



## **CHEAM MARCUDA SWIMMING CLUB**



### **“JOB” DESCRIPTION FOR TROPHY SECRETARY**

1. To ensure that an accurate record of club trophy holders is maintained.
2. To request the return of trophies in good time for them to be ready for the Club Championships, Turnbull Gala and AGM each year.
3. To arrange for the engraving of Club Championship Trophies and the distribution of the trophies to the swimmers as soon as is possible after the galas.
4. To ensure that all trophies owned by Cheam Marcuda S.C. are kept in good repair and seek estimates for any that require refurbishing to discuss the matter with the Committee.
5. To ensure that sufficient medals and ribbons are available to be presented at the Club Championships and Turnbull Gala (don't forget to order the printed centres as well as the medals).