

Document Date Update	17/06/2019	
Role		
Trophies & Medals Coordinator		
Requirements of role		
To manage the Clubs processes for the presentation of trophies and medals at Galas hosted by the Club and at the Club Championships		
Duties	Frequency	Deadline
To purchase medals for Swimming events hosted by the Club	Annual	
To organise the presentation of medals at the Club Hosted Galas	Annual	
To Purchase medals for the Clubs Championship	Annual	
To organise the presentation of medals and trophies at the Club Championship presentation	Annual	
Liaising with the Club Entries Secretary, Gala Convener etc to ensure the medals go to the correct athletes	Annual	
To coordinate the gathering in of Club trophies in advance of the Club championship awards	As required	
Mandatory Qualifications and Training Required	Notes	
Member of Scottish Swimming		
Role Specific Training - Non Mandatory	Notes	
Regulated work status	Notes	
PVG	Not required for role	
Code of Conduct Requirements	Required Y/N	
Sign and adhere to the Club's Officials & Volunteer Code of Conduct	Y	
Notes		
Key skills: Good organisation and communication skills, Reliable & trustworthy, Approachable & friendly,		
Nominated Short term Depute in case of Holiday Illness etc		
Secretary and President		