
GREENWICH BOROUGH MARINERS

Swimming Club

(Affiliated to K.C.A.S.A. & London Region A.S.A.)

TROPHY SECRETARY

Role

Responsible for the safe keeping of all the Club's trophies

Skills

- Administration skills desirable
- Well organised and efficient
- Sound knowledge of the club

Main Duties

- Maintain an inventory of all trophies owned by the Club
- Maintain an inventory of all trophies held temporarily by the Club
- Collect all trophies awarded annually by the Club by the end of the annual Club Championships
- Collate a list of all trophy and medallists winners at the annual Club Championships
- Agree with Club Treasurer annual budget for purchase of medals, purchase/repair of replacement/damaged cups and engraving of cups
- Ensure all trophies have been engraved and medals purchased in advance of annual Club presentation night
- Oversee distribution of medals and trophies at the Club presentation night and distribution to non-attendees
- Co-ordinate with committee purchase of medals and cups for other galas as appropriate

Commitment

Run up to annual presentation night and otherwise when required