

Awards Coordinator Duties

Ribbon Inventory:

- Inventory Participation Ribbons and reorder through Team Manager, as necessary
- Inventory Home Meet Ribbons and Heat Winner Ribbons at the end of the season for the SSA League to reorder
- Count ribbon order upon receipt to insure sufficient ribbons for home meets as follows:
 - 1st through 6th Place: 122 ribbons each per home meet
 - 7th and 8th Place: 40 ribbons each per home meet
 - Heat Winner Ribbons: sufficient for each 10 & Under Heat

Team Ribbon Box:

- Set up Team Ribbon Box with a file for each family of swimmers
- Take Team Ribbon Box to and from each home and away meet – deliver to computer table/ribbon table for Ribbon Worker to place ribbons in files for each family of swimmers and bring to practice by 8am on Thursday mornings for coaching staff to distribute ribbons to the team. Pick Team Ribbon Box back up at 11am on Thursdays or make arrangements with Head Coach or Team Manager to keep if not all ribbons are handed out that day

Swim Meets:

****Get a list of swimmers not competing in meet from Head Coach or Team Manager*

Away Meets ---

- Deliver Team Ribbon Box to computer table/ribbon table for Ribbon Worker to place ribbons in files for each family of swimmers
- Check in with Ribbon Worker and review duties, if Home Meet team representative hasn't already
- At the end of the meet and after all ribbons have been filed, take Team Ribbon Box home – check accuracy of each swimmer's ribbons, if a swimmer did not receive a ribbon prepare a Participation Ribbon and file it in that swimmer's folder
- Take Team Ribbon Box to the first practice time on Thursday mornings for coaching staff to distribute ribbons to the team. Pick Team Ribbon Box back up at the end of practice on Thursdays or make arrangements with Head Coach or Team Manager to keep if not all ribbons are handed out that day.

Home Meets ---

- Bring ribbon inventory to Home Meet(s).
 - Set up small round table and two chairs by computer room for Ribbon Workers.
 - Bring Team Ribbon Box to ribbon table for Ribbon Workers to place ribbons in files for each family of swimmers
 - Check in with Ribbon Worker(s) and review duties
 - Check in with Heat Ribbon Worker and review duties
 - At the end of the meet and after all ribbons have been filed, take Team Ribbon Box home – check accuracy of each swimmer’s ribbons, if a swimmer did not receive a ribbon prepare a Participation Ribbon and file it in that swimmer’s folder
 - Take Team Ribbon Box to the first practice time on Thursday mornings for coaching staff to distribute ribbons to the team. Pick Team Ribbon Box back up at the end of practice on Thursdays or make arrangements with Head Coach or Team Manager to keep if not all ribbons are handed out that day
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- Throughout season, keep a log of who received Participation Ribbons for coaching staff to reference

Championship Meet ---

- Bring four boxes/containers for Ribbon Workers to collect ribbons and medals (two for morning session and two for afternoon session)
- Sort ribbons and medals for team End of the Season Awards Party

End of the Season Awards Party:

- Work with Team Management and Social Coordinator(s) on date, time and place of event
- Order awards for end of season based on budget set by team management
 - Team Trophies for each swimmer
 - Top 20 Awards for each swimmer to finish in the SSA Top 20
 - Get MVS Plaque (located in Wilshire Farms Clubhouse) engraved with new names, one girl and one boy