



Awards and Records Position Description

Overview

The awards and records volunteer is responsible for coordinating all elements of RDMSC awards and trophies, swim records and keeping the Michener Centre RDMSC bulletin board current.

Responsibilities

- Check club, region and provincial records against current swimmer times from each meet
- Make changes to the record board at Michener as required
- Update the Michener bulletin board with new information and pictures
- Confirm with Head Coach recipient of the Shelly Dyrland Award
- Confirm with Head Coach short list for the Joy Anderson Memorial Award
- Confirm with Head Coach and Coaching team recipients of squad awards
- Collect trophies from previous year recipients and deliver to Nymans Trophies Awards Promotionals Ltd
- Email Nymans to confirm arrangements for trophy and award engraving (typically 2 weeks prior to Annual General Meeting) and confirm recipients
- Collect and check all awards for errors/mistakes and bring to AGM
- Complete 5-year certificates for presentation at AGM
- Complete endurance swim certificates for presentation at AGM

Term: 1 year