

## Golf Operations & Support

The Golf Operations & Support role will play a key part in the administration and management of many areas of Canterbury Golf's day-to-day operations.

A combined skillset of astute attention to detail alongside an ability to greet and assist various stakeholders as the first point of contact for the organisation is required to successfully undertake the role.

### Key Objectives

- Management of all Canterbury interclub competitions
- Coordination and oversight of the district calendar
- Office management and administration
- Event organising and delivery support
- Support of golf clubs in Canterbury

<b>Reports to</b>	Canterbury Golf General Manager
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• Main point of contact within all Canterbury Golf Clubs</li> <li>• Interclub Convenors</li> <li>• Sub Committee Chairs</li> <li>• Relevant partners of Canterbury Golf i.e. Golf NZ Staff, Canterbury Referees Association, Canterbury Eagles etc.</li> <li>• Canterbury Golf staff</li> </ul>

### Key Competencies

- Excellent administration, organisational and planning skills.
- Sound working knowledge of Microsoft Office and administration software.
- Knowledge of golf desirable.
- Highly developed communication skills with the ability to communicate with and relate to all demographics.
- Ability to speak confidently in front of large groups of people.
- Strong relationship and customer service skills.
- Ability to prioritise and work independently in an efficient and timely manner.
- Good attention to detail/accuracy.
- Ability to work as part of a team.
- Enthusiastic and motivated.
- Current drivers licence.
- Current first-aid certificate desirable but not essential.

### Key Areas of Accountability

<b>Interclub Golf</b>	<ul style="list-style-type: none"> <li>• Coordinate team entries, relative information (i.e. conditions of play, team contact info) and draws for all Canterbury Golf interclub golf competitions.</li> <li>• Coordinate the management and implementation of interclub competitions.</li> <li>• In consultation with all sub-committees, review rules and conditions for all interclub competitions as required.</li> <li>• The collation and publishing of interclub/tournament results.</li> <li>• Maintain interclub individual game and result records, where applicable</li> <li>• On-going liaison with all sub-committee chairs and Interclub Convenors</li> <li>• Attend sub-committee meetings as required and take minutes as required (mainly Metro Committee.)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Respond to club enquiries about interclub as required.</li> <li>• Record and submit Women's 9-Hole &amp; 18-Hole Links results to Golf NZ annually</li> <li>• Coordinate National Women's Teams District Event annually</li> </ul>
<b>Canterbury Golf &amp; Club Tournament Management</b>	<ul style="list-style-type: none"> <li>• Through the Canterbury Golf Calendar, coordinate the current season scheduling of all tournaments that are run in the Canterbury Region.</li> <li>• Receive and publish club tournament posters on the Canterbury Golf website/Golf Genius.</li> <li>• Input data and maintain the Senior and Junior Order of Merit, Vardon Trophy, and Liz Douglas Trophy tables in Golf Genius.</li> <li>• Input and maintain the Vardon and Liz Douglas on the Canterbury Golf website/Golf Genius.</li> <li>• Assist with preparation of Canterbury Golf tournaments i.e. Draws, and tournament rules. This includes Canterbury Men's &amp; Women's Champion of Champions, junior tournaments, and other women's tournaments.</li> </ul>
<b>Executive Committee</b>	<ul style="list-style-type: none"> <li>• In preparation for monthly Executive Committee meetings, collect all sub-committee minutes and monthly reports for the General Manager.</li> </ul>
<b>Canterbury Golf Playing Calendar</b>	<ul style="list-style-type: none"> <li>• Review, draft, circulate and publish the Canterbury Golf Events calendar for the following year. Prepare in May for circulation in September and publishing in October.</li> </ul>
<b>Office Management &amp; Administration</b>	<ul style="list-style-type: none"> <li>• Primary response to telephone calls, reception of guests, and general enquiries.</li> <li>• Maintenance of office equipment, stationery and "other supplies".</li> <li>• Compile interclub news stories for the Canterbury Golf website.</li> <li>• Compile other news stories for the Canterbury Golf website as requested by the General Manager.</li> <li>• Maintain trophy list.</li> <li>• Maintain annual list of achievements.</li> <li>• Co-ordinate/monitor cups &amp; trophies including engraving &amp; cleaning.</li> <li>• Co-ordinate Women's Annual Forum in June with Women's Committee Chair &amp; attend.</li> <li>• Maintain Contact Database.</li> <li>• Maintain an up-to-date register of contact details for golf clubs within Canterbury and circulate register to clubs annually in December for new year.</li> <li>• Assist with the organisation of the Canterbury Golf Awards Dinner and other Canterbury Golf events as required e.g. Canterbury Golf AGM, Presidents/Secretaries/Club Captains Day etc.</li> <li>• Support the family of golf as required e.g. CGRA, Eagles,</li> </ul>
<b>Tournament and Event delivery support</b>	<ul style="list-style-type: none"> <li>• As required lead or support the delivery of other Canterbury Golf Events or competitions as follows. <ul style="list-style-type: none"> <li>-Premier Canterbury Golf events: Stroke Play, Match Play, 4BBB, Tour Championship, Men's Interclub Finals Day.</li> <li>-Junior Events: Junior Opens, Canterbury Age Group Championship, Secondary School Championships, Primary and Intermediate Schools events.</li> <li>-Community Events: SNAG Inflatable events, Golf have-a-go days, She Loves Golf meet ups.</li> </ul> </li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Maintain and develop collaborative relationships with Canterbury Golf Clubs, Interclub Convenors, Sub Committee</li> </ul>

	<p>Chairs, and other relevant partners such as Golf NZ Staff, Canterbury Referees Association, and Canterbury Eagles.</p> <ul style="list-style-type: none"><li>• Uphold the values and purpose of Canterbury Golf within the wider community</li></ul>
<b>Other Responsibilities</b>	<ul style="list-style-type: none"><li>• Attend training opportunities provided by Canterbury Golf as required.</li><li>• Assist with other staff's duties when they are on leave.</li></ul>