



Manager, Rules and Competitions
Idaho Golf Association
Boise, Idaho

Idaho Golf Association

The Idaho Golf Association (IGA) was founded in 1969 with the goal of being an all-encompassing umbrella organization for amateur golf in Idaho.

The IGA is recognized by the USGA as the governing body for amateur golf in Idaho.

The vision of the IGA is to promote the best interest of amateur golf, by providing course rating and handicapping service to member clubs; conducting championships; providing playing opportunities for all members; educating golfers; and protecting the spirit of the game. The IGA is comprised of nearly 16,500 individual members and approximately 85 member facilities.

The mission of the IGA is dedicated to promoting the game of golf by offering all amateurs a positive experience and protecting the integrity and spirit of the game.

A volunteer Board of Directors made up of representatives from member courses throughout its prescribed territory governs the IGA.

USGA/PNGA Relationship

The IGA is charged with governing, promoting, and protecting amateur golf in Idaho, and enjoys a close relationship with the United States Golf Association in pursuit of accomplishing this mission. The IGA annually conducts qualifying events for a number of USGA competitions, administers a statewide handicap system in accordance with USGA guidelines, provides course rating services in accordance with USGA guidelines, administers the Rules of Amateur status on behalf of the USGA, and enjoys support from USGA staff and committee members in areas such as the Rules of Golf, Handicapping, and Course Rating.

The IGA has a close working relationship with the Pacific Northwest Golf Association (PNGA) as a member association.

Competitions

The IGA conducts nine statewide championships and a number of USGA Qualifiers each year.

Handicapping

The IGA is proud to offer the USGA's Golf Handicap and Information Network (GHIN®), the largest handicapping service in the world, to the golfers of Idaho. Currently, approximately 85 facilities in Idaho utilize this important service. USGA Course Rating™ and Slope Rating® Equity in the handicap system begin with each golf course rated against all others. The IGA oversees course rating and ensures that USGA guidelines are followed and met.

Rules of Golf

IGA staff is available to assist clubs and individual members with Rules of Golf questions, and conducts periodic Rules of Golf workshops throughout Idaho.

Position Description

This position would be responsible for scheduling and administering all IGA Championships, IGA Women Interclub Matches, IGA Winter Getaway, USGA qualifiers, and other related competitions, as well as all IGA Rules of Golf programs.

Specific Responsibilities Include:

Tournament Administration

- Serve as the staff member in charge of IGA championships and USGA qualifiers. Duties include, but are not limited to, pre-event site visits, golf course setup, local rules, tournament administration, on-site supervision, and post event follow-up.
- Assist with PNGA events conducted within the IGA's territory as time and other duties permit.

- Administer events using USGA Tournament Management Software (powered by Golf Genius).
- Answer Rules of Golf related questions and provide interpretations IGA members and other related organizations.
- Assist with the administration of all IGA Rules of Golf Seminars, educational, and outreach programs.
- Assist with the recruitment, training, and administration of Rules of Golf volunteers for the purpose of officiating at IGA, USGA and association related events.

Communications

- Work directly with other IGA staff to implement a media plan which includes but isn't limited to: social media, press releases, promotions, interviews, videos, etc. Duties will include writing mid - tournament recaps/blogs, and coordinating post-tournament press releases with the staff responsible for marketing and communications.
- Assist with the compilation and publishing of all IGA and USGA Qualifiers championship schedules and all other association related championship information and promotions.

General

- Manage the IGA Volunteer Appreciation Program and be responsible for the annual Volunteer Appreciation Day. Other duties include creating all championship and qualifier volunteer schedules, volunteer communication, volunteer training, and volunteer recruitment.
- Manage the administration, maintenance and promotion of all IGA Player Points Systems.
- Perform any and all duties as assigned by the Executive Director.
- Under the discretion of the Executive Director and in accordance with IGA budgets, attend necessary meetings, education seminars, and other related functions, including: USGA Rules of Golf Workshops, necessary meetings, and other appropriate activities.

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, tee markers, and flagsticks. 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 perform the job successfully, the Manager of Rules and Competition 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 IGA's Rules and Competitions objectives; prioritizes and plans work activities; demonstrates accuracy and thoroughness; and meets productivity and quality standards of the Golf Associations .

Education and Experience: Bachelor's degree 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 USGA Tournament Management Software (powered by Golf Genius).

Time and Travel:

The job requires a large amount of travel throughout the IGA's territory. It requires the ability to operate a van safely, and the employee must have a valid driver's license and provide proof of insurability. The employee must have a vehicle whereby expense reimbursement per mile at IRS approved reimbursement will apply when a company vehicle is not available. 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.

Compensation & Benefits Package:

Salary range is \$40-50K depending on qualifications and experience.

- Health/Dental/Vision insurance
- Work related travel reimbursement
- Cell phone
- Paid time off

Application Instructions:

Application deadline: January 19, 2018 or until filled.

Resumes accepted by email.

Instructions for submission:

1. Address cover letter to IGA Executive Director
2. Combine your cover letter and resume and any additional information into one (1) PDF file.
3. Send your combined materials to iga@theiga.org

