

GST SUNDAY PENNANT COORDINATOR

Position Summary:

The GST Sunday Pennant Coordinator will be responsible for organising Sunday Pennant in the southern Tasmanian region. While the primary focus of GST is on its member clubs, Sunday Pennant is open for all clubs in the southern Tasmanian region to enter teams.

This coordinator role involves planning, scheduling, and managing the Sunday Pennant season across a range of divisions (~ 6). The coordinator will be required to build relationships with club-based pennant coordinators / club captains as appropriate, as well as club managers (or equivalent) in terms of negotiating access to courses.

Administratively, the role involves participation in the GST Pennant Committee and reporting to the GST Board. The coordinator will also be required to liaise with other regional associations and Golf Australia.

Key Responsibilities:

1. Preparation:

- Set pennant conditions for the upcoming season
- Develop schedules for each group of divisions, noting that divisions 1-3 will generally follow a different schedule to the lower divisions

2. Team Entries:

- Invite all southern clubs to enter teams
- Collate entries in the master spreadsheet

3. Formulation of Divisions:

- Allocate teams to divisions based on handicap ranges
- Create draft schedules to account for course / team availability as necessary
- Create final schedules and circulate to participating clubs, along with pennant conditions and result sheets

4. Operation of Sunday Pennant:

- Receive result sheets and enter results into Sunday Pennant website
- Identify and resolve issues with players ID and individual results as required
- Request FB updates for confirmed results

5. Pennant Finals:

- Draft and then finalise arrangements for finals in each division
- Confirm eligibility of players from each club for area finals

- Communicate re state pennant finals (divisions 1-3 only)
- Receive and process results of area finals, and liaise with Golf Australia re qualifying teams for state finals

6. Collaboration:

- Working closely with members of the Pennant Committee to ensure a smooth season, plus the identification and resolution of any issues that arise
- Reporting to the GST Board on the state of the Sunday Pennant season

Essential Requirements:

- Understanding of match play requirements and good knowledge of the southern Tasmanian golf landscape
- Strong organisational and time-management skills
- Excellent communication skills, both verbal and written
- Ability to work both independently and as part of a team

Time Requirements:

A person in this role should expect to devote ~ 4 hours per week to the various duties in the lead-up to the pennant season, and then ~ 3 hours per week from the start of the season until the completion of the state pennant finals.

GST has the capacity to provide an honorarium to recognise the time commitment involved in performing the role.

Application Instructions:

To apply, please email your resume and a cover letter detailing your experience and passion for pennant administration to GST at secretary@golfsouthtas.org.au.