



Carolinan Golf Association Notice of Employment

POSITION: Tournament Manager

START DATE: Approximately January 1, 2019

JOB SUMMARY:

Full-time position to assist with coordinating and administering CGA championships, CGA qualifying events, USGA national championship qualifiers, and CGA one-day tournaments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Management of CGA competitions, including state/regional championships, state/regional qualifiers, one-day tournaments and USGA qualifiers.
- Pre-tournament administration such as communicating with host club staff and tournament participants, updating website with starting times and player information, negotiating hotel room blocks.
- Perform on-site tournament administration duties including golf course marking, golf course set-up, local rules & notice to players, rules officiating, pace of play guidelines, starting, scoring, Live Scoring and volunteer management at select events.
- Work with designated CGA Tournament Administrator to determine player status, maximum numbers of players, and player information.
- Oversee CGA One-Day Tournament program that includes individual and four-ball tournaments.
- Manage and run on site select CGA One-Day Tournaments.
- Teach Rules of Golf seminars to member clubs, golf groups and general public.
- Assist with media duties including press releases, tournament results, photography and social media.
- Maintain full Amateur Schedule of the Carolinas.
- Assist in the recruitment and training of CGA volunteer rules officials.
- Assist with player rankings and points lists.
- Included in staff rotation to conduct CGA annual Island Getaway tournament.

JOB REQUIREMENTS:

- Required Computer Skills: Microsoft Windows, Microsoft Office (Word, Excel, Access, Outlook)
- Preferred Computer Skills: USGA Tournament Management powered by Golf Genius
- Strong knowledge of the USGA Rules of Golf and its interpretations
- Prior attendance at PGA/USGA Rules of Golf Workshop preferred
- Basic knowledge of USGA Handicap System
- Ability and willingness to travel 80-100 days annually including overnight stays and weekends
- Outgoing personality with strong communication skills (written, verbal, telephone)
- Public speaking skills
- College graduate preferred
- Ability to work from Carolinas Golf House in Southern Pines, NC
- Reports to CGA Executive Director, CGA Director of Rules & Competitions

COMPENSATION: \$30-35,000 (based on experience and education)

BENEFITS:

- Covered company HSA health plan, dental, life and disability insurance
- SEP retirement
- Paid vacation and holidays
- Use of company vehicles for business-related travel
- Approximate total package annual value (with salary) \$50-55,000

APPLICATION DEADLINE: December 1, 2019

TO APPLY:

Please send email cover letter and resume to Rusty.Harder@carolinagolf.org with "Tournament Manager" in the subject line.

ABOUT THE CAROLINAS GOLF ASSOCIATION: Founded in 1909, the Carolinas Golf Association is an organization of 700+ member clubs representing 150,000 golfers in North and South Carolina.

Carolinas Golf Association
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