

JOB DESCRIPTION - TROPHY OFFICER

Purpose:

To have trophies organized and presented at all QSRA events and functions

Functions:

1. Liase with point scorer to source results from each series day/titles event
2. For each series day there is a perpetual trophy for the most competitive boat. Trophy is to be collected from the previous winner and engraved for the current winner and presented at the next series day event.
3. Organise required maintenance on perpetual trophies and seek approval from committee for expenditure
3. During season, liase with committee as to a trophy budget for the end of season trophies for the series days and titles events. Seek information from trophy stores about new ideas for end of season trophies.
4. Finalise series day trophy recipients well in advance to Presentation Night and order trophies engraved with teams/skiers names.
5. Collect perpetual trophies from previous winners (e.g most improved junior) to be engraved with the season's winner. Ensure trophies are maintained.
6. If titles event is being held, order trophies for 1st and 2nd place for each event. Also order 3rd place where required.
7. Liase with Social Secretary and Competition Chairman on running of presentation night and the setting up of presenting of the various awards.
8. Keep an updated list of all the perpetual trophies and the year's recipients. Keep this list with the trophy folder for handing over to the next Trophy Officer.