, vision, and disability insurance.
- SEP retirement plan with employee-provided funding.
- Paid vacation and holidays.
- Use of company vehicles for business-related travel.
- CGA-issued laptop computer.
- Company-issued credit card to cover all work-related expenses.
- CGA Issued Clothing and Outerwear.
- Opportunities to work remotely on occasion.

APPLICATION DEADLINE: Open Until Filled

TO APPLY: Please send an email with a PDF cover letter and resume to Rusty.Harder@carolinasgolf.org with "CGA Tournament Manager" in the subject line.

ABOUT THE CAROLINAS GOLF ASSOCIATION: Founded in 1909, the Carolinas Golf Association is one of the largest regional golf associations in the United States, with more than 700 member clubs representing 180,000 golfers in North Carolina and South Carolina. It's mission statement is "to promote and to protect the game of golf in the Carolinas by providing competitions, education, support and benefits to clubs and golfers". Among other services, the CGA provides its members with official handicap indexes, annually conducts more than 350 competitions and over 550 days of competitive golf for all abilities. The CGA also sponsors travel, and special events, publishes Carolinas Golf magazine, secures exclusive member discounts, and supports Youth on Course (YOC) Carolinas.

Carolinas Golf Association
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