



# EUROPEAN GOLF ASSOCIATION ASSOCIATION EUROPEENNE DE GOLF

Registered offices : Luxembourg, Höhenhof, Senningerberg

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Gen. Secretary: Richard Heath

6<sup>th</sup> February, 2012

## EGA CHAMPIONSHIP MANAGER - POSITION VACANCY

Dear Members and other interested parties,

The European Golf Association (EGA) wishes to announce a current vacancy for the position of EGA Championship Manager.

The position description and required duties, qualifications, personal attributes and experience are detailed in the following pages.

The EGA would like all applications to reach the EGA office before 15 March, 2012. Interviews are likely to commence in April, if required, with the chosen candidate able to commence as soon as practicable thereafter.

Our advice to candidates would be to send a cover letter to briefly introduce themselves, briefly describe how their qualifications and experience fit the job description and to outline their availability for interview and commencement. Claims against the selection criteria - i.e., those underlined on page 4 - should then be made separately giving a more detailed account of how their past experiences may have provided them with the skills to undertake the position. We also kindly ask candidates to cite two referees.

All applications should be sent by email, post, or fax to the addresses or numbers above with the addressee or subject, in the case of email, being "CM Application".

We look forward to receiving your application.

Yours faithfully,

EUROPEAN GOLF ASSOCIATION

Richard Heath  
General Secretary



## POSITION DESCRIPTION

Title:	<b>EGA Championship Manager</b>
Location:	1066 Epalinges (Lausanne), Switzerland
Term of Appointment:	Permanent following a three-month probation period
Period of Notice:	According to Swiss Federal Law
Status:	Full-time

## Organisation Background

Who we are:	<p>The European Golf Association (EGA) was founded during a meeting held in Luxembourg on the 20th of November 1937.</p> <p>The Association declares as its foundation the observance of the Rules of Golf and Amateur Status as laid down by R&amp;A Limited.</p> <p>The Association concerns itself solely with matters of an international nature. Membership is restricted to European National Amateur Golf Associations, Federations and Unions.</p> <p>The Association presently comprises 42 member countries and is governed by the following Committees:</p> <ul style="list-style-type: none"><li>– EGA Executive Committee (10 members)</li><li>– EGA Championship Committee (12 members)</li><li>– EGA Handicapping &amp; Course Rating Committee</li></ul>
EGA Objectives:	<p>To encourage the international development of golf and to strengthen the bonds of friendship existing between its members.</p> <p>To encourage the formation of new golf organisations representing the golf activities of European countries.</p> <p>To coordinate the dates of the open and amateur championships of its members and to arrange, in conjunction with host national golf authorities, European championships and specific matches of international character.</p> <p>To ratify and publish the calendar dates of major amateur and professional championships and international matches in Europe.</p> <p>To consolidate the views on handicapping and course rating within the EGA's jurisdiction.</p> <p>To establish, develop, maintain and administer an EGA Handicap System that all members can embrace.</p> <p>To supervise the administration of the EGA Handicap System in countries where the system has been adopted and to control the observance of the fundamental principles and regulations of the system in these countries.</p> <p>To create and maintain international relationships in the field of golf and undertake any action useful to the cause of golf on an international level.</p>



EGA's Main Activities:	<p>Arranging and co-ordinating both amateur and professional tournaments and international matches (Championship and Professional Technical Committees).</p> <p>Reviewing European aspects of the Rules of Golf, Amateur Status and Handicapping in R&amp;A and EGA committees.</p> <p>Providing information and communication:</p> <ul style="list-style-type: none"> <li>• for our member national golf authorities;</li> <li>• between the EGA, R&amp;A and the International Golf Federation;</li> <li>• between the Executive Committee, the Championship Committee and the other EGA Committees;</li> <li>• to the press and media;</li> <li>• through a regular circulation of information of general interest such as circular letters, press releases, regulations and calendars; and</li> <li>• via <a href="http://www.ega-golf.ch">www.ega-golf.ch</a>.</li> </ul> <p>Providing education, through means such as golf conferences, seminars, meetings between member countries.</p> <p>Providing golf course management guidelines in cooperation with the R&amp;A.</p> <p>Providing a system for course rating and handicapping.</p> <p>Building and maintaining good relationships with the professional golfing bodies.</p> <p>Integration of European emerging golf countries in the EGA.</p> <p>Providing an information centre for our member national golf authorities to answer questions in relation to the game of golf (e.g., statistical, technical, etc.).</p>
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### Purpose of the Position

