

Awards Coordinator Responsibilities

Receive all medals for season. Verify that all medals are sorted and accounted for (5 races total). If any missing medals/plates, contact the Dir of Advancement (advancement@cmackiracing.com).

On final day of each race (5 total) ensure the following is set up and handled:

SET UP:

- 1) Set up of CMAC Podium & Backdrop (race crew should help)
- 2) Speaker system is set up (race crew or emcee?)
- 3) Banner line is set up to keep racers away from table and podium during awards
- 4) Set up Medals Table arranging all medals by Age Class (1st, 2nd, 3rd, 4-10th) [coaches typically hand out]
- 5) LaCroix Sparkling Beverages are available (along with Black garbage bags to recycle empty cans – hanging from Bamboo Poles)
- 6) Display sponsor flags around awards venue

DURING AWARDS:

- 1) Any available giveaways are thrown out to crowd

TEAR DOWN:

- 1) CMAC Podium & Backdrop are stored away (race crew should help)
- 2) All unaccounted for Medals are offered to the coaches to give to the racers that weren't present
- 3) Remaining unused medals are put back into bin and are reused/re-plated (we need all spare to complete the season)
- 4) Area is tidied up including empty cans (racers & parents to help)