

Job Description – MRC Trophies

Summary

- Prepare trophies, medals and salvers for the three competitions each year: Short Course Nationals, Nationals, Hasler Finals
- Arrange for trophies, medals and salvers to be delivered to each competition, and accounted for
- Arrange for trophies to be engraved after each competition
- Complete trophy and medal administration: re-ordering medals and boxes, arranging payment of invoices, updating Racing Handbook
- Store trophies and medals/boxes between competitions

Before Each Competition

About one month before:

- Check race entry classes
- Order Gold, Silver and Bronze plates for each class to go in medal boxes
- Order winning club salvers

About one week before:

- Clean trophies
- Put medals & medal plates in boxes (or leave hosting club to do this with sufficient time)
- Deliver trophies and medals to hosting club

At the Competition

- Oversee display and presentation of medals and trophies, or arrange for this to be done
- Ensure all trophies are returned after presentation (except short course) and collect unused medals and boxes

After the Competition

- Arrange for trophies to be engraved and any damaged ones to be repaired

At Year End (after Hasler Finals)

- Carry out stocktake of medals and boxes for MRC Treasurer
- Order more medals and boxes if required (there are sufficient Nationals medals for 2024 but may need to order more Hasler medals)
- Submit trophy winners' names for Racing Handbook

Storage (most trophies are in plastic crates (70 x 45 x 30 cm), other trophies are in bespoke wooden boxes). Trophies are stored in:

Nationals incl Short Course	Hasler Finals	Other
4 plastic crates	2 plastic crates	Cardboard boxes for medals
1 bespoke box	3 bespoke boxes	and medal boxes
3 shields		MRC Flags
2 swords and plinths		

Contact

Contact Neil Urquhart to find out more. 15nurq@gmail.com or 07867 695550. I can provide a detailed brief including the details of our trophy/medal plate engraver and supplier of medals and boxes.