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| Document | Awards -- NSC Job Description (Classic and City Meets) |
| Version  | 3.0  |
| Date     | July 15, 2016  |

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| Job Name                                     | <b>Awards - Classic Meet (Conference Representative Responsibilities)</b>  |
| Summary                                      | Procure, label and distribute awards.  |
| Pre-Meet                                     | <input type="checkbox"/> Procure awards from NSC Awards Committee. Classic awards will be delivered by awards committee representative the night before.   |
| During Meet                                  | <input type="checkbox"/> Receive one basket/bin/box from each team (provided by team)<br><input type="checkbox"/> Receive award labels from Scoring<br><input type="checkbox"/> Verify heat award labels against the result sheet (if problem exists, take marked up heat results and heat labels back to Scoring for correction).<br><input type="checkbox"/> Attach award labels to medals and/or ribbons and place in appropriate team container<br><input type="checkbox"/> Record missing awards for medals and ribbons on 2 index cards. Place one copy in envelope for awards coordinator. Place 2 <sup>nd</sup> index card with that teams awards so they are aware they are missing an award. <b>Important:</b> place heat award label in envelope for committee chair. |
| Post-Meet                                    | <input type="checkbox"/> Return remaining award inventory to awards committee representative<br><input type="checkbox"/> Return index cards of missing awards to awards committee representative   |
| Supplies (All provided by Awards Committee ) | <input type="checkbox"/> Ribbons<br><input type="checkbox"/> Medals<br><input type="checkbox"/> Gallon size plastic bags - one per team (to keep all medals together)<br><input type="checkbox"/> Plastic garbage bag (in case team does not provide a container)<br><input type="checkbox"/> Index cards, pen, envelopes  |
| Notes  | <p>Classic Individual Events:</p> <ul style="list-style-type: none"> <li>- 1<sup>st</sup> through 8<sup>th</sup> place: Medals awarded</li> <li>- 9<sup>th</sup> through 16<sup>th</sup> place: Ribbons awarded</li> </ul> <p>Classic Relay Events:</p> <ul style="list-style-type: none"> <li>- 1<sup>st</sup> place: Medal awarded to each relay participant</li> <li>- 2<sup>nd</sup>-8<sup>th</sup> place: Ribbon awarded to each relay participant</li> </ul>   |

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| Job Name                                     | <b>Awards - City Championship Meet (Conference Representative Responsibilities)</b>  |
| Summary                                      | Procure, label and distribute awards.  |
| Pre-Meet                                     | <input type="checkbox"/> Procure awards from NSC Awards Committee. City awards delivered to pool location by start of Friday session.  |
| During Meet                                  | <input type="checkbox"/> Receive one basket/bin/box from each team (provided by team)<br><input type="checkbox"/> Receive award labels from Scoring<br><input type="checkbox"/> Verify heat award labels against the result sheet (if problem exists, take marked up heat results and heat labels back to Scoring for correction).<br><input type="checkbox"/> Attach award labels to medals and/or ribbons and place in appropriate team container<br><input type="checkbox"/> Record missing awards for medals and ribbons on 2 index cards. Place one copy in envelope for awards coordinator. Place 2 <sup>nd</sup> index card with that teams awards so they are aware they are missing an award. <b>Important:</b> place heat award label in envelope for committee chair. |
| Post-Meet                                    | <input type="checkbox"/> Return remaining award inventory to awards committee representative<br><input type="checkbox"/> Return index cards of missing awards to awards committee representative   |
| Supplies (All provided by Awards Committee ) | <input type="checkbox"/> Ribbons<br><input type="checkbox"/> Medals<br><input type="checkbox"/> Gallon size plastic bags - one per team (to keep all medals together)<br><input type="checkbox"/> Plastic garbage bag (in case team does not provide a container)<br><input type="checkbox"/> Index cards, pen, envelopes  |
| Notes  | <p>City Individual Events</p> <ul style="list-style-type: none"> <li>- 1<sup>st</sup> through 8<sup>th</sup> place: Medals awarded</li> <li>- 9<sup>th</sup> through 16<sup>th</sup> place: Ribbons awarded</li> </ul> <p>City Relay Events:</p> <ul style="list-style-type: none"> <li>- 1<sup>st</sup> place: Medal awarded to each relay participant</li> <li>- 2<sup>nd</sup>-8<sup>th</sup> place: Ribbon awarded to each relay participant</li> </ul>  |