

Victoria, BC – Unit 431
Job Description – Awards Coordinator



General

The Awards Coordinator (AC) ensures that all trophies provided by Unit 431 are awarded to the winners at the respective tournaments, engraved with the winners' names, and taken to the Victoria Bridge Centre (VBC) where they are displayed. Note: All trophies and name tags are obtained from the *Showcase Awards* store at 770 Bay Street, Victoria, BC

Specific Tasks

1. Prior to the two sectional tournaments, the AC takes seven 'keepers' (the small plastic awards that the winners keep) to the *Awards* store to be engraved with the tournament date.
2. On the morning of the sectional the AC takes the trophies to the tournament site where they are displayed. The trophies are awarded to the winners on Saturday evening at the end of the evening session. After the tournament the AC takes the trophies to the *Awards* store and has the winners' names engraved on them, and then takes them to the VBC for display purposes.
3. In December the AC takes the Sam Duprau trophy to the annual Christmas party to be presented to the winning pair. After the event the AC takes the trophy to the *Awards* store for engraving and then returns it to the VBC for display.
4. In early January each year, obtain names of annual winners of MP groups (ie 0-5; 5-20; 20-50 etc) from U431 website (or from U431 Membership Secretary).
5. Complete online forms to obtain appropriate number of certificates or medallions from the ACBL for Ace of Clubs and Mini McKenny awards. www.acbl.org/units/index.html (see [https://web.acbl.org/Mini McKenny/index.doc](https://web.acbl.org/Mini%20McKenny/index.doc) for sample).
6. Ensure certificates/medallions are received in time to be presented by the Unit President at the AGM.
7. Prior to the annual general meeting (AGM) in late January/early February the Rose Bowl trophy is taken home and polished. After the AGM and the bridge game, the winner of the individual movement is declared, the trophy is taken to the *Awards* store for engraving and then returned to the VBC for display.
8. In February, for the Ace of Hearts Tournament, the AC takes the Margaret Hinton trophy to the tournament site. At the end of the tournament after the winning pair is declared, the trophy is taken to the *Awards* store for engraving and returned to the VBC for display.
9. In January, take the plaque with the list of Life Masters to the Awards store to have names of new life masters from the previous year added to the list. The plaque is then returned to the VBC for display.

Other tasks

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