

POSITION DESCRIPTION

Trophies Coordinator



Non-Committee Role

Non-committee level position, plays a vital role in having a job without the extra commitment.

Objectives

- To organise suitable trophies, pennants and medals for all Waverley Competitions and tournaments
- To ensure trophies, pennants and medals are branded correctly
- To organise engraving of perpetual trophies as required
- To ensure systems are in place to monitor the use of trophies, pennants and medals and to manage any stock on hand.

Responsibilities

- Seek ratification from the committee and competition convenors via the treasurer for the purchase of suitable trophies, pennants and medals
- Secure and maintain stock control for trophies, pennants and medals.
- Develop and maintain relationships with Association suppliers of trophies, pennants and medals
- Ensure timely supply of trophies, pennants and medals for presentation at competition and tournament finals.

Relationships

- Reports to the Match Committee Convenor and Team Entry Registrar
- Liaises with the Match Committee, Junior Committee and Tournaments and Events Coordinator
- Liaises with Secretary and Match Convenor for any communications to clubs and players

Accountability

- Accountable to the Match Committee Convenor and Team Entry Registrar.
- Seek ratification from the COM and Treasurer prior to committing the Association to any financial expenditure or action.