

TROPHY CHAIR JOB DESCRIPTION

Revised 08-19-23

A. General Responsibilities

The Trophy Chair will have the general responsibility for trophies, plaques and sports wall plaques; to have them appropriately engraved following completion of events; to take them from the trophy case for presentations and to see that they are returned to the case. Arrange for the purchase of any new Association plaques or trophies or individual awards resulting from the member's winning of an Association event. Maintain the Bistro Sports Wall plaques on the Women's 18-Hole Golf Association section. **Prior to engraving, verify the spelling of names for each recipient.**

B. Specific Responsibilities

1. Handicap Tournament – Medallion & Perpetual Plaque

- a. The Champion receives a Medallion procured by the Captain.
- b. The Chair will have the Perpetual Plaque plate engraved and return to the Bistro wall.
- c. **NOTE: DO NOT REMOVE THE PLAQUES FROM THE WALL. "ONLY" REMOVE THE PLATES TO BE ENGRAVED.....**
- d. **See further instructions under ITEM E. THE VILLAGES SPORTS WALL, page 4.**

2. Invitational – Perpetual Trophy, Bistro Wall Plaque, and (4) Individual Trophies.

- a. Have the Perpetual Trophy engraved with the Members names only and return to the Trophy case.
- b. Have the Bistro Sports Wall Plaque plate engraved with all four names and return to the Bistro Wall .
- c. The Invitational winner's individual trophies are purchased by the Invitational Committee.

3. Club Championship – Medallion, Perpetual Trophy and Bistro Wall Plaque

- a. The Champion receives a Medallion procured by the Captain or, in the case of a repeat Champion, a Diamond to be mounted in her Medallion.
- b. Repeat Champions have the option to add another diamond or receive equivalent credit in the Pro Shop. (SOP's, E. Awards, Item 4.) These items are budgeted under Medallions and Bells.
- c. Have the Perpetual Trophy and Bistro Wall Plaque plate engraved.
- d. The Champion receives the Perpetual Trophy and will retain this trophy until the following years Championship. The Bistro wall Plaque plate is attached to the Plaque on the wall.

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4. Hole In One – Perpetual Plaque

- a. The Hole-In-One Perpetual Plaque is on the Villages Women's 18-Hole Golf Association wall in the Posting Room.
- b. Engrave the members name for Hole In One's made at The Villages only. The Plaque should be engraved prior to presentation at the Hole In One party.
- c. Return the Plaque to the 18 Hole Ladies Posting Room Wall.

5. Past Captains – Perpetual Plaque

- a. Obtain this plaque from the Trophy Case, have it engraved, and return it to the Trophy Case. This plaque has the names of all the previous Captains.

6. Low Putts Award – Individual Plaque

- a. Purchase this plaque or trophy and have it engraved with the winner's name. (The Play Day Director will provide this information.)
- b. In the case of a tie, an award will be given to each winner.
- c. This award is presented during the Installation Luncheon in December.

7. Captain's Trophy Award – Individual Trophy and Bistro Wall Plaque

- a. Purchase the individual trophy and have it engraved for presentation to the winner. (The Play Day Director will provide this name.) It will be presented at the December luncheon.
- b. Have the Bistro Wall Plaque plate engraved and return it to the wall.
- c. In the case of a tie, each winner will be awarded a Trophy and each name will be engraved on the Bistro Wall Plaque plate.

8. Most Improved Player – Individual Plaque and Bistro Wall Plaque

- a. Purchase the individual plaque and have it engraved for presentation to the winner at the December Installation Luncheon..
- b. Engrave with name, starting Index and final Index as of November 15th. (The winners name will be obtained from the Handicap Director.)
- c. In case of a tie, each winner will be awarded a Plaque.
- d. Have the Bistro Wall Plaque plate engraved with each name and return it to the wall.

9. Outstanding Service Award – Bistro Wall Plaque & Individual Plaque

- a. Purchase an individual Plaque to be presented at the December Luncheon.
- b. Have the Bistro Wall Plaque plate engraved and return it to the wall. (The Captain will provide the name of the winner)
- c. A Certificate from the Captain may also be presented to the winner of this award during the December luncheon.

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10. New Plaques or Trophies

- a. The Trophy Chairperson should notify the Captain if any perpetual trophy or plaque is running out of space for engraving. Purchase of replacement items should be timely.

11. The Trophy Chair has NO responsibility for the following awards:

- a. Ringer
- b. Individual or Partnership Eclectic
- c. Birdie/Eagle Pins

C. Additional Responsibilities

1. Keep specific records of all financial transactions, including names and addresses of companies utilized for the awards.
2. Maintain a copy of each Bill in the Trophy Chair's binder and present the original to the Treasurer for payment A.S.A.P.
3. Document a Final Report at the end of the year. Send one copy to the outgoing Captain and maintain one copy for the Trophy Chair's binder. The report should include but not be limited to the following:
 - a. Name of Trophy Chair and year of service.
 - b. A complete list of Association Plaques and Trophies with the engraved winner's names.
 - c. Include an itemized financial report with the cost of engraving, plaque or trophy purchases and any other items.
 - d. Make any other recommendations for changes.
 - e. Update the current Job Description at the end of the year, as appropriate, and submit to the Policies and Procedures Administrator and the Captain.

D. Additional Information

1. All Plaques, Trophies, and Engraving are purchased through the following shop:

Frankie's Awards
2756 S. Bascom Ave., S.J. 95124

Tele: 1 (408) 377-6883
Contact: Gloria at the shop

NOTE: Major changes to awards are not recommended. Computerized engraving requirements have been established and must be maintained so that Frankie's Awards can identify engraving style and font.

2. Diamonds and mountings may be purchased at a shop of the player's choice. The player will bear any additional cost over the diamond allowance provided.

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3. Trophy Case Key and Bistro Wall Screw Box
 - a. Both items are kept in the Clubhouse Food & Beverage Department Office.
4. The Medallions and Bells procured by the Captain are purchased from:
 - a. De Tagle Jewelers, 14400 Union Ave, San Jose, CA 95124 408 377-7000

E. THE VILLAGES SPORTS WALL PLATE AND PLAQUE MAINTENANCE GUIDELINES

1. **DO NOT REMOVE THE PLAQUES FROM THE WALL.** They are affixed with industrial strength Velcro.
2. **You must remove the actual plate.** You need to unscrew the plate from the plaque by using the tiny screwdriver (a special locking screwdriver for removing and replacing the plate screws) provided in the plastic box in the office of the Food & Beverage Department.
3. Remove carefully so as not to scratch the plates. Wrap the plates in a paper towel and place in a plastic bag. Include the following information:
 - a. Name of our Club
 - b. Recipients name
 - c. Name of the Plaque from which the plate was taken
 - d. Add your contact information
 - e. **Keep screws in a safe place**
4. Take the plates to **Frankie's Awards, 2756 S. Bascom Ave, S.J.** Confirm the information to be placed on the plates with Gloria. She will call you when the plates are finished.