

## Position Description: Club Trophy Coordinator

The Trophy Coordinator provides support to the Managers Coordinator in arranging the Club's trophies, medallions, sponsor plaques and updating honour boards. Activities include:

- a) Prepare appropriate budgets for the purchase of all required trophies, plaques, medallions, engraving, etc for the Club season
- b) Present to the Committee recommendations for the purchase of the following trophies & Medallions and the subsequent acquisitions:
  - i. Auskick Trophies
  - ii. Modified Rules Trophies
  - iii. Derby Medals
  - iv. Open Rules Trophies
  - v. Sponsors Appreciation Plaques
  - vi. Club Honour Board Updates
  - vii. Champion Teams and Club Pennants
- c) Liaise with year group coordinators around medallion and trophy requirements with sufficient lead time to facilitate delivery as needed.
- d) Purchase all trophies and arrange for all honour boards to be updated.

The Trophy's Coordinator is a member of the General Committee and reports to the Manager's Coordinator.

<b>Reports to</b>	<b>Member of Standing Committee</b>	<b>Expected time commitment</b>
Managers Coordinator	N/A	2-4 Hours per month