



# Wisconsin State Golf Association

11350 W. Theodore Trecker Way, West Allis, WI 53214

(414) 443-3560 • [www.wsga.org](http://www.wsga.org)

## TOURNAMENT MANAGER JOB DESCRIPTION

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**ABOUT THE WISCONSIN STATE GOLF ASSOCIATION:** The WSGA is a nonprofit organization that serves as the state's governing body for amateur golf with eight full-time staff members and four summer interns. Founded in 1901, the WSGA is dedicated to promoting and conserving the game, throughout the state of Wisconsin and providing key services to its membership of over 350 clubs and more than 40,000 individual golfers. The WSGA administers over 80 tournaments each year, including men's and women's tournaments and championships, junior championships, as well as WSGA and USGA qualifying events. The WSGA offices are located at the Golf House of Wisconsin in West Allis.

**JOB TITLE:** Tournament Manager

**REPORTING RELATIONSHIP:** Reports to the Executive Director

**TRAVEL REQUIRED:** Extensive

**FLSA STATUS:** Exempt

### POSITION SUMMARY

The Tournament Manager is responsible for assisting with all WSGA competitions, including taking a lead role with the WSGA Senior Tour. Additional duties include, but are not limited to, assisting Rules of Golf education efforts, and recruiting and training volunteers.

### RESPONSIBILITIES

- Assist with the conducting of all WSGA competitions, including taking a lead role with the WSGA Senior Tour which consists of 20 events, a year-end Senior Tour Championship and the Wisconsin/Minnesota Senior Cup matches. This will include coordinating volunteers, course setup, coordinating activities with host facility, office administration including utilizing the BlueGolf tournament management system, processing of entries, creating tournament websites, posting tournament information, answering phone and email inquiries, posting results, etc.
- Maintain and update tournament policies and point standings.
- Assist with Rules of Golf education efforts. Maintain USGA Rules of Golf certification. Work with Rules Committee to provide educational opportunities for Rules officials and volunteers and stay up to date on any changes to the Rules of Golf. Fulfill requests for Rules seminars by host clubs and Allied Golf Associations.
- Recruit and train volunteers. Work with the Associate Director committee to identify, engage and train volunteers.
- Assist with tournament budgets and monitor financial performance of events.
- Assist with orders for tournament supplies, awards, players gifts and other items needed to conduct events.
- Perform additional duties as assigned by the Director of Rules & Competitions and Executive Director. We are a small team and expect all staff members to assist in other departments as needed.

## REQUIREMENTS

- Strong passion for the game of golf. Playing experience strongly preferred.
- Undergraduate degree from a four-year college or university.
- In-depth knowledge of tournament management and operations.
- Must work well in a team environment, have a positive personality, and represent themselves and the Association in a professional manner.
- Ability and knowledge to carry out all responsibilities listed above.
- Maintain USGA Rules of Golf certification.
- Strong work ethic and ability to handle stressful situations with a calm demeanor.
- Willing to work weekends, early mornings, late nights, and long days as needed.
- Excellent verbal and written communication skills, including public speaking.
- Advanced computer skills including ability to utilize and train others on BlueGolf tournament management system.
- Valid driver's license with the ability to travel in the state of Wisconsin.
- Willingness to work in a fast-paced and team-oriented structure with emphasis on customer service.
- Must be able to lift 50 lbs.

## COMPENSATION & BENEFITS

- Salary range competitive with industry and commensurate with experience.
- Medical, dental & life insurance plan (WSGA pays 100%).
- Retirement plan contribution of 10% with no match required.
- Flexible work environment.
- Paid holidays and two weeks of paid vacation for first year of employment.
- Use of a company vehicle or mileage reimbursement.
- Company issued cell phone.
- WSGA logoed apparel.

## APPLICATION DEADLINE & INSTRUCTIONS

- This is an open position with a start date as soon as is possible.
- Application deadline is Monday, Dec. 6, 2021.
- **SEND LETTER OF INTEREST AND RESUME VIA E-MAIL TO:**

Rob Jansen, Executive Director  
Wisconsin State Golf Association  
Phone: (414) 443-3561  
Email: [rob@wsga.org](mailto:rob@wsga.org)