



## Carolinan 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. Position will also handle most administration of CGA Men's and Women's championship and CGA Qualifiers.*

**REPORTS TO:** Director of Rules & Competitions

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Management of administration of all CGA Men's and Women's Championships and CGA qualifiers including pre-tournament administration such as communicating with host club staff and tournament participants, updating website with starting times and player information, managing withdrawals and tournament field sizes.
- Serve as Official-In-Charge and as additional staff at select CGA Championships, CGA Qualifiers, USGA Qualifiers, and CGA One-Day Tournaments.
- Maintain Inventory and order Host Club Appreciation Gifts for all CGA Championships.
- Perform on-site tournament administration duties including golf course marking, golf course set-up, local rules & notice to players, rules officiating, enforce pace of play guidelines, starting, scoring, Live Scoring and volunteer management at select events.
- Work with 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 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 specific scope of job.

### **JOB REQUIREMENTS:**

- Must have a passion for the game of golf and playing the game is a plus.
- Must be dependable, reliable, and self-motivated.
- Experience conducting golf tournaments (preferably at a golf association).
- 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 USGA Rules of Golf and its interpretations.
- Prior attendance at PGA/USGA Rules of Golf Workshop preferred.
- Basic knowledge of World Handicap System.

- Ability and willingness to travel 90-100 days annually including overnight stays and weekends across North Carolina and South Carolina.
- Ability to exert physical activity including 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:** +/- \$35,000 Benefits will be included below.

**BENEFITS:**

- CGA paid HSA health plan, dental, life and disability insurance.
- SEP retirement plan.
- 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.
- Included in staff rotation to conduct CGA annual Island Getaway tournament.

**APPLICATION DEADLINE:** Open Until Filled

**TO APPLY:** Please send email cover letter and resume to [Rusty.Harder@carolinagolf.org](mailto:Rusty.Harder@carolinagolf.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 150,000 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 300 competitions and over 500 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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