



# West Virginia Golf Association

## Tournament Manager

### Job Description



**TITLE:** Tournament Manager

**Description:** To report to the Executive Director. This position manages the WVGA Amateur Tour and the WVGA Senior Series. Provide support to the WVGA Tournament Staff in conducting State Championships and USGA Qualifying, while supporting the WVGA's Core Service of Course Rating & Handicapping Statewide.

#### **RESPONSIBILITIES:**

##### **Course Rating**

- Attend yearly USGA Course Rating Seminars.
- Organizing volunteers to assist with USGA Course Rating.

##### **Tournament Operations**

- Manage day to day operations of the WVGA Amateur Tour,
- Manage day to day operations of the WVGA Senior Series.
- Support staff for the Youth Operations, State Championships, USGA Qualifying.
- Staff In Charge of Senior Amateur, Senior Four-Ball, Senior Open
- Conduct tournaments using USGA Tournament Management.
- Assist in conducting WVGA Rules of Golf Seminars.
- Recruit, organize volunteers for tournaments and championships.

#### **EDUCATION & CERTIFICATIONS:**

- Preferred 4 Year Bachelor's Degree or equivalent
- Strong knowledge of the Rules of Golf
- Strong knowledge of the USGA Handicapping and Course Rating program
- Proficient in the USGA TM system
- Ability to travel and work extended hours

**KNOWLEDGE & EXPERIENCE:** To have a strong knowledge of the Rules of Golf and a strong understanding of golf administration. Have a very strong understanding of the Course Rating Program and the ability to train others on the program. This position requires quality communication and public speaking skills as well a strong need for multitasking. Additionally, requires travel and extended work hours.

***Please send letter of application, resume, and salary history to:  
WVGA Executive Director, Brad Ullman – [bullman@wvga.org](mailto:bullman@wvga.org)***