

## RDTTA Trophy Secretary - Role Description



The position of **RDTTA Trophy Secretary** is elected at the RDTTA AGM each year and as an elected Officer of the Association is a member of the RDTTA Management Committee.

This document outlines the responsibilities of the role.

### Responsibilities

The main responsibility of the Trophy Secretary is to ensure that all preparations are made for the award of the various returnable trophies and the retained individual trophies which are awarded during the RDTTA Presentation Evening which happens in early May each year. This includes:

- Collection of all returnable trophies
- Arrange for engraving of all returnable trophies
- Purchase of all retained trophies for the season
- Preparation for & attendance at RDTTA Presentation Evening

The venue for the Presentation Evening is shared between OLOP and Curzon Club on an alternate year basis and the presentation ceremony usually lasts about ninety minutes.

The role requires the ability to be tenacious in ensuring the completion of various tasks and the need to sometimes keep to quite tight timescales.

### Regular Tasks

Most if not all actions are required between February and May each year, apart from attending the RDTTA Management Committee meetings whenever possible:

1. During (or before) mid-January a list should be made of those who will need to be contacted (last year's prize winners) in respect of obtaining the returnable trophies, subsequent to engraving with the appropriate name for the current year.
2. The trophy collection process should start on February 1st and it is good practice to try and ensure all these trophies are in your hands by 17th March. (An up to date list of contact numbers can be obtained from the Website Co-ordinator.)

The most effective manner to contact players is indisputably e-mail or text and it is good practice to make a point of attending the Reading Closed Tournament each year (normally mid- February) when a good proportion of these trophies can be obtained.

3. About this time it is necessary to begin ordering the retained individual trophies and initially all the trophies apart from the Reading Closed and the Youth Divisions can be ordered.

The current supplier is the *Berkshire Trophy Centre*, 2, Brunswick Street, Reading. Tel: 0118 9594527, whom have provided this service for a number of years. Appropriate catalogues can be obtained from them. The cost of each trophy is usually between £4 to £5 each and can be reimbursed from the RDTTA Treasurer.

4. Once the Reading Closed tournaments have finished and indeed the number of Youth Division individual trophies established, then the process of ordering can be completed.
5. At this point it is important to start the engraving process and three or four visits to the Trophy Shop may be necessary. Some awards are voted upon towards late April by the Management Committee and there may be little time to facilitate the engraving, hence urgent action is the byword.
6. Once all the award winners are known, a sheet must be compiled to facilitate the capture of the winners' signatures in acknowledgement that it is their duty to return the trophy in good condition at the relevant time next year.

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7. The Presentation Evening itself starts on a Tuesday at 7.30pm and it is advisable to be there a good hour beforehand to set up the trophy presentation table.
8. Thereafter, any awards not collected can be chased up and the relevant people advised to collect them at the AGM or directly from the Trophy Secretary. Should there be difficulty in making contact with players, then it can be advantageous to contact the Team Captain.
9. The Treasurer finances (from Members Subscriptions) all the costs involved

Note: a maximum of four retainable individual awards are sanctioned per team. Any in excess of this must be financed by the individual team.

### **Other Tasks**

From time to time the state of the returnable trophies may dictate that they need to be refurbished or replaced. It is the responsibility of the Trophy Secretary to bring this to the attention of the Management Committee and recommend the best course of action.

### **Supporting Documentation**

Additional documentation available for this role:

**List of Returnable Trophies**  
**Signature Sheet**

Further assistance can be provided by other members of the RDTTA Management Committee.