



Oxfordshire & North Buckinghamshire Counties ASA

## **TROPHY OFFICER - ROLE DESCRIPTION**

### **JOB TITLE**

Oxfordshire & North Buckinghamshire Counties ASA – **TROPHY OFFICER**

### **JOB PURPOSE**

To act as the custodian of County Championships Trophies and procure Championship Trophies as necessary.

### **RESPONSIBLE TO**

The Oxfordshire & North Buckinghamshire Counties ASA Committee.

### **MAIN TASKS, DUTIES AND RESPONSIBILITIES**

#### **Custodian of the County Championships Trophies**

- Maintain an inventory of all County Trophies (retired or otherwise)
- Ensure have details of Trophy winners and retain their information in a secure manner, compliant with GDPR.
- Contact Trophy winners in a timely manner to ensure all trophies are returned to the county in the November before the following years' championships held January – March.
- Ensure all trophies are accounted for and chase the whereabouts of any missing/non returned trophies.
- Organise the engraving of each trophy with the appropriate winners' details and clean the trophies ready for presentation.
- Sort the trophies by gala and ensure they are delivered to the pool on the appropriate day of competition for presentation.
- Ensure the trophies are clean and in good order (*note some of the trophies are dilapidated and in need of repair, this needs to done on a year-by-year rolling basis; liaison with the ONB Treasure re costs is essential*).

### **SKILLS AND ATTRIBUTES**

The ideal candidate will be organised, approachable, be able to work to a budget, and transport trophies to the gala venues (although this could be delegated). Ideally, they should be willing to man the medal table for some, if not all days of competition, and work with the Medal Officer and volunteer coordinator to ensure medal table rostering. Space is required to store the trophies ahead of the competition.

The Trophy Officer will report to the Counties Swimming Secretary.

### **TERM**

The person volunteering for this role should ideally be in post for a minimum of 3 years.