



Golf Events & Tournament Coordinator

Job Purpose

The Golf Events & Tournaments Coordinator (GETC) plays a pivotal role in the administration of all member golf tournaments. From seamless tournament planning to coordinating with key staff, the GETC will curate exceptional experiences, managing everything from intimate Member Golf Days to prestigious professional events. The role is central to our commitment to excellence.

About Us

Bearwood Lakes is an exclusive golf club for members and their invited guests. We aim to make our members and their personal guests feel special whilst providing exceptional experiences both on and off the course. Along with our members, our staff are taken good care of too. With inspiring working conditions, our staff benefit from staff uniform, discounts, meals whilst on duty, training and development, and plenty of opportunities for career progression.

Notably, Bearwood Lakes has hosted prestigious professional tournaments, including The Rose Ladies Series from 2020-2023 and Seniors Final Open Qualifying in 2021. In 2024, we are honoured to host the Regional Qualifying for the 152nd Open Championship, as invited by the R&A. The Golf Events & Tournament Coordinator will play a key role in the successful delivery of this event.

Key Duties and Responsibilities

1. Tournament Administration

- a. Liaise with the Events Manager & Club Match Captains to coordinate and publish the Club Diary & Tournament schedule.
- b. Oversee the organisation of all club stroke play and knockout competitions.
- c. Collaborate with the marketing team to promote tournaments and ensure maximum participation.
- d. Utilize Golf Genius to create engaging tournament formats and ensure a smooth registration process.
- e. Manage player communications, including pre-event information, rules, and post-event summaries.
- f. Implement and enforce tournament rules and regulations, providing clarity to participants.
- g. Utilize the JONAS tee sheet system to schedule and manage tee times for all tournaments, ensuring optimal course utilisation.
- h. Implement strategies to enhance member engagement and participation in club tournaments.
- i. Coordinate with the finance department to reconcile tournament fees and billing.

2. Communication and Coordination

- a. Serve as the primary point of contact for members and external stakeholders regarding tournament inquiries.
- b. Work closely with the golf course superintendent to ensure the course is tournament-ready, including course setup and pin placements.
- c. Collaborate with the food and beverage team to plan catering for tournaments and Member Golf Days.

3. Prize Management

- a. Source and negotiate with suppliers for high-quality and desirable tournament merchandise and prizes.
- b. Create a bespoke offering of branded merchandise and contact event organisers with options.
- c. Ensure proper presentation and distribution of prizes during award ceremonies.

4. Honours Boards and Trophies

- a. Maintain a comprehensive record of tournament winners for updating honours boards.
- b. Coordinate the engraving and cleaning of trophies in preparation for events.

5. Member Golf Days

- a. Create and execute a detailed checklist for Member Golf Days, covering all logistical aspects.
- b. Collaborate with the events team to enhance the overall experience through creative and memorable touches.
- c. Ensure the timely and accurate billing of Member Golf Day expenses.

6. Handicapping

- a. Stay updated on handicap system regulations and ensure compliance with governing bodies.
- b. Assist members in understanding and managing their handicaps.
- c. Collaborate with golf associations to organize handicap-related events.

7. Member Golf Sections

- a. Collaborate with section leaders to understand specific needs and preferences for section events.
- b. Provide support and guidance for section-specific tournaments.

8. Pro-Am Management:

- a. Coordinate logistics for the PGA National pro-am, including participant registration, tee-time scheduling, and professional player coordination.
- b. Work closely with the PGA & title sponsors to maximize exposure and benefits during the pro-am event.

9. Professional Events:

- a. Liaise with tournament organizers and professionals to ensure a seamless experience during professional events hosted at Bearwood Lakes.
- b. Coordinate with media and PR teams to enhance the visibility of Bearwood Lakes during these events.

10. Collaborative Contribution:

- a. During non-tournament periods, actively engage in the wider Golf Operations Department, providing support to the retail operation and outside golf service.

11. Continuous Improvement:

- a. Collect feedback from members and participants to identify areas for improvement in tournament experiences.

- b. Stay abreast of industry trends and best practices in golf event coordination.
- c. Propose and implement innovative ideas to elevate the overall quality of golf events at Bearwood Lakes.

Candidate Profile

Required Skills & Experience

- Strong organizational and multitasking skills.
- Experience with golf event coordination.
- Familiarity with Golf Genius and JONAS tee sheet systems.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with various stakeholders.
- Attention to detail and accuracy in billing processes.

Preferred but not Essential

- Previous experience in coordinating professional golf events.
- Knowledge of handicapping processes.
- Familiarity with the operations of exclusive golf clubs.
- Creative flair for enhancing Member Golf Day experiences.
- Ability to adapt to a dynamic and evolving golf events landscape.

What we offer

- A competitive salary
- 28 Days Holiday (inclusive of Bank Holidays)
- Company Pension Scheme
- Training and career opportunities (Including PGA Training)
- Additional job specific training courses can be subsidised by Bearwood Lakes
- Uniform will be provided.
- Staff Meals are provided on duty, staff discount of up to 40% is available on F&B outside of contracted hours.
- Cycle to work scheme.
- Playing privileges on the golf course & use of practice facilities.