Job Description

Tournament Operations Manager

Scope: Because of the nature of the golf association organization structure, AWGA Managers may or may not have direct reports. Generally, they are managers of programs, relying on their own hands-on work, successful team work with fellow staff members, and the work of volunteers to successfully present the programs for which they are responsible.

The Tournament Operations Manager works directly with the Chairs of the Tournament, Rules, and Sites Committees, as well as the Executive Director, to establish, improve and implement procedures for administration of the Committee and Association programs. The Tournament Operations Manager makes policy recommendations to the Executive Board through the Committee Chairs and Executive Director. The Tournament Operations Manager works with the President and the Executive Director to ensure continued smooth Committee functioning and smooth transitions of responsibility when Committee Chairs change.

The Tournament Operations Manager provides administrative coordination and support and hands on implementation of all aspects of tournament presentation, interfacing with the Chairs of the assigned committees to select, train, and supervise members of those committees, for the successful implementation of committee procedures in accordance with Board policy.

The Tournament Operations Manager responsibilities include but are not limited to:

1. Be responsible to;
   - Facilitate all communication to tournament players
   - Initiate tournament announcements
   - Receive and process tournament entries
   - Acknowledge tournament entries
   - Utilizing the tournament administration software currently in use by the AWGA, create pairings, print score cards, and all other preliminary administrative tournament preparation.
   - Prepare tournament supplies and transport to tournaments
   - Coordinate with appropriate departments on prizes and awards luncheons
   - Complete follow-up procedures at the completion of tournaments
   - Create and maintain a tournament statistical database
   - Maintain Tournament history file

2. Assist with recruiting and be responsible to train and supervise the USGA P.J. Boatwright, Jr. Intern

3. Serve as a member of the Tournament, Rules and Sites Committees.

4. In cooperation with the Rules Committee Chair;
   - Organize, coordinate and oversee the Rules of Golf education program.
   - Organize, coordinate and oversee on-course Rules of Golf administration.

5. In cooperation with the Tournament Committee Chair;
   - Organize, coordinate and oversee the tournament administration education program.
   - Organize, coordinate and oversee tournament site preparation and course set up.
   - Organize, coordinate and oversee on site AWGA tournament presentation.

6. In cooperation with the Sites Committee Chair;
   - Prepare and disseminate tournament site agreements
   - Follow up with potential tournament sites to ensure timely execution of the agreements
7. Committee Development – While the Tournament Operations Manager is not directly accountable for the development of the Committees to which she or he is assigned, the TOM plays an instrumental role in the successful functioning and ongoing health of those committees. Oftentimes, the Tournament Operations Manager has as much or more direct interface with committee members as does the Committee Chair. In order to facilitate Committee success, the Tournament Operations Manager provides support and guidance to Committee Chairs in the following ways:

- Recommends committee members
- Facilitates record keeping
- Recommends training and retraining
- Takes initiative to recommend new committee functions
- Assists the Chair in development of Committee Operational Plans and Strategic Action Plans

Critical Skills:

Excellent organizational skills
Excellent verbal and written communications skills
Demonstrate poise under pressure
Excellent people skills
Good computer skills