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| **A close up of a sign  Description automatically generated** | Policies and Procedures |
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# POLICY OVERVIEW

* 1. Sections two (2) and three (3) give general information applicable to the entire policy.
	2. Section four (4) through eight (8) List various awards and award parameters.
	3. Section nine (9) lists documents and forms applicable to this policy.
	4. Sections ten (10) and eleven (11) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.

# PURPOSE OF POLICY

* 1. This policy names the awards UTSI gives. It also outlines the eligibility rules, regulations, selection, and awarding process for each.

# DEFINITIONS

* 1. **Appendix:** Supplementary material located at the end of some Utah Swimming Policies and/or Procedure documents. Appendix material is not mandated policy and therefore does not require board approval to change.
	2. **ASCA:** American Swimming Coaches’ Association
	3. **Athlete (or Athlete Member):** Currently registered Athlete Member in good standing with USA Swimming and Utah Swimming.
	4. **Coach or Coach Member:** Currently registered Coach Member of USA Swimming in good standing with no requirements missing, expired or “Not Met.”
	5. **In Good Standing:** See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status.
	6. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
	7. **Official:** Person certified to act in the capacity of Referee, Starter, Administrative Official, Chief Judge or Stroke and Turn Judge at the meet. USA Swimming rules state that meet officials must be Non-Athlete Members of the organization.
	8. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.

# ATHLETE AWARDS

## Swimmer of the Year Award

* + 1. **Purpose**: This award is presented to the outstanding Male and Female swimmer of Utah Swimming.
		2. **Eligibility**: Must be a year-round athlete member of UTSI and have been a member of UTSI for the award year. Swimmer must have at least a current Winter Jr. National cut.
		3. **Nomination Process**: Candidates for this award are nominated by any coach member of Utah Swimming.
		4. **Criteria for Selection**: Selection is based on the athlete’s performance from September 1st to August 31st. National Rankings, Records Held, and Coach’s Nomination.
		5. **Selection Process**: Selection will be by coaches who are registered members of UTSI. One male swimmer and one female swimmer will be selected each year at the conclusion of the Long Course season. The Coaches Committee will manage the election.
		6. **Recognition of Award**: Presented at the appropriate time and place. Normally, this is the UTSI Awards Banquet and awarded by the Senior Chair if in attendance. May also be presented by any other coach Board of Director Member present. The recipient will receive a permanent award to keep.

## IMX Swimmer of the Year

* + 1. **Purpose**: This award is presented to the highest IMX score in ages 9, 10, 11, 12, 13, and 14 classifications for both Short Course and Long Course seasons.
		2. **Eligibility**: The swimmer must be a registered member of Utah Swimming. No swimmer may win an award in more than one age classification. If a swimmer has the highest-ranking IMX in multiple age classifications, the award will be presented to them in the eldest division.
		3. **Criteria for Selection**: One award will be presented to each male and female in the following age classifications: 9, 10, 11, 12, 13, and 14. Short Course results will be tabulated at the conclusion of the Age Group Championship Meet. Long Course results will be tabulated at the conclusion of the State Long Course Championship Meet for all classifications (9, 10, 11, 12, 13, and 14.)
		4. **Recognition of Award**: Presented at the appropriate time and place. Normally, this is the UTSI Awards Banquet. Awarded by the Age Group Chair if in attendance or by any other coach Board of Director Member present. The recipient will receive a permanent award to keep.

## Athlete Ambassador Award

* + 1. **Purpose**: This award is presented to a female and a male swimmer recognizing exemplary stewardship within the Utah swimming community.
		2. **Eligibility**: Must be a year-round athlete member of Utah Swimming.
		3. **Nomination Process**: Candidates for this award are nominated by any board member, committee chair, or governance committee member of Utah Swimming.
		4. **Criteria for Selection**: Selection is based on the athlete’s contributions outside of the pool. Contributions may include by are not limited to committee work, positive athlete support, and mentorship.
		5. **Selection Process**: Selection will be by coaches (1 vote per team), Board Members, and Governance Committee members who are registered members of UTSI. One male swimmer and one female swimmer will be selected each year at the conclusion of the Long Course season. The Coaches Committee will manage the election.
		6. **Recognition of Award**: Presented at the appropriate time and place. Normally, this is the UTSI Awards Banquet and awarded by the General Chair if in attendance. May also be presented by other Board of Director Member present. The recipient will receive a permanent award to keep.

