



EUROPEAN GOLF ASSOCIATION

Handicapping & Course Rating Assistant European Golf Association

The job is suited to someone seeking to work at a highly technical level on a part-time basis, 2-3 days a week, occasionally on week-ends. The candidate is an experienced golfer with extensive awareness of handicapping and course rating matters as well as sound administrative knowledge. The person reporting to the General Secretary of the European Golf Association, the Chairman of the Handicapping & Course Rating Committee and the association's Executive Committee will be responsible for the maintenance and configuration control of the EGA Handicap System, the administrative tasks related to Handicapping & Course Rating, assistance to EGA member federations, communication, building and maintenance of the EGA Handicap System website pages. The candidate will require excellent communication skills, be of English mother-tongue or equivalent, knowledge of French and German would be an asset.

TERMS AND CONDITIONS

Place : the Handicapping & Course Rating Assistant will be located at the EGA office in Switzerland or any national golf federation member of the EGA.

Starting date : January/February 2008 or to be discussed.

Remuneration: A suitable remuneration will be available to the appropriate candidate.

HOW TO APPLY

Applications should be sent with an accompanying covering letter to :

The General Secretary
European Golf Association
Place de la Croix-Blanche 19
CH – 1066 Epalinges
Switzerland

Or via e-mail to : info@ega-golf.ch **no later than 17th December 2007.**

For further details and a full job description, please contact John C. Storjohann on +41/21 785 70 60 or info@ega-golf.ch



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Job description

Job description of a permanent assistant of the EGA Handicap and Course Rating Committee (H&CRC).

The permanent assistant constitutes a professional support function of the EGA H&CRC. He or she is based in the office of any major European Golf Federation as an employee of that Federation at the same time working part time for the EGA. The EGA is billed for the full cost of the services (contractual arrangements to be agreed upon by both parties). Estimated working hours 2 to 3 days a week occasionally on weekends.

Requirements

- Fluent in English, speech and writing, preferably also German and French
- Self starter, independent worker, customer oriented.
- Background and training; beta (technical/ mathematics/statistics/computer science)
- Experience as a golfer and in golf administration at club or federation level
- Knowledge of handicapping system EGA, preferably also CONGU and USGA including USGA Course and Slope Rating
- Fully competent in working with MS office Power Point, Excel and Word.

Duties:

- Maintenance and configuration control of EGA Handicap System
 - o Central source of information for EGA members
 - o Central file of H&CRC
 - o Build database for test and research purposes
 - o Maintain current edition EGA Handicap System and list amendments next edition
 - o Draft next edition
- Permanent assistant of the H&CRC
 - o Preparation of meetings and seminars
 - o Proposals for system amendments
 - o Keep meeting minutes and follow up actions
 - o Correspondence
 - o Liaise with CONGU and USGA
- Education and training. Assistance to EGA members
 - o Advise on handicapping and rating problems of members
 - o Develop education package for new members
 - o Administer and coordinate twinning program
 - o Give training and information workshops, presentations
- Build and maintain EGA Handicap System website
 - o Develop short version of EGA Handicap System
 - o Develop FAQ's arranged by topic
 - o Develop electronic and paper Newsletter