

ELLESMERE PORT AMATEUR SWIMMING CLUB

(Affiliated to ASA North West Region)

JOB DESCRIPTION: TROPHY CONTROLLER

JOB TITLE: Trophy Controller

RESPONSIBLE TO: Executive Committee

SKILLS REQUIRED:

- Administration
- Book-Keeping
- Tact and Discretion

MAIN DUTIES

- 1) Maintain a record of all holders of perpetual club trophies and trophies won at interclub competitions.
- 2) Holders of perpetual club trophies to sign the club trophy receipt record book.
- 3) When informed recall any trophy held by a member who resigns from the club.
- 4) Recall trophies when due for engraving and order engraving, ensure details are correctly given to engraver.
- 5) Recall trophies when due for next competition, ensure all trophies are clean and available on the day of next competition.
- 6) Advise the committee if any trophy is damaged or in need of replacement.

Time Commitment: approx 20 hours/year

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____