



**TOURNAMENT DIRECTOR**  
(DAY OF EVENT)  
**Job Description**  
*Hiring as Independent Contractor*  
*\$250 per Tournament*

The SJGA Tournament Director performs his duties under the direction of the Chairperson of the Tournament Committee and is accountable to both the Board of Directors and Tournament Committee. There are currently 8 Men's Events, 6 Women's Events, 4 Mixed Events as well as 2 Special Events which will be assigned to a (Day of the Event) Tournament Director. In order to perform required TPP duties, the Tournament Director will be provided with a SJGA laptop computer to be used for the duration of the assigned event.

**Tournament Preparation:**

- Double - checks scorecards (sent by Executive Director) for correct handicap allowance
- Assures that course conditions and setup are in as optimum condition as possible

**Events**

- Acts as the TD on day of event whether in shot-gun format or with scheduled tee-times
- Assures that starters and registrar positions are covered and that personnel are trained
- Provides a Local Rules Sheet/Conditions of Competition
- Purchases gift certificates to be used as prizes from venue
- Collects all scorecards
- Assures that bag handlers are tipped
- Assures that all rule issues are resolved
- Works with the Host Course in determining cancellations because of weather

**Post Event Functions:**

- Scores event and reports as follows:
  - List of gross/net winners & full field results to President and Executive Director
  - Determines the number of winners and prize amounts and sends report to the President and Executive Director
  - Notifies Executive Director of players earning handicap adjustment points
- Provide Executive Director with tournament report and TTP backup copy of event

**TPP Software**

- Must be able to use or master TPP software as all tournament management is to be done using this software including but not limited to:
  - Flights
  - Pairings

- Teams
- Starter Lists
- Scorecards
- Results

**Other Duties**

- Attend Rules of Golf or handicap seminars as requested by the Board of Directors
- Attend Tournament Committee meetings when requested