

BRWA Tournament Director Standard Operating Procedures

Article V Duties of Officers

Section 6:

The Tournament Director shall set dates for and promote association tournament events. The Tournament Director shall be responsible for association tournaments, formatting fairness for all handicap association members, promoting sportsmanship and the game of golf. Tournament dates and format shall be approved by vote of the Board of Directors.

Responsibilities

1. Attend all board meetings unless there is a conflict. (Zoom meetings are sometimes necessary.)
2. Maintain records of all tournaments to pass on to the next Tournament Directors.
3. Promotes all BRWA Tournaments.
4. Acquire hole sponsors to help with payouts for each tournament.
5. Collects entry fees and works on a budget for payouts.
6. Creates rules and formatting for all BRWA events.
7. Help out in any events run by the BRWA.
8. Should attend all BRWA Tournaments.

Job Requirements

1. Good Communication
2. E-Mail capability
3. Computer skills needed – e-mail, word, excel, publisher, Zoom
4. Access to computer and printer.
5. Understanding of the World Handicap System and slope ratings.

Time

10 to 15 hours a month or more to prepare for upcoming tournaments, and 2-4 hours on tournament days. Monthly time commitment of 3-5 hours to attend monthly board meetings and communicate weekly with board members via Teams. Fundraising is 40 plus hours throughout the year getting sponsors.