Primary Purpose:	<ul style="list-style-type: none"> <li>• Oversee the running of all EGA championships</li> <li>• Manage the European Amateur Rankings</li> <li>• Manage European representative teams</li> <li>• Serve as secretary to the EGA Championship Committee</li> </ul>
Key Expectations:	<ul style="list-style-type: none"> <li>• Provide quality coordination for all EGA championships and related meetings</li> <li>• Deliver prompt and applicable technical advisory services</li> <li>• Plan and deliver technical education programmes</li> <li>• Coordinate EGA Championship Committee members</li> <li>• Develop and maintain effective communication and working relationships with a multi-national range of member countries and stakeholders relating to EGA operations</li> <li>• Deliver sponsors' requirements and assist in acquiring sponsorship interest</li> </ul>

### Key Relationships

Reports to:	EGA General Secretary
Internal:	EGA Championship Committee, EGA Executive Committee
External:	European (and sometimes global) national golf authorities, host golf clubs, R&A.



## Selection Criteria

(Claims against the Selection Criteria should be made against those items underlined)

Experience, Skills, Knowledge and Qualifications	<p><u>Golf Background:</u> Demonstrated experience and strong knowledge relating to the game of golf. Strong knowledge and skills in the delivery of golf tournaments and the rules of golf. Knowledge of player ranking systems and representative team selection methods.</p> <p><u>Event/Project Management:</u> Demonstrated ability to successfully deliver events or projects within allocated budget and timeframes. Educational qualifications in sport, event management or similar training would be advantageous.</p> <p><u>Interpersonal Skills:</u> Demonstrated ability to liaise and negotiate with staff, volunteers and other stakeholders across a wide range of business and community settings. Strong understanding of staff/volunteer relations.</p> <p><u>Written and Verbal Communication Skills:</u> Demonstrated ability to communicate effectively by public speaking, verbal and written presentations, written proposals, report writing, taking minutes of meetings and by authoring press releases. Publishable English written standard required. Additional European languages, particularly French, highly regarded.</p> <p><u>Computer Skills:</u> Proven ability and understanding in the use of <i>Microsoft Office</i> products in the development of budgets, spreadsheets, business reports and correspondence. Proven capability to utilise and apply other IT technology, including golf tournament software, RDBMS, WWW updating software and for file format conversion, to enhance operations or delivery of services.</p> <p><u>Current Drivers Licence:</u> Ability to adapt to international road rules and conditions.</p>
Personal Attributes:	<p><u>Work Autonomously:</u> Demonstrated capacity to work autonomously and creatively, organising and prioritising workflow to meet demanding deadlines.</p> <p><u>Attention to Detail:</u> Show appropriate attention to detail to ensure sound planning as well as effective evaluation and monitoring of events.</p> <p><u>Service Ethic:</u> Dedication to a service ethic aimed at providing quality and timely client services to stakeholders and ability to relate to people from diverse backgrounds.</p>
Additional Information:	<p><u>Employment Status:</u> Applicants must be eligible to obtain a minimum B Permit for working in Switzerland (available to EU/EFTA nationals).</p> <p><u>Travel:</u> Applicants must be willing to undertake regular air travel and stay away from home for extended periods, especially during Summer.</p> <p><u>Working Hours:</u> The position will require regular out of hours work including attendance at events, programme activities, meetings with stakeholders and remaining available for troubleshooting by telephone.</p>



