

Manager of Rules and Competitions

Idaho Golf Association

Boise, Idaho



Position Description

This position is responsible for leading the effort on all IGA Championships, USGA qualifiers, and IGA Rules of Golf programs.

Employment Basics

This position reports to the Idaho Golf Association's Executive Director

This is a full-time, exempt, position with full-time benefits

General Idaho Golf Association Responsibilities:

Be the leader in Golf Genius Tournament Management Software knowledge for the IGA.

Be a leader and expert in the teaching and knowledge of USGA Rules of Golf and Tournament operations.

Assist Membership Services department in the operation of IGA Membership golf events.

Assist other staff members with projects as directed by the Executive Director.

Seek out opportunities to represent the IGA by providing operational/Rules of Golf Support with Partner's events such as the Idaho Open, The Dropping, etc.

Support the IGA Junior Department as a Rules Official for the Junior Am and other rules needs.

Rules of Golf Responsibilities

Obtain expert certification of the Rules of Golf, Committee Procedures, and Clarifications.

Be the leading expert for Rules of Golf in the state of Idaho and in the IGA office and help others to be successful in Rules training.

Educate the IGA Members on the Rules of Golf through conducting numerous rules seminars in various formats each year.

Develop and maintain the IGA Rules Officiating Handbook.

Competitions Director Responsibilities

Schedule IGA championships and USGA Qualifiers on an annual basis

Develop and maintain the IGA Competitions Handbook and ensure that it is followed (SOPs)

Serve as the Official in Charge and execute all facets of IGA Championships and USGA qualifiers.

Develop and maintain a serviceable group of certified volunteer Rules officials

Recruit, train, and manage volunteers for the purpose of officiating and supporting IGA, USGA, and association related events.

Develop the annual tournament operations budget and ensure its success.

Improve and administer the IGA Player of the Year Points Systems.

Recruit, hire, and train USGA Boatwright Interns.

Maintain and Carry Out Inclement Weather Policy

Work with Media and Communications department on efforts to promote and distribute IGA Championships information both in print and via digital platforms.

Collaboratively coordinate meetings of the IGA Championships Committee with Committee Chair and Executive Director.

Maintain and report event results to appropriate locations for WAGR points.

Attend and possibly help run the Lamey Cup each year, and Carter Cup every two years.

Manage and direct all aspects of competition administration.

Qualifications and Skills

Bachelor's Degree or equivalent experience.

3 years' experience running competitive golf tournaments.

Moderate to Advanced Experience with Technology including Microsoft Word and Excel, Golf Genius Tournament Management Software, and Social Media Platforms.

Self-motivated with a strong work ethic and positive attitude in leadership.

Ability to work independently and as a collaborative member or leader of a team.

Excellent written and oral communication skills as well as public speaking skills.

Ability to prioritize and manage multiple projects simultaneously.

Strong emphasis on Course Relations and Customer Service.

Ability to lead by applying logical thinking and problem-solving skills to carry out duties and make difficult decisions in high stress environments or situations.

Benefits

- Full-time, Salary
- \$45k-\$60k/year DOE
- Paid Health, Dental, Vision, Short Term Disability and Life Insurance for Employee
- Paid Time Off
- Matching Simple IRA retirement
- Paid Cell Phone

Desired Start Date

Feb 1, 2024

Application Instructions

Please send Resume and Cover letter to:

Caleb Cox

Idaho Golf Association

Caleb@idahoga.org

Idaho Golf Association

The Idaho Golf Association (IGA) is a 501 (C)(7) non-profit organization founded in 1969 with the goal of being an all-encompassing umbrella organization for amateur golf in Idaho. The IGA is governed by a Board of Directors comprised of between 10 and 15 men and women who serve three-year terms. The IGA is comprised of approximately 20,000 members and approximately 76 member courses. Operations are administered by seven full-time employees and USGA P.J. Boatwright Interns. Eighteen state championships and various USGA qualifiers are conducted each year in addition to over 30 events on the IGA Junior Tour schedule. Our vision is to enrich the lives of every Idaho golfer.

Mission: To engage, enhance, and grow the Idaho golf Community.

Vision: To enrich the lives of every Idaho golfer

Core Values: Integrity, Leadership, Partnership, Operational Excellence, and Commitment to Growth