

NEWTON ABBOT SWIMMING CLUB

JOB DESCRIPTION TROPHY STEWARD

JOB TITLE: Trophy Steward

ACCOUNTABLE TO: Committee

MAIN DUTIES

1. Liaise with the competition secretary regarding the quantity required and obtain medals, ribbons and certificates for the Annual gala and other internal club competition.
2. Call in the permanent trophies in good time. Arrange for them to be engraved, collect and make ready for presentation evening. Work with competition secretary in arrangements for presentation.
3. Ensure trophies are signed for by the swimmer or by a parent or guardian if the swimmer is under 18years of age for insurance purposes.
4. Keep condition of trophies under review and ensure repaired or replaced when required.
5. Ensure trophies won by club teams are engraved when required and displayed in the trophy cabinet.

Time Commitment: _____

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____