

Portland Vancouver Rowing Association

Awards

Awards Tent DAY 1

Check In & Prepare Trophies / Medals / Plaques

1. Check in returned trophies from previous year's winning clubs – see bottom of trophy for Regatta Central Event # and description. Keep track using last year's Regatta Central sheet on cover of Awards binder.
2. Write on yellow sticky 'post-its' and label trophies:
 - a. Write the Event # and Name of Event (as per label on bottom of the trophy. Trophy engraving does not always match the "Event" as listed on Regatta Central, so you must read the labeling on the bottom of the Trophy)
 - b. Affix post-it to trophy so it will be seen easily by Awards Volunteers.
3. Sort Women's and Men's trophies separately across the tables. Place all trophies in numerical order on tables for display. All women's together on one side, all men's together on other side.
4. Match the corresponding plaque to the trophy. Polish trophies if needed.

Sort Medals Using the Regatta Central List of 66 Events

1. Place a post-it with the Regatta Central Event # to the corresponding pre-labeled manila envelope, then put in numerical order so that you can find the correct Event easily.
2. Sort Gold, Silver, and Bronze medals for each event into a plastic bag, then place into Event envelope. Remember to put just as many medals as are needed into plastic bags, 1X...2-...4+...8+. Remember to add one for the coxswain (+)!

Distribute Medals, Trophies, and Plaques

1. You will print results sheets in the awards tent from www.herenow.com
2. 3-hole-punch the results sheet. HEAT (H1, H2, etc) results are put in to the Heats tab of the binder, FINAL (Final) or TIMED FINAL (TF1, TF2, etc) results are put into the Final tab of the binder.
3. Distribute awards to clubs as they arrive to the awards tent
 - a. 1st, 2nd, & 3rd Place crews in any FINALS receive medals. 1st Place finisher also receives the Trophy and Plaque.
 - b. 1st, 2nd, & 3rd Place crews in any TIMED FINALS (TF1, TF2) receive medals. BUT ONLY THE FASTEST CREW across all TIMED FINALS in that EVENT will receive the Trophy and Plaque (Example if Event 29 has TF1, TF2, TF3, TF4, the fastest crew across all 4 finals will win the Trophy and Plaque.)
 - c. **Signatures** on FINAL Results sheets for Trophies, Plaques, and Medals are **mandatory**.
 - d. **Yellow sticky post-it is removed from the trophy & affixed to final result page to evidence trophy exists & was taken by the winning club.**
 - e. **Write the winning club name on the Regatta Central 201X Event List Trophy Page**

At the End of Your Shift:

1. Cover up trophies and medals with table covers or bags. Be sure all supplies are stored away.

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Awards Tent DAY 2 & 3

Re-Sort and Organize Trophies & Corresponding Plaques

1. Move awards from the center table back to the outer tables. Place Trophies and Plaques in numerical order according to Event #. All women's trophies on one side of the tent, and all men's together on the other side.

Distribute Medals, Trophies, and Plaques

1. You will print results sheets in the awards tent from www.herenow.com
2. 3-hole-punch the results sheet. HEAT (H1, H2, etc) results are put in to the Heats tab of the binder, FINAL (Final) or TIMED FINAL (TF1, TF2, etc) results are put into the Final tab of the binder.
3. Distribute awards to clubs as they arrive to the awards tent
 - a. 1st, 2nd, & 3rd Place crews in any FINALS receive medals. 1st Place finisher also receives the Trophy and Plaque.
 - b. 1st, 2nd, & 3rd Place crews in any TIMED FINALS (TF1, TF2) receive medals. BUT ONLY THE FASTEST CREW across all TIMED FINALS in that EVENT will receive the Trophy and Plaque (Example if Event 29 has TF1, TF2, TF3, TF4, the fastest crew across all 4 finals will win the Trophy and Plaque.).
 - c. **Signatures** on FINAL Results sheets for Trophies, Plaques, and Medals are **mandatory**.
 - d. **Yellow sticky post-it is removed from the trophy & affixed to final result page to evidence trophy exists & was taken by the winning club.**
 - e. **Write the winning club name on the Regatta Central 201X Event List Trophy Page**

Notes on Awards

- Awards are NOT distributed for Heats.
- 1st Place winners receive Trophy and Plaque. Trophy to be returned next year; they keep Plaque.
- Some events are "Timed Finals" (Timed Final 1, Timed Final 2 or TF1, TF2 of the same Event). 1st, 2nd, 3rd place finishers all receive medals. The fastest timed boat in the Timed Finals for that Event will receive the Trophy and Plaque.
- Trophy engraving does NOT always match the "Event #" as it is listed on Regatta Central. So read the labeling on the BOTTOM of the trophy.

Materials Needed:

Dress for the Weather
Sunscreen & Bug Spray

Water Bottle & Snacks
Trophies, Plaques, Medals

PVRA Awards Materials
(Post-Its, Hole Punch, Etc)