## Position Roles and Responsibilities

<b>Roles</b>	<b>Key Outputs and Outcomes</b>
Oversee 15-20 EGA Golf Championships per Year	<ul style="list-style-type: none"> <li>• Liaise with national golf authority personnel in the lead-up to each event, including the coordination of course set-up.</li> <li>• Review and update official tournament documents and related materials.</li> <li>• Manage tournament registrations.</li> <li>• Manage and update the event page on the EGA website.</li> <li>• Prepare tournament draws, local rules, score cards and pin-placement sheets, etc., where necessary.</li> <li>• Attend allocated events as an EGA representative and speak at ceremonies where needed.</li> <li>• Assist in the on-site coordination of tournament staff, officials and volunteers.</li> <li>• Oversee all on-site tournament administrative functions including the preparation of results, media releases and WWW publishing and participate in media liaison.</li> <li>• Manage lightning detection equipment and inclement weather procedures.</li> <li>• Finalise all post-event administrative functions.</li> </ul>
Event Planning	<ul style="list-style-type: none"> <li>• Assist in the planning of the EGA event calendar.</li> <li>• Liaise with national golf authorities to organise future events, possibly including issuing agreements for each event.</li> <li>• Coordinate the EGA calendar with other official event calendars.</li> <li>• Attend fixture meetings on an international level.</li> <li>• Prepare and release publications relating to calendars and to championship results.</li> </ul>
Delivery of Technical Advice	<ul style="list-style-type: none"> <li>• Deliver accurate information to address enquiries regarding: <ul style="list-style-type: none"> <li>○ The Rules of Golf, Local Rules and Conditions of Competition.</li> <li>○ Preparation and staging of tournaments all over Europe.</li> <li>○ Amateur Status.</li> <li>○ USGA Course Rating and the EGA Handicapping System, including the accurate update and publishing of handicaps following EGA events.</li> <li>○ Use of tournament software, particularly GolfBox.</li> </ul> </li> </ul>
Delivery of Educational Programmes	<ul style="list-style-type: none"> <li>• Prepare and present seminars on the Rules of Golf, Handicapping, Tournament Preparation or any other topic pertaining to the administration and officiating of golf competitions.</li> <li>• Develop clear and specific educational aids for national golf authorities, hosting clubs and volunteers relating to the delivery of golf tournaments.</li> </ul>
General Duties	<ul style="list-style-type: none"> <li>• Provide general administrative and organisational support to the EGA office.</li> <li>• Monitor equipment and make recommendations for purchases.</li> </ul>
Positively Contribute to the EGA Office -	<ul style="list-style-type: none"> <li>• Be perceived by EGA colleagues as a staff member who has an innovative, positive and constructive attitude to the work</li> </ul>



Environment and to the EGA Committee Meetings Regimen	<p>environment and to team activities.</p> <ul style="list-style-type: none"> <li>• Contribute ideas towards improving efficiencies and methods.</li> <li>• Operate in a way that does not cause inconvenience or disturbance to colleagues or committee members.</li> <li>• Train interns and volunteers as required.</li> </ul>
Establish and Maintain Effective Self-Management and Self-Development Strategies	<ul style="list-style-type: none"> <li>• Establish and implement a personal and professional development plan.</li> <li>• Actively initiate and participate in performance development discussions with the General Secretary, EGA President and Championship Committee Chairman.</li> <li>• Maintain a work area with filing and administrative systems that assist the effective and efficient management of the EGA Office's overall programme.</li> <li>• Willingness to improve language education.</li> </ul>

### **Compensation**

Compensation will be commensurate with experience and the size of the Association. The amount will be based on annual compensation for full-time employees with a standard expense-account for transportation, food and lodging while attending championships, meetings and educational seminars. Relocation expenses to the Lausanne region may be negotiated as part of the package.

### **Applications**

Applications, including covering letter briefly introducing the candidate and outlining availability for both interview and starting, a CV, claims against the selection criteria (page 4) and citation of two referees including address, telephone and email address, should be emailed, posted or faxed to:

Email Subject: CM Application  
e-mail: [info@ega-golf.ch](mailto:info@ega-golf.ch)

By post:  
CM Application  
European Golf Association  
Place de la Croix Blanche 19  
1066 Epalinges  
Switzerland

By fax:  
+41 (0) 21 785 70 69

**Deadline—March 15, 2012**  
Starting date— to be mutually agreed