



## **EMPLOYMENT OPPORTUNITY**

### **Director of Rules and Competitions**

#### **POSITION SUMMARY**

The Director of Rules and Competitions is responsible for conducting state championships, USGA qualifiers and administering Rules of Golf education events to members, clubs, and volunteers. This position reports to the Managing Director of Golf Operations and serves as staff support to the CGA Tournament Committee and the CGA Rules of Golf Committee.

#### **POSITION RESPONSIBILITIES**

- **Staff Oversight:** Hire, manage and educate Operations P.J. Boatwright and summer intern team.
- **Communication:** Create detailed communication and event promotions plan for members, volunteers, and players.
- **Sponsor Fulfillment:** Fulfill contractual requirements of corporate partners and presenting sponsors.
- **Operations:** Develop policies and procedures for event oversight and maintain the Association's standards through strict adherence to these policies and procedures.
- **Financial Responsibility:** Assist in the development of the annual tournament operations budget.
- **Tournament Committee:** Work with the CGA Tournament Committee to review policies, site selection, player recognition and team representation, special exemptions, and any other matters to come before the Tournament Committee.
- **CGA Championships:** Manage all aspects including site selection, online registration, qualifying events, volunteer coordination, Notice to Competitors/local rules, course marking and all aspects of tournament day logistics (staff assignments and oversight, official's meetings, special events and ceremonies, post-event surveys, etc.).
- **USGA Qualifiers:** Manage all aspects of all Colorado USGA Qualifiers and coordinate with USGA staff.
- **Scheduling:** Work with allied golf association and CGA member facilities to compile the state-wide tournament calendar as well as the list of all Colorado Points List Tournaments and work with host sites to avoid conflicts.
- **Player Recognition:** Work with CGA Tournament Committee to recognize the state's outstanding players including Players-of-the-Year, Pacific Coast Amateur Team, Colorado Cup Team, USGA State Team, etc.
- **Allied Associations:** Serve as the staff in charge of the CoBank Colorado Open and assist with other instate events including CHSAA, AJGA, NCAA and more.
- **Rules of Golf Committee:** Work with the CGA Rules Committee on volunteer recruitment and training, education initiatives, and on all matters to come before the committee.
- **Education Program (external):** Manage Rules of Golf education offerings including public Rules seminars, club rules seminars, Rules of Golf video series, and Rules Volunteer training to include coordination and promotion of events, schedule/venue management, and compilation of all printed and presentation materials.
- **Education Program (internal):** Prepare comprehensive in-house learning program designed to educate intern staff.
- **Rules of Golf and Amateur Status:** Maintain vast knowledge of the USGA Rules of Golf and Rules of Amateur Status.
- **Rules Golf Inquiries:** Create and manage a communication platform connecting Rules of Golf questions to the CGA's Chief Rules Officials, Rules of Golf Committee and certified staff members.
- **Amateur Status:** Serve as the administrator of amateur status reinstatement requests. Work with USGA to process these requests in a timely manner and maintain appropriate documentation.



## COLORADO GOLF ASSOCIATION

### PERSONAL TRAITS

- Possess exceptional communication skills and superior organizational skills.
- Ability to identify, analyze and resolve problems in a timely manner.
- Ability to manage projects, delegate duties, and work independently or with a committee.
- Ability to oversee, organize and review the work of subordinate staff.
- Ability to work a flexible schedule, including nights and weekends as required.
- Ability to communicate and work cooperatively and effectively with team members.
- Ability to demonstrate attention to detail and avoid mistakes.
- Demonstrate high energy level and flexibility, pleasant persona coupled with sound judgment.

### START DATE

November 1, 2021

### REQUIREMENTS

- Undergraduate degree from a four-year college or university; or three-five years of related experience and/or training in event management and tournament operations; or equivalent combination of education and experience.
- In-depth knowledge of tournament management and operations.

### COMPENSATION & BENEFITS

- Salary range competitive with industry and commensurate with experience.
- Flexible off-season remote working opportunities.
- Benefits package includes medical, dental, vision and disability along with a 401K retirement plan.
- Access to CGA-owned CommonGround Golf Course.

### TO APPLY

Email cover letter, resume and a minimum of three professional references to:  
Ashley Harrell, Managing Director of Golf Operations | [aharrell@coloradogolf.org](mailto:aharrell@coloradogolf.org)

**Deadline:** October 8, 2021

### COLORADO GOLF ASSOCIATION

The Colorado Golf Association (CGA) is dedicated to representing, promoting, and serving the best interest of golf in the state of Colorado. While we are best known for providing handicaps, course ratings and state tournament activities, our impact extends beyond the course and into the community. Through the game and our programs, we teach the principles of competition, ethics and etiquette – hallmarks of today's most effective business and community leaders. 62,000 golfers in Colorado, with GHIN handicaps, are members of the CGA and a direct supporter of our programs and partnerships. Many of our programs are offered at our association-owned, mission-based golf course, CommonGround. These programs include the Solich Caddie & Leadership Academy, Hale Irwin Player Program and other unique programs provided to a growing variety of youth-serving nonprofit partners. It also provides a lab for refining future, innovative program offerings. As we grow, we are committed to building on our mission by further engaging our avid members and making golf increasingly inclusive to others. We strive to bring the game to those who have not yet experienced the values it teaches and the joy it brings.