

2022 NYSGA

BDGA Tournament Operations Internship



Positions Available: BDGA Internship (3 Months) – June through August 2022

Location: BDGA Headquarters in Amherst, New York (Buffalo)

Responsibilities:

Manage the administrative responsibilities related to conducting golf competitions:

- Provide support (email/phone) to golfers utilizing the online registration software to sign-up for tournaments
- Review player applications to ensure they meet specific eligibility requirements
- Update association and tournament specific websites
- Inventory and order tournament related supplies
- Create pairings and build tournaments using Golf Genius, the USGA Tournament Management software
- Communicate tournament specific information to players and association volunteers
- Work with the NYSGA Communications team to coordinate all marketing and social media
- Prepare and distribute all necessary documents for BDGA Board meetings.

Travel to top golf courses as a member of the BDGA team to conduct tournaments, fulfilling essential responsibilities (after extensive training) as assigned:

- Set up the on-site BDGA tournament office and event signage/supplies
- Prepare the golf course for tournament play, including marking the course (out of bounds, penalty areas, ground under repair), selecting daily hole locations and tee marker positions, determining volunteer assignments, and creating the Notice to Players with all applicable Local Rules and Notices
- Perform tournament administration roles: pre-round course setup, player/volunteer registration, starting, scoring, spotting, and/or Rules officiating
- Complete the tournament by breaking down supplies, preparing and sending player/media/volunteer reports/ emails, and returning to BDGA HQ

Additional projects will be assigned and may include other core services provided by the association based on the individual interest of the intern.

Requirements:

- An interest in a career in golf administration.
- A background in golf, either playing and/or working (pro shop, outside operations, course maintenance)
- Ability to work from BDGA HQ in Amherst, NY
- Self-motivated, detail oriented, personable, and a proven team player is a must
- Comfortably lift and transport equipment that weighs up to ~50 pounds
- Must have own transportation and a valid driver's license
- Must be an amateur golfer, PGM students are eligible, but PGA professionals/apprentices are ineligible

Compensation:

- Salary of \$2,000 per month plus reimbursement of any job-related expenses and phone stipend
- Donald Ross apparel for tournament work

To Apply:

Interested applicants may send a cover letter, resume and three references to Jack Travers at jtravers@nysga.org with "2022 BDGA Internship – (Last Name), (First Name)" in the subject line.