MANAGER - JOB DESCRIPTION

OVERVIEW

The role of TGF Manager is something that we introduced in 2021 out of necessity, due to the growth of The Golf Fellowship. TGF Managers play a crucial role in making participation in The Golf Fellowship easy & enjoyable at each & every event. Managers directly represent The Golf Fellowship and are often the 1st or 2nd people whom new members will interact with, so it is an extremely important position for our success.

We are looking for TGF Managers to run Leagues, which are new for 2023. Leagues operate every other week or less in a specific geographic area in a City. Managers may run 9 hole leagues, the Weekend league/events for their City, or the Two Man Challenge Series. Therefore, the idea is that managers only need to run events every other week. Also, the idea is that depending on personal schedules, other managers can take on the responsibilities of another in a particular event.

Video-Conference Training & Training Videos will be provided. TGF Managers operate as private contractors. 1099's will be issued in January at the beginning of each year.

CRITERIA

- TGF Member for at least one year
- Represents TGF well
- Good with people
    - Kind & Pleasant
    - Not easily frazzled & very slow to anger
    - Responsive & communicative
- Conflict Resolution
- Flexible around event & preparation days/hours
    - 2-6 hours of availability outside of events
- Computer-savvy

COMPENSATION

- Includes free golf for events that you set up
    - Does not include Side Games
        - Pay these to Kerry thru Venmo @kerryniester
    - Does not include Season Contests
        - Pay for these thru the website

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- Additional compensation per number of players/event
    - o 9 holes = $1/player/event
    - o 18 holes = $2/player/event
    - o 50% of any Late Fees
- Other compensation
    - o TGF Championship Discounts
    - o Partial to Full Membership after 1st Season

EXAMPLE EVENT PROCESS

Email to Golf Genius – Event Prep
Managers will gain access to a TGF Email Address & TGF's Golf Genius Account

1. Transpose Email Orders to Golf Genius
    - o You will receive email orders for any particular event
    - o Transpose the information from them into Golf Genius
    - o Hopefully, I will be able to give you access to a sortable list for this

2. Verify League Roster, Player Roster & Payment
    - o Verify that players RSVPd have paid and vice versa in Golf Genius
        - ▪ If players haven't paid by X date, then follow up
    - o Verify player from email order is in League Roster

Golf Genius – Event Prep

3. Import Latest HANDICAPS
    - o Imported thru Golf Genius from Handicap Server

4. Create Round DIVISIONS & FLIGHTS
    - o Divisions based on which games players bought into
    - o Flights if there are enough players

5. Create PAIRINGS, Show in League Portal, Send preliminary
    - o Go thru Create New Pairings process
    - o Show in League Portal
    - o Send Preliminary Pairings to Members

6. Setup & Verify TOURNAMENTS
    - o Confirm Tournaments to be played

  o Confirm Prize Money to be awarded via Event Prize Matrix

7. Manual HANDICAP ADJUSTMENTS
  o New Members with GHIN changed to 75% in League Roster
  o Plus Handicaps modified to 0 in MVP thru Handicap Analysis

Golf Genius & Email – Event Prep

8. Create & Distribute REPORTS
  o Prep Reports in REPORT CENTER
  o Send necessary reports to Course for Printing
    ▪ Only if event is contracted
  o Send out Event Information email to Event Player Roster

9. Enable Golf Genius App
  o Enable Mobile Score Entry
  o Change Round Status to "In Progress"

Gametime

10. Event Setup Verification
  o Verify everything is good to go with staff upon arrival at the course

11. Payment to Course
  o Verifying final player count

Post Event

12. Event Results & Email to Members
  o Update tournament prize amounts if there were any last minute changes
  o Make adjustments, add proxy winners & award season points
  o Prep Results Email and send to all member

Next Event

13. Send Event Invitations for following week's event

14. Regular Correspondence
  o Email

MANAGER - JOB DESCRIPTION

- o Phone
- o Text
- o WhatsApp
- o Course