



Singapore Golf Association

Office Address : No 249 Sembawang Road, Singapore 758352

Tel : (65) 6755 5976

E-mail: sga@sga.org.sg Website : www.sga.org.sg

Job Description – Singapore Golf Association (Executive, Operations)

1. SGA Tournaments

- a. Responsible for all aspects and in-charge of running the following tournaments of SGA:
 - i. HSBC Youth Golf Challenge (3 legs per year)
 - ii. Singapore Junior Golf Championship
 - iii. Singapore Open Amateur Championship
 - iv. Singapore Ladies Open Amateur Championship
 - v. Singapore National Amateur Championship
 - vi. Singapore Open Senior Amateur Championship
 - vii. SGA Junior Golf Challenge
 - viii. SGA Junior Golf Day
 - ix. SGA vs MGA Annual Match (hosted by SGA every other year)
 - x. Inter-Club League
 - xi. Major events hosted by Singapore by rotation:
 1. Southeast Asian Games
 2. Southeast Amateur Golf Team Championship (Putra, Santi, Lion City and Kartini Cups)
 3. Championships under Asia Pacific Golf Confederation
- b. Assist in the preparation of invitation of overseas golf associations for SGA's open events.
- c. Contact person/Liaison officer of SGA for overseas golf associations for open events
- d. Preparation of On-line entry forms for the tournaments
- e. Preparation of Tournament's Conditions of Competition which will be submitted to SGA GM/Tournament Committee for approval
- f. In-charge of the preparation and conceptualisation of posters for selected events of SGA, ie HSBC Youth Golf Challenge, Inter-Club League and Major Events of SGA
- g. Coordinates the logistics of the event to the hosting club
- h. Responsible for sourcing a hotel for international/open events' delegates and officials
- i. Sending the chosen official hotel, the months and the number of rooms that need to be blocked of for SGA events.
- j. Coordinating with the official hotel on accommodation for foreign players and officials
- k. Responsible for sourcing a transport service provider for international/open events' delegates and officials
- l. In-charge of planning the groupings, airport pick-up/drop-off timings & hotel-venue pick-ups of overseas delegates coming to Singapore to play SGA tournaments
- m. Responsible for coordinating with suppliers/vendors/contractors and ordering event collaterals such as but not limited to the ff:



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- i. Event Banners
 - ii. Event A-Board Signs
 - iii. Billboard
 - iv. Stage Backdrops
 - v. Lamp Post (Vertical) Banners
 - vi. Special Event Scorecards
 - vii. Prizes, ie Crystals, Trophies, Medals etc
 - viii. 2-way Radio
 - ix. Bottled Water
 - x. Banana
 - xi. Event Shirt
 - xii. Event Cap
 - n. Responsible for searching for other potential suppliers/vendors/contractors for other ad hoc event collaterals such as but not limited to the ff:
 - i. Tentage
 - ii. Flag Poles
 - iii. Flags
 - iv. Caddy Bibs
 - v. Scoreboard Signage
 - o. Ensuring that entrants to the tournaments have valid handicaps and golf insurance as stated in the CoCs of the events.
 - p. In-charge of informing WAGR with regard to the calendar of events of SGA for the following year.
 - q. Assisting in the smooth running on operation matters at the hosting club during tournament proper.
2. SGA Marketing & Communication
- a. Ensure that the website is properly updated and all relevant details are uploaded
 - b. Always in search to upgrade SGA's website to enhance the efficiency of it
 - c. Assist with SGA's social media platforms (Facebook and Instagram)
 - d. Create posters for all relevant events
 - e. Manage the EDM functions and all multimedia initiatives