

Document	Awards - NPDSC Job Description
Version	2.0
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Job Name	AWARDS
Summary	Procure, label and distribute awards.
Pre-Meet	<input type="checkbox"/> Procure Awards <input type="checkbox"/> Receive <X> Team Containers: one basket/box per team (each team provides)
During Meet	By heat or group of heats ... 1) Receive award labels from Scoring 2) Verify heat award labels against the heat result sheet (if problem exists, take marked up heat results and heat labels back to Scoring for correction. Proceed to next heat) 3) Attach award labels to medals and/or ribbons and place in appropriate Team Container As meet progresses ... <input type="checkbox"/> Record shortages for medals and ribbons on separate sheet by team.
Post-Meet	<input type="checkbox"/> Mark down overages <input type="checkbox"/> Mark down shortages <input type="checkbox"/> If shortages, make copy of each Team shortage sheet so that Team has a sheet and AWARD committee chair has a sheet
Supplies	<input type="checkbox"/> Ribbons <input type="checkbox"/> Medals <input type="checkbox"/> Grocery bags, one per team (if team does not provide container) <input type="checkbox"/> Rubber bands, paper clips, etc. for organizing ribbons

Relays	City – <ul style="list-style-type: none"> • Place 1 - Medals awarded • Places 2 – 16 - Ribbons awarded Classic – <ul style="list-style-type: none"> • Place 1 - Medals awarded • Places 2 – 8 - Ribbons awarded
Individuals	City – <ul style="list-style-type: none"> • Places 1- 8 - Medals awarded • Places 9 – 16 - Ribbons awarded Classic – <ul style="list-style-type: none"> • Tier I - Places 1 - 8 - Medals awarded • Tier II (and Tier III for 6 & unders) – Places 1 – 8 - Ribbons awarded

Please mark down any discrepancies between the number of awards needed and the number of awards supplied, including shortages or overages and the type of award.

Shortage: _____

Overage: _____