

CVWGC Board and Committee Job Descriptions

Job Title: Tournament Chair

Last Modified: 2/29/2024

General Responsibilities	Specific Duties/Comments	Dates (If Applicable)
Club Tournament Schedule	<ul style="list-style-type: none"> • Create a tournament schedule using the Club Tournament Schedule Tool in compliance with the Tournament Scheduling Guidelines. • Create tournaments, the payout schedule, and the weekly sign-up emails using Golf Genius. 	January March March
Final Schedule	<ul style="list-style-type: none"> • Have the initial schedule ready for presentation to the Board for approval by the January Board Meeting. • Create and maintain approved tournament schedule via online tools contained in Board Action Center page of the website. 	January February
Payouts	<ul style="list-style-type: none"> • Track new members who do not have a handicap established to ensure they do not receive payouts until they have established a handicap after three postable games. • Receive a statement from the Pro Shop listing all the members who have paid into the side games to verify eligibility for the side games prize fund. 	Weekly
Tournaments	<ul style="list-style-type: none"> • Work with individual tournament chairs (i.e., Invitational, Home 'N Home, Rally for the Cure, etc.) for scheduling, as needed. 	As Needed

Weekly Game Announcement	<ul style="list-style-type: none"> • Each week, prior to the start of play, announce the game to be played, explain how it is to be played, and answer any questions. • If the game requires additional explanation or is new to the members, provide a set of written instructions/explanation for each golf cart the morning of play. 	Weekly As Needed
Awards and Achievements	<ul style="list-style-type: none"> • Using Golf Genius, track the following player achievements: Birdies, Eagles, Hole-in-Ones, Breaking 100, 90, 80, 70 (gross scores), season-long eclectic, most improved players, etc. 	Yearly

Notes: