



THE PROBUS CLUB OF BURLINGTON LAKESHORE

Golf Coordinator

1. The Golf Coordinator is responsible for the overall organization and coordination of the Club's May and September golf tournaments, including liaison with golf courses, sponsors, participants and related organizations.
2. Duties relating to both tournaments include:
 - preparing and maintaining sign-up sheets and ensuring they are available at monthly meetings during the applicable registration periods;
 - coordinating tee times and related arrangements with the Golf Pro Shop;
 - preparing the final tee sheet and distributing tournament information to participants prior to each tournament;
 - coordinating with the Golf Course Manager regarding tournament costs, including green fees, cart fees, meals where applicable, taxes and related details;
 - arranging and coordinating sponsorship support for golf tournaments and maintaining positive relationships with golf sponsors;
 - arranging for trophies to be engraved as required;
 - determining opportunities to improve tournament organization, participation and member enjoyment;
 - coordinating with the Treasurer regarding deposits, final payments and financial reconciliation as required.
3. Duties relating to the May tournament include:
 - organizing and coordinating the annual competitive golf tournament between the Probus Club of Burlington Lakeshore and the Probus Club of Burlington;
 - coordinating with the other Club regarding tournament administration, prizes and trophy presentation;

- ensuring the tournament format, traditionally best ball, is communicated to participants and administered appropriately;
- when acting as host Club, booking the golf course approximately one year in advance and coordinating the required deposit with the Treasurer;
- ensuring participating members remit payment to the Club Treasurer;
- reviewing and updating tournament rules as necessary and distributing the rules to participants prior to the tournament;
- coordinating prizes, determining the tournament winner and arranging presentation of the trophy award.

4. Duties relating to the September tournament include:

- organizing and coordinating the annual Club-only golf tournament;
- booking the golf course in advance and coordinating the required deposit with the Treasurer;
- ensuring participating members are advised regarding payment arrangements with the Golf Pro Shop;
- ensuring the tournament format, traditionally stroke play, team total, lowest gross without handicapping, is communicated to participants and administered appropriately;
- determining the tournament winner and arranging presentation of the trophy award.

5. Provide regular updates to the Management Committee on tournament planning, participation levels, sponsorship activities and any issues requiring attention.

6. Participate as a member of the Management Committee, attending meetings and contributing to overall Club planning and decision-making.

(Time estimate: Seasonal activity averaging approximately 3–5 hours per month annually, with increased activity prior to tournaments)