

**SOUTHERN NEVADA GOLF ASSOCIATION**  
**JOB DESCRIPTION FOR P.J. BOATWRIGHT INTERNSHIP**  
**2012 Season**

The intern will work under the supervision of the association's Executive Director, Tournament Director and Department Heads and will be exposed to all areas of the administration of amateur golf in Southern Nevada.

START DATE: TBD

PAY: \$2000/month

DURATION: 8 months

**TOURNAMENT DUTIES AND ADMINISTRATION**

- Collect and sort tournament entries into specific divisions
- Verify competitor eligibility and confirm handicaps using association master listing
- Develop tournament pairings using a tournament program. Prepare scorecards, local rules sheets and hole location sheets
- Assist in marking golf course, i.e., ground under repair, hazards, out of bounds, hole locations
- Coordinate starting times with host golf course
- Assist Southern Nevada Golf Association Tournament Director in starting duties
- Act as an apprentice Rules Official during tournament
- Assist in preparing tournament scoreboards
- Receive and check scorecards at completion of play
- Post scores using tournament software and tabulate results
- Develop pairings and prepare scorecards for subsequent tournament rounds
- Prepare news releases on tournament results
- Assist in conducting junior golf tournaments

**GOLF COURSE MEASURING AND RATING**

- Assist Course Rating Director in measuring golf courses for eventual course rating
- Assist in pre-course rating calculations and preparation of course rating materials
- Assist in on-course rating
- Assist in post rating calculations using USGA Course Rating software

**MARKETING**

- Update marketing plan to increase public awareness of association and its objectives
- Pursue a marketing plan for association tournament sponsorship
- Develop a marketing plan for sponsorship for association player's handbook
- Update marketing plan for sponsorship on the official association website [www.snga.org](http://www.snga.org)

**GENERAL OFFICE ADMINISTRATION**

- Assist in maintaining association web site
  - Post tournament pairings and starting times
  - Post tournament results
  - Update player information screens
  - Insert and label tournament photographs
- Develop and update annual publications
  - Tournament Schedule
  - Player's information handbook
- Answer handicap questions for member clubs and individual members
- Provide technical assistance to member clubs with handicap computation hardware and software
- Prepare communications to association golf clubs