



# INSTRUCTIONS FOR AWARDS



1. You will receive the award sheet from the head table. Write the time you receive it in the upper right hand corner (10 minutes after the time noted is the time you should begin presenting the awards for that group).
2. Make an announcement that awards will be presented in ten minutes for the event, level, etc. (As listed on the award sheet) in 10 minutes and that all athletes must be in competition attire or team warm-up.
3. Announce the individual winners, starting with the last place (including participation, if any) and work up to the 1st place winner. If you can, announce the team each competitor is from.
4. After all the competitors have received their trophies, the sheet can be initialed as completed and filed in the appropriate place.
5. If a competitor does not pick up their award, highlight that person's name on the award sheet and place a piece of tape on the bottom of the trophy with the athlete's name. Put the award aside with the award sheet so it can be picked up later.
6. If you begin to run out of any awards, contact your meet director **IMMEDIATELY!**

**REMINDER: If someone *other* than the competitor picks up a trophy, make sure you put their name next to the competitor's name on the award sheet.**