



## Southern California Golf Association

### Job Description

<b>Job Title:</b>	Manager, Rules and Competitions
<b>Organizational Unit:</b>	Rules and Competitions Department
<b>Reports To:</b>	Director, Rules and Competitions
<b>Job Classification:</b>	Non-exempt

#### Job Summary:

The Manager, Rules and Competitions is part of a seven person team dedicated to administering over 165 tournament days per year, along with numerous other playing opportunities for SCGA members such as the One Day Series, Team Play and Scratch League. The team provides support and education on the *Rules of Golf* to SCGA members and member clubs through industry-leading initiatives such as the *Rules Crew* and *Know the Rules* video series.

#### Essential Duties and Responsibilities include:

##### Tournament Administration

- Serve as the staff member in charge of numerous SCGA One-Day tournaments and SCGA/CGA/USGA qualifiers and championships in Southern California. Duties include, but are not limited to, pre-tournament site visits, golf course set-up, preparation of player pairings, information sheets, local rules, committee assignments and on-site supervision.
- Attend other SCGA/CGA championships as an additional staff member to assist with the on-site administration of the event.
- Administer events using GHIN's Tournament Pairing Program (TPP), including real-time scoring.

##### Rules of Golf

- Answer Rules of Golf related questions and provide interpretations both written and verbally to SCGA members and other related organizations.
- Present Rules Seminars to SCGA members and member clubs.
- Assist in the development and production of *Rules Crew*, *Know the Rules* and other digital education initiatives.

##### General

- Coordinate the department's day-to-day communication efforts, while working closely with other team members and acting as the department's lead liaison with the SCGA's Communications and Marketing department. Duties include but are not limited to:
  - Monitoring and promoting tournament entries
  - Corresponding with tournament participants before and after events using Mail Chimp
  - Recruiting and communicating with championship-exempt players
  - Producing written and digital rules education material
  - Maintaining the Rules and Competitions pages on [scga.org](http://scga.org)
- Create and administer a golf league program in Southern California designed to offer more playing opportunities for SCGA members, while also attracting non-member golfers to the SCGA.
- Assist in the recruitment, management and training of SCGA volunteer Rules Officials.
- Perform other duties as assigned.



**Personal Competencies:**

To perform the job successfully, the Manager, Rules and Competitions must demonstrate the following competencies: performs multi-tasks under pressure; adheres to time deadlines; identifies and resolves problems in a timely manner; develops and maintains strong professional relationships with players, committeemen, and golf course management; integrates diverse viewpoints and opinions working with staff, volunteers and industry stakeholders; speaks clearly and persuasively and demonstrates group presentation skills; looks for ways to improve and promote quality and increase productivity; works within approved budgets; develops strategies to help achieve the SCGA's Rules and Competitions objectives; prioritizes and plans work activities; demonstrates accuracy and thoroughness; and meets productivity and quality standards of the Rules and Competitions Department.

**Education and Experience:**

Bachelor's degree (B.A.) from a four-year college or university, and a minimum of one or more years of relevant work experience. Applicants must have a strong background surrounding the game of golf and knowledge of the *Rules of Golf* is preferred. Applicants must have strong oral and written communication skills, be detail oriented and well-organized, and have strong interpersonal skills. Applicants must be self-directed with a strong work ethic.

**Computer Skills:**

Must have a demonstrated proficiency with Microsoft Office programs (i.e. Word, Excel, PowerPoint, etc.). Proficiency and knowledge of GHIN's Tournament Pairing Program (TPP) software is preferred.

**Time and Travel:**

The job requires a large amount of travel throughout Southern California. It requires the ability to operate a car safely, and the employee must have a valid driver's license and provide proof of insurability. The employee must have a vehicle whereby expense reimbursement per mile at IRS approved reimbursement will apply. The employee will be required to work contiguous days and flexible scheduling is required over a seven day week. Applicant must be willing to work weekends, early mornings and evenings.

**Physical Demands:**

While performing the duties of this job, particularly at and prior to tournaments, the employee is frequently required to move, lift and carry heavy objects, including tournament supply boxes, pop-up tents and marketing collateral. The job requires the employee to stand and/or walk for long periods of time while performing duties such as golf course marking and serving as a walking referee.

**Working in the SCGA's Rules and Competitions Department:**

Join this fast-paced team and group of colleagues with great camaraderie who come to work every day because we love it. We seek to continually come up with fresh ideas and an innovative approach, which help produce nationally recognized tournaments and rules education initiatives.

**To Apply:**

Applicants must submit a cover letter and résumé to Jeff Ninnemann ([jninnemann@scga.org](mailto:jninnemann@scga.org)) by Monday, October 12, 2015. All applicants will be contacted following the application deadline.