

TOURNAMENT DIRECTOR

JOB DESCRIPTION

Revised 09-27-25

REFERENCES:

- By-Laws & Standard Operating Procedures
- Tournament Chair Checklist

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. Handicap Championship – Match Play
 - b. M & M Tournament
 - c. Club Championship – Stroke Play
 - d. Halloween Tournament
 - e. Charity Tournament
 - f. Turkey Shoot
 - g. Beat the Pro
 - h. 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 a current Checklist for tournaments, generate income and expense reports for each tournament, submit each tournament's financial report to the Treasurer, and prepare final reports/recommendations from Tournament Chairs on how to improve tournaments, as necessary.
4. She will work closely with the Chair of each tournament including:
 - a. Orienting the Chair to the Tournament Checklist
 - 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.
 - e. Obtaining tournament results from Chairs of the Handicap, M&M, and Club Champion tournaments and providing results in a timely manner to The Villager for publication.
5. Works as a resource person to the Tournament Chair on the awards for the various tournaments including providing medallions for Handicap and Club champions.
6. Makes recommendations for updating this Job Description with copies to the Captain and 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.

SUMMARY REPORT FORMAT:

- Include the following information in your final report.
 - Expenses report for Tournament Director who will use report to prepare Income and Expenses report for the Treasurer.
 - Include electronic printout of tournament results which contain total number of players, flights, and payouts.
 - Recommendations for next year’s Tournaments.