



JOB DESCRIPTION	
Job Title:	Competitions Director
Term of Office:	3 Years
Accountable to:	Hampshire Ladies Golf Ltd (HLG) Board
Purpose:	
<ul style="list-style-type: none"> • To organise and run all HLG County competitions, including the County Championships • Ensure a good mix of elite and handicap events at varied locations, with sufficient rules officials in place • Compile accurate electronic records on venues used, numbers attending, club representation and results 	
Responsibilities:	
<ul style="list-style-type: none"> • Attend and present reports at HLG Board meetings; seek approval for any proposed changes to competition formats through HLG Board; and manage associated competitions risks identified in the HLG Risk Register • Attend HLG AGM and present the annual HLG Competitions report • Attend Club Delegates' meetings; present competition reports as required • Support and work closely with the Fixtures Secretary, the Knock Outs Secretary and the Administration Assistant • Chair County Competitions sub-committee planning meetings; ensure effective communication with all sub-committee members of competition developments and relevant county policies/ issues • Run and attend South Region events liaising with EG and the 4 other counties, as required 	
County Fixtures:	
<ul style="list-style-type: none"> • Liaise with Fixtures Secretary to plan a venue calendar for all events at least 12 months in advance. • Run and attend the County competitions throughout the year where possible; delegate responsibilities as required • Arrange event planning communications with host club management in advance of each event¹ to ensure that all items on the event checklist are covered • Liaise with the Competitions Administration Assistant with regards to the management of entries, refunds, oversubscribed events policies and catering arrangements (including dietary requirements) • Arrange for referees and officials for each event; check buggy availability for officials • Ensure trophies are returned in a timely manner for re-presentation on the day; ensure engraving and repairs are completed in advance • Ensure that the HLG Tee Markers, HLG flag and HLG sail are delivered in advance to host clubs • Ensure that WHS Handicap Index is refreshed on morning of the event and that 	

¹ Use 'Guidance Notes' relevant to that particular County competition
Competitions Director JD -

scorecards and start sheets are printed and distributed.

- Manage score card input using Intelligent Golf (IG) to produce timely results for presentation of prizes on day of the event. Set up a live leader board using IG during the event.
- Ensure results are published on all HLG social media channels
- Announce all results at the presentation at end of each event.
- For the County Championships, prepare the numerical draw for the knock-out rounds and add the results at each stage via IG
- After each event, formally thank the host club on behalf of HLG

Finances/Expenses:

- Account for and claim expenses in accordance with the HLG Expense Policy