

Mountain Hi Swim League Awards/Ribbons Chairperson Responsibilities

Attend all Executive Board and League meetings throughout the year

Evaluate costs and request new pricing bids from no less than three vendors.
Discuss new pricing information with the Board for approval of vendor.

Hand out order sheets for individual team ribbons with information including deadlines and pricing at first Parent Delegate League Meeting. Explain what the League provides (enough ribbons for one full, 6 lane pool dual home meet - relays 1st through 3rd only).

Immediately after April Delegate meeting, order appropriate number of ribbons for dual meets (including individual team orders) ribbons, medals and plaques for Championship (must have information from each division as to how many lanes Championships will be and whether they will have two heats at Championships) and ribbons and medals for All-Stars meets. Order pink/blue/green meet cards for the League.

Distribute dual meet ribbons and cards at May Parent Delegate Meeting (prior to first dual meet). Distribute Championship medals, ribbons and plaques at Championship heating meeting. Distribute All-Star medals and ribbons at All-Star heating meeting.

Inventory the leftover awards, medals and cards for next year. Submit written list to Executive Board at September wrap-up meeting.

Schedule of Award/Ribbon Ordering:

Acquire bid/quote from at least three vendors by January Executive Board meeting.

Present price proposal and quantity to League President for approval at February Executive Board meeting.

Distribute ribbon order forms to teams at March Parent Delegate meeting. All forms must be mailed or returned to Award/Ribbon Chair by the April Parent Delegate meeting with payment.

Ribbon order (League provided ribbons), DQ slips and meet entry cards should be placed by April 1st for May distribution to teams.

Order all Championship and All-Stars ribbons, medal and plaques by May 1.