



## **Position Available: Tournament Manager**

### **ABOUT THE CAROLINAS GOLF ASSOCIATION**

- ❑ The Carolinas Golf Association is a non-profit service organization that was formed in 1909 to conduct championships and tournaments for amateur golfers in North and South Carolina, administer the USGA handicap system in the Carolinas, and support its membership of more than 145,000 golfers in the CGA's 700 member clubs and associations.

### **REQUIREMENTS**

- ❑ Strong written, verbal and public relations skills.
- ❑ Must be organized, detailed and possess good office management skills.
- ❑ Must have the ability to interact positively with the CGA staff, players, host club staff and volunteers
- ❑ Strong knowledge of the Rules of Golf
- ❑ Ability/willingness to travel to events

### **RECOMMENDED COMPUTER SKILLS**

- ❑ Microsoft Office (Word, Access, Excel, PowerPoint, Outlook), QuickBooks
- ❑ Experience with golf tournament management software (TPP, Golf Genius, Blue Golf, Event Man, etc)

### **RESPONSIBILITIES**

- ❑ Set up and conduct tournaments in tournament software
- ❑ Assist with creating and maintaining championship web sites
- ❑ Conduct and assist with CGA/TYGA/USGA tournaments which include:
  - Creating and distributing tournament information to registered players
  - Creating starting times
  - Marking and setting up golf course
  - Preparing notice to players and pace of play documents
  - Monitoring play and pace
  - Managing rules officials at tournaments
  - Posting and distributing results/press releases to social and traditional media sites
- ❑ Oversee CGA rules official/volunteer program which includes:
  - Recruiting new officials/volunteers
  - Set up rules official/volunteer sign up pages and registration
  - Maintaining rules blog
  - Producing monthly newsletter
  - Securing adequate number of officials for each tournament
  - Order rules officials' supplies
- ❑ Maintain amateur schedules of the Carolinas
- ❑ Assist with TYGA Junior Rankings data base
- ❑ Assist office staff in daily activities as needed
- ❑ Teach Rules of Golf seminars to member clubs, golf groups and general public
- ❑ Assist with tasks as directed by Executive Director and/or Director of Tournament Operations

### **BENEFITS**

- ❑ Covered company HSA health plan, dental, life and disability insurance
- ❑ Life insurance
- ❑ Short and long term disability insurance
- ❑ Paid sick leave
- ❑ SEP-IRA retirement plan
- ❑ Paid vacation and holidays.
- ❑ Salary: +/- \$30,000

Mail or email resumes and cover letters to:

Carolinan Golf Association  
140 Ridge Road  
Southern Pines, NC 28387  
[Jason.cox@carolinansgolf.org](mailto:Jason.cox@carolinansgolf.org)