



## Job Description – Awards Coordinator

### General

The Awards Coordinator (AC) is in charge of the trophies distributed by Unit 431 each year.

- The Distribution of Awards document, updated in 2021, found in the Unit's Dropbox folder fully describes the events at which trophies are given.
- Currently, Showcase, 770 Bay Street, Victoria, is the Unit's source of new trophies, medallions and engravings.

### Specific tasks

1. Tournament Duties:
  - a. The Awards Coordinator (AC) ensures that the appropriate trophy or trophies are on display at the tournaments where they are awarded and afterwards takes them to Showcase where they are engraved with the names of the winners. The names of the winners may be emailed to Showcase.
  - b. The AC asks the recipients of awards if they would like their photo taken with the trophy to be posted on the Unit's website. **To post the photo on the website signed permission must be obtained.** The photo release form is available in the Unit's Dropbox folder and on the Unit's website, under Resources.
  - c. The winner(s) are informed of the availability of a medallion (formerly referred to as a 'keeper' which the winners keep with an inscription describing the event). The AC orders the appropriate number of medallions and ensures that the winners receive them. To facilitate the delivery, with permission, the medallions may be left with the owners of the ACBL clubs in Victoria to be picked up by the winners.
2. Special Events Duties:
  - a. A trophy is awarded at two special events. The procedure for tournaments (photo permission, medallions, and engraving) is followed for these trophies.
  - b. The Sam Duprau Trophy is awarded to the pair with the highest score at the Christmas Social.
  - c. The Victoria Duplicate Bridge Individual City Championship Trophy, commonly called the 'Rose Bowl', is awarded to the individual with the highest score at the AGM Individual Bridge Game.
3. Life Master Trophies and Framed List of Life Masters:

- a. New Life Masters are given a small trophy\* in recognition of this achievement. In 2021 it was decided to present the trophy to the new Life Masters as soon as it was engraved rather than waiting to the end of the calendar year. These achievers are recognized at the Unit's Christmas Social.
- b. The Life Masters framed list will be updated until the page is full. After that date the Unit voted to place the list of Life Masters on the Unit's website.
4. Mini-McKenney Race: Medallions are given to the winners of the Mini-McKenney Race categories of 1-500. By request medallions may also be given to winners above these categories.
5. Maintenance of Trophies: The AC is responsible for the upkeep of the trophies which may involve repairs, dusting and polishing.

Other tasks

As assigned by the Unit 431 President from time to time.

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\*The change of trophy was approved by the Board after the Royal Canadian Mint discontinued producing the previously awarded silver coin which were worth \$20 because of their silver content. In 2019 the coins were reduced to the size of a 25-cent coin with a market value of \$3.00. The purchase price for this coin is \$20.