MARYLAND STATE GOLF ASSOCIATION
Employment Opportunity

DIRECTOR OF RULES & COMPETITIONS

The MSGA is currently seeking an outstanding Rules of Golf expert and experienced tournament administrator to serve as the Director of Rules and Competitions.

The Maryland State Golf Association (MSGA) was founded in 1921. It is a 501c-3 charitable amateur golf association with approximately 40,000 individual members and more than 130 member golf clubs and courses throughout the state of Maryland.

Overall Job Mission
To conduct amateur and open tournaments and championships in Maryland on behalf of the Maryland State Golf Association, to conduct qualifiers for the USGA and to serve as an authority on the Rules of Golf.

Essential Duties and Responsibilities include:

TOURNAMENT ADMINISTRATION
- Work with the MSGA Executive Director to review policies, site selection, player recognition and team representation, special exemptions and any other tournament matters which may be brought before the MSGA Tournament & Competitions Committee or Board of Directors.
- Duties include, but are not limited to, pre-tournament site visits, golf course set-up, preparation of player pairings, local rules, tournament course marking, registration, committee assignments, volunteer assignments and on-site supervision which includes all aspects of tournament day logistics.
- Administer events using Tournament Management Software.
- Work with USGA staff and Committee Members in conducting USGA qualifiers throughout the state of Maryland.
- Recruit, train and organize volunteers to support MSGA tournament operations. Manage volunteer appreciation incentives or events.
- Manage the administration, maintenance, and promotion of all MSGA player points systems.
- Assist with the implementation of marketing for MSGA championships. This includes email, social media, press releases and interviews to promote tournaments.
• Work with the MSGA Tournament Committee to recognize the association’s outstanding players including both Men’s and Senior Player of the Year.
• Assist with other state golf championships as directed by the Executive Director and the board.
• Assist Executive Director with prize selection and delivery.

RULES
• Maintains Rules of Golf knowledge by achieving 85% or greater on the PGA-USGA Rules of Golf Workshop 3 ½ day seminar/exam. Desired score of 92% preferred.
• Answer any general written, electronic or phone inquiries related to the Rules of Golf which come through the MSGA office.
• Leads volunteer recruitment, training, and education initiatives on all matters to come before the committee, working in conjunction with the MSGA Tournament & Competitions Committee.
• Coordinate, promote and present all association-conducted Rules Seminars for MSGA member clubs and facilities to include scheduling, instructor training and presentation updates.

GENERAL JOB RESPONSIBILITIES
• Budget – Responsible for working with the Executive Director on the creation of annual budget for all programming which this employee oversees.
• Phone Answering – Assist with answering general phone calls.
• Employee Manual – Comply with all other expectations as defined in the MSGA employee manual.
• General – Perform additional duties as assigned by the Executive Director.

PHYSICAL DEMANDS:
While performing the duties of this job, particularly at and prior to championships, the employee is frequently required to move, lift, and carry heavy objects, including starters boxes, pop-up tents, and tee markers. The job requires the employee to stand and/or walk for long periods of time while performing duties such as golf course marking and serving as a walking referee.

PERSONAL COMPETENCIES:
To be successful, the Director of Competitions and Rules must demonstrate the following competencies: performs multi-tasks under pressure; adheres to time deadlines; identifies and resolves problems in a timely manner; develops and maintains strong professional relationships with players, rules officials, and golf course management; speaks clearly and persuasively and demonstrates group presentation skills; looks for ways to improve and promote quality and increase productivity; works within approved budgets; develops strategies to help achieve the MSGA’s Rules and Competitions objectives; prioritizes and plans work activities; demonstrates accuracy and thoroughness; and meets productivity and quality standards of the golf association.

EDUCATION AND EXPERIENCE:
Bachelor’s degree (B.A.) from a four-year college or university, and a minimum of one or more years of relevant work experience in golf tournament administration is preferred. Applicants must have strong oral and written communication skills, be organized and able to work accurately with a strong attention to detail, and have strong interpersonal skills. Applicants must be self-directed with a strong work ethic. Proficiency in the Rules of Golf and the ability to maintain a qualifying score on the annual rules examination is preferred.
**COMPUTER SKILLS:**
Must have a demonstrated proficiency with Microsoft Office programs (i.e. Word, Excel, PowerPoint, etc.). Proficiency and knowledge of the World Golf Handicap system and the USGA’s Tournament Management program is preferred.

**TIME AND TRAVEL:**
The job requires travel to golf courses throughout Maryland and Washington DC. The employee must have a valid driver’s license and provide proof of insurance. The employee will be required to work contiguous days and flexible scheduling is required over a seven-day week. Applicant must be willing to work weekends, early mornings, and evenings.

**SKILLS**
- Excellent leadership and interpersonal skills.
- Experience recruiting, training and managing staff.
- Business administration skills including organizational skills and being detail oriented.
- Experience in general association management and working with a Board of Directors, committees, and volunteer base preferred.
- Excellent written & verbal communications skills
- Team player, motivated by overall success of association
- Experience in managing and developing budgets, and managing financial assets, banking, etc.
- Experience in program and tournament management.

**COMPENSATION & BENEFITS:**

*Maryland State Golf Association will provide a compensation and benefits package commensurate with experience and qualifications. This includes but not limited to: (All benefits are per association policy).*
- Competitive base salary
- Individual Health and Dental insurance
- Vehicle for business use or vehicle mileage
- Matching Simple IRA retirement plan
- Life Insurance - $50,000
- Cell phone
- Paid vacation

**Application Instructions:**

**Application Deadline: Monday, November 2nd 2020**

Please forward cover letter and supporting materials to:

Kelly Newland, PGA
Maryland State Golf Association
10455 Falls Road
Lutherville, MD 21093
Email: knewland@msga.org