



Victory AC

TROPHY ORGANISER - JOB DESCRIPTION

Main Purpose of Role:

To organise trophies for club awards for members of Victory Athletic Club.

Awards evenings – Annual Dinner (April), Presentation Evening (September)

Process:

Approximately 6-8 weeks before the Annual Dinner and Presentation awards evening, put a note in the flyer requesting the previous winners of trophies return them to the trophy organiser.

Ask the club captains and handicap organisers for the winners' names. About 3 -2 weeks before the award evenings, the trophies are taken to the engravers – Victory Trophy's in North End.

Order plates (silver) for handicap winners for each month of the Handicaps (Summer), overall winner and runner up – these only need to be engraved to the relevant month and the overall winner of the handicap series.

Order glasses for the best performance / best contributor of the road race league in relevant age categories.

Collect trophies. Before leaving shop ensure that the trophies etc are checked to ensure that there are no spelling mistakes and that the ingoing order is the same that is being collected.

Obtain a receipt of the order and give to the club treasurer.

Forward a copy of all the winners to the club member responsible for keeping the data base of club winners and publish a list of trophy winners on the website and in the Flyer.

April presentation at Annual Dinner – Chairman's trophy, Club member of the year, Most Improved athlete, Best all round athlete, Colin Goater shield, Hants XC league senior man and women, Veteran men and women, Today's runner men's and ladies winner, Best XC performer.

September presentation – RRL best performer, contributor per age category. Long handicap winners from April – September, Overall winner, second overall, third overall, Short handicap (March – September) also overall winner, second and third overall winners, Ian Murray trophy, Gordon Rowe trophy.