

# TOURNAMENT DIRECTOR

## JOB DESCRIPTION

Revised 11-25-23

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### REFERENCES:

- By-Laws & Standard Operating Procedures
- Tournament Chair Check-list

### GENERAL

- As a voting member of the Board of Directors, the Tournament Director should be familiar with the By-Laws and SOPs as they are a source of authority and the guidelines for conducting Association business.

### DUTIES

1. The Tournament Director shall oversee all tournaments scheduled by the Association with the exception of the Invitational. Tournaments included are:
  - a. Nine-Hole Mixer (Every other year)
  - b. Handicap Championship – Match Play
  - c. M & M Tournament
  - d. Club Championship – Stroke Play
  - e. Halloween Tournament
  - f. Charity Tournament
  - g. Turkey Shoot
  - h. Beat the Pro
  - i. Saturday Tournaments (4)
2. Members sign up to Chair each of the tournaments by the end of November of the previous year. The Tournament Director may request each Chair to appoint a Co-Chair.
3. The Tournament Director will maintain up-to-date, guidelines, and Checklists for all tournaments, including Job Descriptions and formats for the final reports from each of the individual tournament Chairs.
4. She will work closely with the Chair of each tournament including:
  - a. Orienting the Chair to the guidelines and Checklists for the tournament.
  - b. Serve as a resource person during the tournament and assist as needed.
  - c. Serve as a liaison with the Board of Directors, reporting on the status of the tournaments, presenting problems, and making recommendations for improvement.

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- d. Following completion of each Tournament, assists the Chair in evaluating the event and developing recommendations for changes in the Tournament guidelines.
5. Works as a resource person to the Tournament Chair on the awards for the various tournaments.
6. Works closely with the Play Day Director to coordinate the play day and tournament schedules for the following year.
7. Communicates with the Play Day Director and the Handicap Director regarding the number of players in each tournament, handicaps, and course conditions.
8. Completes a final report which should include a summary of the year's tournaments, financial aspects and recommendations for the next year.
9. Makes recommendations for updating this Job Description. Sends one copy to the Captain with the Final Summary Report and one copy to the Policies and Procedures Administrator.

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### CHECKLIST FOR TOURNAMENT CHAIRS

#### PRE-TOURNAMENT CHECKLIST:

- Contact the Pro Shop, Head Professional, 4 to 6 weeks prior to the tournament regarding:
  - Tournament format including whether event is a "C" score
  - Score card requirements
  - Score board requirements
  - Announcement of tournament results
  - Awards: Certificates, merchandise, special order items
  - Score Posting: By Player or Computer Posting
- Document Minutes of your meetings with the Head Pro, Play Day Director, and others, to ensure continuity and follow through.
- Contact the Play Day Director regarding total number of players in the tournament and total number of non-tournament players.
- On completion of the tournament, make certain scorecards are delivered to the Handicap Director.

#### SUMMARY REPORT FORMAT:

- Include the following information in your final report.
  - Budget copy to Treasurer
  - Payout list to include payout breakdown
  - Flights
  - Money spent
  - Difficulties
  - Recommendations for next year's Tournament