

JOB DESCRIPTION-TOURNAMENT DIRECTOR

POLICY & RESPONSIBILITIES

NO use of drugs or alcohol, or being under the influence of drugs or alcohol, by any employee of HPRAI during working hours will be allowed or tolerated. Violation of this policy may result in immediate termination.

If Tournament Director is a separate position from Caddy Shack Coordinator, all Caddy Shack Employees, including the Coordinator, will be responsible for taking phone calls and recording messages of such, helping make flyers, information sheets, flight sheets, etc. in preparation for a tournament, as instructed by Tournament Director and as time allows for these duties.

These duties are listed under ALL CSE DUTIES on CADDY SHACK JOB DESCRIPTIONS policy.

The Tournament Director will receive \$100.00 for each day of a Tournament.

This fee is paid by the Tournament/Event Sponsor **or** by HPRAI if it is a tournament they sponsor.

If a calcutta is held, an extra \$25.00 will be paid to the Tournament Director for this responsibility.

These fees are an expense to be paid from the green fees paid to HPRAI and must be shown on the Tournament Post-Report Form.

If an Extra Tournament Helper is needed for a tournament sponsored by HPRAI, they will be paid \$50.00 each day of a tournament. If a calcutta is held, an extra \$25.00 will be paid to this extra tournament helper. These fees are an expense to be paid from the green fees paid to HPRAI and must be shown on the Tournament Post-Report Form.

If an Extra Tournament Helper is needed for a tournament, the Tournament Director can ask one of the Caddy Shack employees not working that day to help with that Tournament or can employ another responsible individual for this purpose.

On tournament days, the Caddy Shack will be run by another Caddy Shack employee at their regular hourly wage.

If Tournament Director is not a separate position from Caddy Shack Coordinator, the Caddy Shack Coordinator will be the Tournament Director and receive the \$100.00 fee from the Tournament sponsor. This fee will be in lieu of an hourly wage.

The Tournament Director will be responsible for retaining and payment to a Calcutta auctioneer. The cost of an auctioneer will be an expense paid out of greens fees paid to HPRAI and shown on the Tournament Post-Report Form.

TOURNAMENT DIRECTOR DUTIES:

The Tournament Director will be in charge of all HPRAI sponsored tournaments unless otherwise specified. (The Ladies Assn. will run its own tournaments unless a request is made for a Director.)

The Tournament Director will be in charge of any Tournament/Event when requested to do so on the Tournament Request Form.

The Caddy Shack Coordinator, if not the Tournament Director, will notify the Tournament Director of the request for a Tournament Director as soon as such request is made to the Caddy Shack and approved by the Board of Directors.

Tournament Director will:

- Make arrangements for help needed for a Tournament/Event. This extra help shall be paid out of the Tournament proceeds **before** prizes are figured and awarded.
- Order all supplies needed for a tournament and pay for such supplies from a tournament account, e.g. poster board, markers, paper, or stamps.
- Arrange for Calcutta auctioneers and clerks, if needed.
- Send out flyers or cards to other golf courses with tournament information, including our spikeless shoe policy. .
- Consult with Caddy Shack employees so they are prepared to take tee-time and rental cart requests in your absence.

**THE BOARD OF DIRECTORS RESERVES THE RIGHT OF EXCEPTION, ACCORDING TO THE BY-LAWS,
OR ANY FEDERAL JURISDICTION OR POLICY THAT WOULD APPLY**

- Coordinate with Caddy Shack employees for any help you may need in preparation for a tournament, if time allows this employee to do so. Their regular Caddy Shack duties have priority.
- Sign golfers in the day of the Tournament/Event. Collect entry fees and any cart rental fees. Golfers can purchase meal tickets for spouse or guest.
- Start golfers on #1 hole according to their designated tee-times, unless arrangements have been made for a shotgun start, in which case you will be responsible for assigning golfers to start on certain holes.
- Collection of score cards as they come in from a round. These score cards must be signed by two people from the scorecard acknowledging scores.
- Flight golfers and fill out flight sheets.
- If a calcutta is held, make any preparations necessary, including flight sheet information printed, etc.
- Be responsible for recording calcutta purchases, money collection, etc.
- Assign starting times for the next day, if a two-day tournament with no shotgun start.
- Do same duties on the second day, such as starting golfers, collecting scorecards, flight sheets, etc.
- Post flight sheets and fill in golfers' scores and mark winners.
- Be responsible for all monies collected for the tournaments.
- Be responsible for figuring flight money prize amounts.
- Be responsible for holding out of monies for expenses, such as green fees, director fee/fees, auctioneers, meal tickets for clerks, etc. before prize monies are figured and awarded.
- Be responsible for paying HPRAI green fees due pursuant to the Tournaments/Events Policy.
- Be responsible for filling out a Tournament Post-Report Form and providing it to the Caddy Shack for Board of Director review.