



Title: Manager of Rules & Competitions
Reports To: Director, Rules & Competitions
Location: Atlanta, Georgia

About the GSGA

Founded in 1916, the Georgia State Golf Association (GSGA) is a 501(c)(3) not-for-profit organization. The GSGA serves as an Allied Golf Association to the United States Golf Association and is one of the largest amateur golf associations in the country with over 320 member clubs and 115,000 individual members. With a mission to serve and advance the game of golf in the state of Georgia, GSGA administers the World Handicap System, a course rating and measuring program, and annually conducts a full schedule of statewide competitions for men and women of all ages and abilities. Other services include statewide junior golf and adaptive golf programs, management of the Georgia Golf Hall of Fame and a separate charitable foundation.

Position Summary

The Manager of Rules & Competitions assists with the day-to-day operations of the Rules & Competitions Department and has a wide range of responsibilities including but not limited to managing multiple statewide championships and competitions, USGA qualifiers and GSGA's One Day Series Program.

Responsibilities

- Provide support and/or leadership with GSGA competitions and USGA qualifying rounds as Official in Charge or staff administrator.
- Manage all aspects of competition administration from site selection, pre-event site visits, golf course set-up, volunteer communications, partnership fulfillment, branding and equipment set-up, competition/inside the ropes administration, rules officiating, pace of play monitoring, trophy presentation ceremony, post event wrap-up, etc.
- Utilize Golf Genius' Tournament Management Software to handle registration and competition administration for various GSGA programming activities.
- Annually attend PGA/USGA Rules of Golf Workshop with goal to achieve and maintain Expert certification status (90+ on exam).
- Assist with education, training and support of Rules and Competitions volunteers.
- Educate GSGA members on the Rules of Golf through conducting rules seminars in various formats.
- Provide support and/or leadership with auxiliary events such as East Lake Cup, various Jones Cup events and others.
- Assist in the planning and execution of annual Celebration of Champions function, Player Welcome Party functions for both the Amateur and Women's Amateur Championships, and other GSGA activities as assigned.

Knowledge, Education, Skills & Abilities

- Prior experience and knowledge of all aspects of golf tournament administration is preferred.
- Knowledge and utilization of Golf Genius software is preferred.
- Strong knowledge and demonstrated proficiency of Rules of Golf preferred. Expectation to achieve and maintain expert-level certification on PGA/USGA Rules of Golf Workshop exam.
- Must possess excellent customer service skills and be able to communicate both orally and in written formats in interactions with players, volunteers, club staff and guests.
- Excellent organizational skills and the ability to multi-task are of high importance.
- Ability to apply logical thinking and problem-solving skills to carry out duties and make difficult decisions in high stress environments or situations.
- Experience playing golf is strongly preferred.

Work Environment

- The employee must be able to excel working both independently as well as part of a team environment.
- The position is based out of the GSGA's home office located in Atlanta, GA and requires the employee physically be present in the office during normal business hours unless traveling for business purposes.
- Additional hours and working weekends are frequently required during peak work periods such as competitions season.

Physical Demands

- This position often works in an outside golf course environment, spending several hours a day in various weather conditions.
- This position frequently works in an office environment and uses a computer, telephone, printer/copier, and other office equipment as needed to perform duties. This may include prolonged periods sitting at a desk and working on a computer.
- Physical demands in preparing for and administering a competition might include course marking, determining hole locations, setting tee markers, loading/unloading of tournament supplies and equipment from a vehicle and serving as a rules official in various weather conditions including extreme heat, cold and rainstorms.
- This position requires travel throughout the state of Georgia and situationally throughout the southeast United States.
- The employee must occasionally lift and/or move up to 50 pounds.

Mental Demands

- Regularly required to use written and oral communication skills with various audiences.
- Read and interpret data, information, and documents.
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks.
- Interact with co-workers at all levels, vendors, players, volunteers and occasionally the general public.

Compensation and Benefits

- Base salary of \$47,500-55,000 commensurate with qualifications and experience.
- Full benefits package including medical, dental, vision with no waiting period.
- Association apparel provided.
- Retirement Plan with company matching.
- Paid Time Off.
- Mileage and Cell Phone Reimbursement.
- Golf privileges at Bobby Jones Golf Course.

To Apply

Interested candidates should email a cover letter and resume to HR@gsga.org by November 30, 2026. No phone calls please. Interviews for those selected will be conducted at the GSGA offices in Atlanta, Georgia as soon as practicable. The position will remain open until filled.

The Georgia State Golf Association is an Equal Opportunity Employer.

Disclaimer: The information portrayed on this job description has been designed to indicate the general nature and level of work performed by employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employee assigned to this job.