



## Role Specification: Trophies Co-ordinator

**Responsible to:** KCASA Management Committee

**Main purpose:** To ensure that there is an accurate and up-to-date record of the holders and location of every trophy belonging to the KCASA; to liaise with each disciplines' medals and trophy officer to ensure that trophies are in good repair, engraved and available in a timely manner ready for presentation; to prepare trophies for due for presentation at the KCASA Annual Council Meeting; provide purchasing and stock reports as requested by the Treasurer

**Skills required:**

- well-organised
- able to work to tight timescales

**Time commitment:**

- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
- report to KCASA Management Committee as necessary
- 1-2 hours per month six times a year co-ordinating with discipline medals and trophy officer
- 3-4 hours before the ACM arranging the return of trophies and their engraving
- 2 hours attend the ACM to prepare the trophies for presentation

**Key tasks:**

1. To maintain contact with the discipline medal/trophy co-ordinators to provide support as necessary to ensure that they are ready for presentation in a timely manner
2. To liaise with the General Secretary to ensure the Trophy listings in the Handbook are up-to-date
3. To ensure that trophies awarded at the ACM are returned in a timely manner and in good condition
4. To receive the names of ACM trophy winners from the General Secretary, arrange for the trophies to be engraved accordingly and for 'keeper' awards to be purchased
5. To arrange for receipts to be prepared for each recipient to sign
6. To attend the ACM and control the presentation of the trophies and completion of the receipts
7. To ensure that any trophies not collected are delivered to the recipient
8. To report any damage or losses to the Treasurer
9. To provide financial statements and stock reports to the Treasurer as required
10. To promote Swim 21 accreditation
11. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
12. To adhere to and promote KCASA rules, regulations and other policy statements
13. Undertake any other tasks appropriate to this level of responsibility