# COACH AWARDS

## Senior Coach of the Year

* + 1. **Purpose of this Award**: The Senior Coach of the Year award is presented to the outstanding Senior Coach.
		2. **Eligibility**: To be eligible a coach must be a current coach member of UTSI and have been a member of UTSI for the award year. A coach may not win the Senior Coach of the Year Award for more than two consecutive years and is not eligible for the Age Group Coach of the Year Award in the same year.
		3. **Who Nominates**: Candidates for this award are nominated by any member of Utah Swimming. The General Chair with advice and consent of board can use a selection committee to review applicants for the purpose of making a selection recommendation to the board
		4. **Criteria for Selection**: 1) Team placement at major meets; (2) Individual qualifications and/or placement at major meets; and (3) Jumps in rankings for team or individuals during the previous year.
		5. **Nomination Process**: Nominations and personal biographies shall be submitted to the Administrative Vice Chair and Senior Chair two weeks prior to the LC State Championships and distributed to the coaching membership present.
		6. **Selection Process**: Ballots will be given to each credentialed coach present at LC State Championships. The Coaches committee will manage the election.
		7. **Presentation of the Award**: Presented at the appropriate time and place. Normally, this is the UTSI Awards Banquet.
		8. **Enrichment Amount**: This award will include up to $500 to be used for the ASCA Convention, USA Swimming Coaches Training Programs or other training aids/programs (i.e. books, team training equipment, online classes) as approved by the Board of Directors. Reimbursement forms will need to be submitted to the UTSI Treasurer to receive funds. This award must be used within one year of election.

## Janet Oles Age Group Coach of the Year

* + 1. **Purpose of this Award**: The Janet Oles Age Group Coach of the Year award is presented to the UTSI Age Group coach who has demonstrated outstanding coaching qualities, club development, and overall UTSI participation.
		2. **Eligibility**: To be eligible a coach must be a current coach member of UTSI and have been a member of UTSI for the award year. A coach may not win the Age Group Coach of the Year Award for more than two consecutive years and is not eligible for the Senior Coach of the Year Award in the same year.
		3. **Who Nominates**: Candidates for this award are nominated by any member of Utah Swimming. The General Chair with advice and consent of board can use a selection committee to review applicants for the purpose of making a selection recommendation to the board.
		4. **Criteria for Selection**: The criteria for the award will be considered first, from August 1st of the preceding year to August 1st of the current award year (i.e., 08-01-2020 to 08-01-2021), and second, over the coach's career with their club. Outstanding contributions to the coach’s club and its individuals are measured by the following competitive and non-competitive factors:
			1. Accomplishments over the past year (club and individual). Club size and growth. Club results at UTAG’s, zones, open water, postal events, etc. Utah Age Group Records set. All age group national rankings.
			2. Publications, articles, clinics, lectures, etc. that are for Utah and/or USA Swimming. Submit copies of articles, publication names, clinic dates with their location, and the number of participants in attendance. Include dates and topics of lectures.
			3. Contributions to Utah Swimming. Meets hosted, clinics run, UTSI positions, presentations, speaking engagements, community service involvement, etc.
			4. Long-term contributions to Utah Swimming. The number of years as an age group coach, special accomplishments, etc.
		5. **Nomination Process**:
			1. An Age Group coach with the highest nationally ranked athletes in the 11-12 or 13- 14 age groups during the election period will be an automatic nominee.
			2. A nomination announcement shall be published on the Utah Swimming website one (1) month before the start of the LC State Championships. UTSI & the Utah Coaches Chair are to make an official call for nominations the first week of June. Announcements are to be made at any Utah swim meet available to do so.
			3. Nominations may come from Utah registered coach(s) and/or swimmer(s) only using the *Janet Oles Age Group Coach of the Year Nomination Form* and listing the coach accomplishments within the given criteria and the instructional and inspirational qualities of the coach.
		6. The nominating form from registered Utah coaches/swimmers shall be submitted to the Chair of the Coaches Committee by July 1. Any supporting documentation will be accepted to enhance the nominee’s credentials.
		7. **Selection Process**:
			1. There shall generally be one award given. If more than 1 award is to be presented, the Coaches committee will consider the above criteria and allow for more than 1 award.
			2. One vote per Utah registered coach member.
			3. The vote will take place sometime in August.
			4. The Coaches Committee will manage the election.
		8. **Presentation of the Award**: Presented at the appropriate time and place. Normally, this is the UTSI Awards Banquet.
		9. **Enrichment Amount**: This award will include up to $500 to be used for the ASCA Convention, USA Swimming Coaches Training Programs or other training aids/programs (i.e. books, team training equipment, online classes) as approved by the Board of Directors. Reimbursement forms will need to be submitted to the UTSI Treasurer in order to receive funds. This award must be used within one year of election.
		10. **Biographical Information**: Available in appendix.

