



Trophies & Medals Coordinator

Volunteer Committee Position Description

Reports To

Fundraising & Events Coordinator / Treasurer

Works Closely With

Fundraising & Events Coordinator, Lead Coaching Coordinator, Age Group Coordinators, Treasurer

PURPOSE OF THE ROLE

Make sure every player gets the recognition they deserve. The Fundraising & Events Coordinator leads Presentation Night overall — the Trophies & Medals Coordinator owns the awards component and supports the event.

KEY RESPONSIBILITIES

- Liaise with suppliers to source and order trophies, medals, and certificates within budget
- Coordinate engraving or personalisation requirements with suppliers
- Work with coaches and team managers to confirm award recipients for each age group
- Ensure awards are delivered and ready well ahead of Presentation Night
- Support the Fundraising & Events Coordinator with awards-related logistics on Presentation Night
- Manage the trophies and medals budget and report to the Treasurer
- Research and compare suppliers each season to ensure value for money
- Handle any late changes or special awards as needed

TIME COMMITMENT

 2–3 hours/month; 8–10 hours in the lead-up to Presentation Night

People Management

N/A

Budget Management

Yes — manages trophies and medals budget

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Organised and detail-oriented — names must be spelled correctly!
- Comfortable with online ordering and supplier relationships
- Good communication with coaches, managers, and the committee

Essential Requirements

This role requires a current Working With Children Check (WWCC) — or willingness to obtain one prior to commencing the role. The ordinary hours of this volunteer role can include weekends and evenings.

End-of-Year Handover

At the end of each season, the outgoing role-holder is responsible for: (1) reviewing and updating this position description to ensure it reflects how the role has evolved; (2) submitting the updated PD to the Secretary prior to the AGM; (3) participating in handover with their successor — sharing key contacts, documents, passwords, and institutional knowledge to ensure continuity for the club.

You'd be great for this if...

You love seeing the look on a kid's face when they receive their trophy. You're meticulous, start planning early, and would never leave an order to the last minute.

