

JOB DESCRIPTION - TOURNAMENT DIRECTOR

Update February, 2020

Organize Tournaments (except Invitational)

- ❖ Define scheduled dates
- ❖ Define tournament format and coordinate with Handicap Director
- ❖ Define prize structure and insure prizes are properly awarded
- ❖ Create schedule and post on LOPMGC.org
- ❖ Coordinate with the F&B Director for tournament needs
- ❖ Coordinate preparation of tournament scorecards and scoring
- ❖ Collect scorecards and verify scores
- ❖ Post results & share on LOPMGC.org
- ❖ Coordinate with Rules Director on Rules of Golf and local rules

Attend Monthly Meetings

- ❖ Provide status update
- ❖ Participate in old/new business discussions
- ❖ Initiate/vote on motions