



## **CROSS COUNTRY AND ROAD RUNNING TROPHY CO-ORDINATOR**

The Trophy Co-ordinator is responsible for assisting the Athletics Auckland Office with collecting and preparing the trophies for the Athletics Auckland Cross Country and Road Running Prizegiving.

### *Responsible To*

The Trophy Co-ordinator is directly responsible to the Cross Country Convenor or appointed person.

### *Responsibilities and Duties*

- Ensure all trophies are in the office by July
- Enter the names of the trophy winners into the 'green book' and onto the spreadsheet on the Cross Country USB stick
- Label the trophies with the correct athletes' names
- Polish the trophies and cups before they go to the engravers
- Three weeks before the prizegiving, organise a drop off and pick up time with the engravers
- One week before the prizegiving, the engraved trophies should be brought back to the Athletics Auckland Office
- Assist with setup of trophies on the day of the prizegiving

### *Knowledge and Skills Required*

- Is well organised
- Has a high level of attention to detail
- Ability to manage deadlines

If you are interested in assisting with this volunteer opportunity, please contact:

Dianne Craddock - Cross Country Convenor

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