



SADDLEBROOKE
WOMEN'S GOLF ASSOCIATION-18

JOB DESCRIPTION: SPECIAL TOURNAMENTS CHAIR

REQUIREMENTS:

- Organizational Skills
- Managing Multiple Tournaments That Overlap
- Computer Skills – Word, Excel, PowerPoint & File Management
- Access to the Internet and Use of SBWGA-18 Website

TIME REQUIREMENTS:

- December – May 10-12 Hours/Month
- June – August 2 Hours/Month
- September – November 5 Hours/Month

TRANSITION REQUIREMENTS:

- Need a key to the closet where all notebooks are kept.
- Inventory all notebooks.
- Make a trip with previous chair to Tuller Trophies.
- Know how to access keys for trophy case and how plaques are hung and maintained.
- Will possibly need to purchase dividers, notebooks, printer paper and ink for printing.

SBWGA-18 TOURNAMENTS:

- President's Cup
- Club Championship (includes Senior and Legend divisions)
- Quail Classic **Signature Event**
- Cactus Classic

SPECIAL TOURNAMENTS HELD EITHER ANNUALLY OR EVERY OTHER YEAR:

- 3 Jills and a Jack (held annually, only one day)
- Women's Classic (rotational tournament between SB One + SB Ranch + MV/Preserve)
- Lagos (event held annually but rotated between SB Lady Niners and SBWGA-18)
- Member/Guest (held annually, only one day)
- Member/Member (two-day event that rotates every other year with Solheim)
- Solheim Cup (two-day event that rotates every other year with Member/Member)

JOB DUTIES:

1. Work with Nominating Committee, past chairs/co-chairs to secure leadership for each SBWGA-18 tournament scheduled for the year.
2. Work with the Board to ensure sponsor money is adequate for each tournament.
 - a. Advise each tournament chair as to the amount of sponsor money available for their tournament.
3. Twice a year, collect trophies and plaques for engraving at Tuller Trophies.
 - a. Create an Excel spreadsheet with typed name of the winners.
 - b. Secure an invoice with costs inclusive of taxes and any other fees.
 - c. Submit check request and secure payment prior to pick up.
 - d. Consider assistance with drop-off and pick-up due to parking and weight of items.
4. Meet with each chair/co-chairs to kick-off meeting with a refreshed “working notebook” and historical reference notebooks.
5. Review all components of running a tournament to include but not limited to:
 - a. Registration process in Golf Genius through TPD Committee and Cathe Kropp.
 - b. Kit process through the Pro Shop.
 - c. Event planning through Food & Beverage.
 - d. Golf Course management needs through Jane Chanik and Mike Roddy.
 - e. Competition rules through Maire Ryan and Eila Sallaberry.
 - f. Budget and reimbursement procedures with Treasurer.
 - g. Communications via blast emails and use of bulletin board and general meetings with members.
 - h. Review historical successes or areas to improve based on past evaluations.
 - i. Meet with past chairs/co-chairs to understand the nuances of each tournament.
 - j. Some tournaments require coordination with other leagues/clubs – make introductions and coordinate collaborative kick-offs.
6. Assist chair/co-chairs with budget preparation and approvals.
7. Review and sign-off on all check requests and event contracts.
8. Attend Board meetings and provide monthly reports on status of each active tournament.
9. Attend General Meetings and provide updates to members or coordinate with chairs to provide those member updates.
10. Help chair/co-chairs understand calendar constraints and develop contingency plans when able due to weather, etc.
11. Maintain communications with chair/co-chairs throughout the planning process.
12. Attend meetings as needed or requested.
13. Clearly ensure chairs/co-chairs understand what is in their creative purview and what processes must be followed.
14. Meet with chair/co-chairs at the conclusion to develop a helpful tournament evaluation.
15. Finalize budget and reimbursement with Treasurer.

Revised April 2026