

## TROPHY AND AWARDS SECRETARY 17

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### Role

Organise and record all holders of trophies and their safe return

**RESPONSIBLE TO:** Club Chairman

### **SKILLS REQUIRED:**

- Well Organised
- Enthusiastic
- Excellent communication Skills

### **MAIN DUTIES**

Take a yearly stock check of all awards  
Liaise closely with Gala secretary regarding awards for Junior and Championship galas  
Help arrange annual club trophy presentations  
Order new medals and trophies as required  
Arrange for all engravings as required  
Help with the sale of awards on relevant club nights  
Liaise with the Swimming Committee Chairman re swim school testing dates  
Attend Swimming Committee meetings  
To follow and promote the ASA Child Protection policy

**Time Commitment:** 1 hour a week

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### **Signatures:**

**Officer** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chairperson** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Further Development/Support**

Training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website [www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618799

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website [www.britishswimming.org](http://www.britishswimming.org) > *Volunteers and Officials*

### **Useful Websites**

ASA website [www.britishswimming.org](http://www.britishswimming.org)  
Sport England [www.sportengland.org.uk](http://www.sportengland.org.uk)  
NSPCC [www.nspcc.org.uk](http://www.nspcc.org.uk)  
Sports Coach UK [www.sportscoachuk.org](http://www.sportscoachuk.org)