

SOUTHERN GOLF GROUP

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| <u>JOB TITLE</u> | Southern Golf Group (SGG) Zone Coordinator. |
| <u>LOCATION</u> | Southern Golf Group. |
| <u>TERMS</u> | Volunteer role (see Remuneration). |
| <u>REMUNERATION</u> | Honorarium as negotiated with Southern Golf Group Board. |

REQUIREMENTS OF POSITION

- Member of SGG Match Committee.
- Coordinate Men's and Women's Pennant Competitions within the SGG.

RESPONSIBILITIES/DUTIES

Prior to season:

- Create contact list of Club Pennant Coordinators and Captains.
- Confirm number of teams each Club will be nominating for upcoming season and grades they will compete in.
- Confirm dates on which the competition will be held.
- Liaise with all Clubs to establish available dates for home competitions.
- Create a programme using information provided by Clubs.
- Create the draw and post to SGG website.
- Create the Progressive Score Sheet and post to SGG website.
- Ensure Terms of Competition and Score Sheets are updated and posted on SGG website.
- Ensure all Club Pennant Coordinators are aware of the Terms of Competition and direct them to the SGG website.
- Create a Registered Players List for each Club.

During the season:

- Receive results from all competitions.
- Update the Progressive Score Sheet and post to SGG website.
- Update the Registered Players List.
- Confirm eligibility of players to play in finals.

QUALIFICATIONS

- Good communication skills.
- Average computer knowledge.
- Good organisational ability.