

## **Committee Role Description**



### ***Role Title: Awards Officer***

**Description:** Responsible for overseeing all approved swimming awards schemes in relation to registered club members. In consultation with squad coaching staff and club database management personnel this role provides a central point within the club to ensure that all personal achievements and attainments are celebrated in accordance with the specific benchmarks of nationally recognised awards schemes.

### ***Duties / Responsibilities:***

- In consultation with the club membership secretary, continuously review and assess all swimmers achieved times against ASA Sprint Awards target times.
- To distribute forms to all swimmers detailing personal Sprint Awards achievements and information relating to the costs of badges and certificates.
- To maintain records of ASA Competitive Start Award assessed swimmers.
- To collate awards order requests, order all awards materials and distribute to swimmers.
- To maintain records of all awards attained in consultation with club Membership Secretary.
- To ensure that all monies received are appropriately recorded and transferred to the club Treasurer.
- In consultation with the club membership secretary, maintain and update club record achievements and distribute commemorative awards accordingly.
- In consultation with the club gala manager, arrange for the ordering of all trophies, medals and certificates for the annual club championships.

### ***Time Commitment:***

- Moderate level of commitment and variable throughout the year with greater commitment required following completion of competitive season on an annual basis.

### ***Calendar of events:***

- May / June – Club Championships
- July – Awards Presentations
- August – End of season review
- Oct / March – Club time trials