
Suffolk County Athletics Association

Trophy Secretary



Role Description

- Ensure that all medals are ordered for track and field championships and teams for cross country championships and are available on the day.
- Ensure that all trophies are ordered for cross country championships and are available on the day.
- Chase up all Trophies from the holders for all championships and make sure that they are available on the day.
- Make sure that all the paperwork for Trophies for signature and are available on the day.
- Keep up to date records of Trophies and stocks of medals.
- Every three years when the President retires make sure that a plaque is available to present to them.