



## **Job Description: Swimming Club Trophies Secretary**

**Position: Trophies Secretary**

**Location: Walnuts**

**Employment Type: Volunteer**

### **Job Summary:**

The Trophies Secretary plays a vital support role within the club, responsible for the coordination, management, and presentation of medals and trophies for club-hosted events, with particular focus on the annual Club Championships and open galas hosted by the club. This includes ordering medals for internal galas and open competitions, managing the engraving and preparation of event trophies, coordinating special awards, and arranging individual plaques for Club Championships. The role requires excellent organisational skills, attention to detail, and reliable communication with suppliers and club members.

### **Responsibilities:**

- Order medals for internal galas such as Tadpoles events and Club Championships, and place medals for open galas hosted by the club
- Coordinate the production of Club Championship plaques, ensuring every participating swimmer receives a personalised plaque listing their events
- Manage a complete inventory of club trophies, tracking current holders and the condition of each item
- Organise the collection of perpetual Club Championship trophies from previous winners in advance of the annual presentation evening
- Ensure all Club Championship trophies are correctly engraved with new winners' names and are clean, presentable, and ready for display
- Coordinate the engraving and presentation of special trophies awarded during Club Championships (e.g. top boy/girl, coaches' awards, etc.)
- Assist with the layout and presentation of trophies and plaques for the annual Club Awards Night
- Organise storage and reallocation of trophies after the event, ensuring accurate tracking for future years



- Work closely with the Gala Coordinator, Club Secretary, and other committee members to confirm quantities, event categories, and deadlines for award preparation
- Maintain a budget for ordering, engraving, repairs, and replacements, in consultation with the Treasurer
- Communicate with swimmers and families as needed regarding the return and collection of trophies

### Qualifications:

- Strong organisational and record-keeping skills
- Excellent attention to detail, especially regarding names, events, and engraving accuracy
- Good time management, particularly in the lead-up to the Club Championships and presentation night
- Ability to work independently while collaborating effectively with gala and committee teams
- Competence with spreadsheets or simple tracking software to maintain award records
- Experience with ordering or handling awards is helpful but not required
- Friendly and clear communicator, particularly when contacting families about trophies