POLPR-001
TROPHY MANAGEMENT POLICY AND PROCEDURE

1. PREAMBLE

Fremantle Sailing Club perpetual trophies, shields and awards are important Club assets and form part of the Club's history and heritage. The Club is committed to ensuring they are appropriately protected, maintained and managed.

All trophies must be handled with care, used only for their intended purpose, and returned promptly following presentations, engraving or other approved activities.

New trophies and shields must be approved prior to acquisition, and existing trophies must not be altered, repurposed or disposed of without approval.

2. SCOPE

This Policy and Procedure applies to all Fremantle Sailing Club trophies, shields and awards and to all staff, Section Captains, Trophy Officers and members authorised to access, handle or manage them.

3. RESPONSIBILITIES

CEO

- Approve new trophies and shields.
- Approve retirement of trophies where required.

Boating Office

- Manage trophy access requests.
- Maintain trophy movement records.
- Preserve the condition of the trophies.
- Maintain the Club Trophy Register.

Section Captains / Trophy Officers

- Submitting Trophy Movement Forms within required timeframes.
- Ensuring trophies are handled and transported appropriately.
- Returning trophies within the prescribed timeframe.
- Reporting any loss, theft or damage immediately.
- Ensuring trophies are returned to their designated display locations.

4. PROCEDURE

4.1. Accessing Trophies

To access a trophy for engraving, presentation or another approved purpose:

- Submit a Trophy Movement Form at least five (5) working days before the trophy is required.
- Include the trophy name, purpose and person collecting it.
- All trophies removed from display must be recorded on a Trophy Movement Form.
- Collect the trophy cabinet keys from Reception.
- Remove only the approved trophies.
- Return the trophy cabinet keys to Reception immediately following use.

4.2. Engraving

- Trophy Choice, O'Connor is the Club's preferred engraver.
- The Section Captain or Trophy Officer is responsible for arranging engraving.
- Trophies should be returned as soon as practical following engraving.
- Costs related to engraving trophies will be borne by the Section.

4.3. Presentations

- Trophies should be handled by their bases wherever possible.
- Award recipients should be encouraged to hold trophies by their bases during photographs.
- Trophies should be returned to the presentation table immediately after photographs.

4.4. Returning of Trophies

- Trophies should be returned to their display cabinet as soon as practical after use.
- Trophies should generally not be absent from display for more than five (5) to seven (7) working days.
- If a trophy cannot be returned within this timeframe, the Boating Office must be advised.
- Where immediate return is not possible, trophies must be stored in a secure location until they can be returned to their display cabinet.

4.5. Loss or Damage

- Any loss, theft or damage to a trophy must be reported to the CEO and Boating Office as soon as practicable.

5. EXISTING AND NEW TROPHIES

5.1. Existing Trophies

- Trophies, shields and awards may only be used for their original purpose.
- Existing trophies must not be repurposed for new events or competitions.
- Names, inscriptions and historical records must not be altered or removed.
- Retired trophies may be transferred to the Club Archives.

5.2. New Trophies

All new trophies and shields must be approved by the CEO following consultation with the Commodore and relevant Section.

New trophies should:

- Suit the standard of the Club's existing collection.
- Fit within existing display areas.
- Provide adequate space for future engraving and winner plaques.

6. RELATED DOCUMENTS

- Trophy Movement Form: https://form.jotform.com/262112217638048

REVISION HISTORY

Revision	Date Issued	Drafted By	Reviewed By	Authorised By	Comment
1	17/09/2026	C. Hyland	S. Nunn	J. Wilton	Issued

This Policy and Procedure may be reviewed and amended from time to time to ensure it remains current and meets the operational needs of the Club.