# AWARDS FOR VOLUNTEERS

## USA Swimming Conoco Phillips Outstanding Service Award

* + 1. **Purpose of this Award**: The ConocoPhillips Outstanding Service Award was established in 1981 to recognize volunteers for their invaluable contribution to USA Swimming. The award, sponsored by ConocoPhillips, is presented annually to an honoree named by each of the fifty-nine Local Swimming Committees. Selection criteria consider quality, level and years of volunteer service in elected or appointed positions from the category of administrator, official, and coach. ConocoPhillips Outstanding Service Award is presented annually to the Utah Swimming non-athlete volunteer, who has distinguished themselves in the past years through service in the LSC.
		2. **Eligibility**: Non-athlete volunteer serving in Utah Swimming.
		3. **Who Nominates**: Candidates for this award are nominated by any member of Utah Swimming. The General Chair with advice and consent of board can use a selection committee to review applicants for the purpose of making a selection recommendation to the board. Nominations and personal biographies are due two weeks before fall HOD.
		4. **Criteria for Selection**: The nominee will be selected as to their involvement with their own team while supporting other teams and the mission of Utah Swimming. The award is voted on by each team and active previous award recipients. The award is presented at the annual UTSI Awards Banquet, held during the fall of each year.
		5. **Nomination Process**: Any member from Utah Swimming may submit one nomination for the ConocoPhillips Outstanding Service Award.
		6. **Selection Process**: Selection is made by the members of the House of Delegates by email vote. In the event a selection is not made by the members of the House of Delegates, The General Chair, with the approval of the Board, may appoint the nominating committee to handle the selection.
		7. **Presentation of the Award**: Presented at the appropriate time and place. Normally, this is the UTSI Awards Banquet. The recipient will receive a permanent award to keep.

## Carolynn Burt Official of the Year Award

* + 1. **Purpose**: This award is presented to the official that has demonstrated continued dedication to officiating for Utah Swimming.
		2. **Eligibility**: To be eligible the individual must be a current official of UTSI and have been a member of UTSI for the award year. This award may not be presented to any official for more than two consecutive years.
		3. **Nomination Process**: Nominations are requested from officials, teams, and the Utah Swimming Community at large.
		4. **Criteria for Selection**: Selection is based on but not limited to: (1) years of service to Utah Swimming (2) level of officiating, and commitment to officiating education.
		5. **Selection Process**: Selection will be by the Utah Swimming Officials Committee.
		6. **Recognition of Award**: Presented at the appropriate time and place. Normally, this is the UTSI Awards Banquet. Awarded by the Officials Committee Chair if in attendance or the General Chair. The recipient will receive a permanent award to keep.
		7. **Biographical Information:** Available in appendix.

## Volunteer of the Year Award

* + 1. **Purpose**: This award is presented to the volunteer that has demonstrated continued dedication to for Utah Swimming.
		2. **Eligibility**: Non-athlete volunteer serving in Utah Swimming. This award may not be presented to any volunteer for more than two consecutive years.
		3. **Who Nominates**: Candidates for this award are nominated by any board member of Utah Swimming. The General Chair with advice and consent of board can use a selection committee to review applicants for the purpose of making a selection recommendation to the board.
		4. **Criteria for Selection**: The nominee will be selected as to their quality, level, and years of service in elected or appointed positions from the categories of meet volunteer, administrator, official and/or coach. The nominee should be involved with helping their own team while supporting other teams and the mission of Utah Swimming.
		5. **Nomination Process**: Members of Utah Swimming board may submit one nomination for the annual Utah Swimming Volunteer of the Year.
		6. **Recognition of Award**: Presented at the appropriate time and place. Normally, this is the UTSI Awards Banquet by the General Chair at the banquet. The recipient will receive a permanent award to keep.

# LIFETIME ACHIEVEMENT AWARD

* + 1. **Purpose**: This award is presented to the volunteer, official, coach, employee, or swimmer that has demonstrated outstanding achievements and continued dedication to Utah Swimming.
		2. **Eligibility**: To be eligible the recipient must be a long-time member of Utah Swimming (minimum of 10 years). During recipients’ tenure they must have held or currently holds a position in at least one of the following areas of leadership within Utah Swimming: Board of Director member or Committee Member.
		3. **Who Nominates**: Candidates for this award are nominated by any member of Utah Swimming. The General Chair with advice and consent of board can use a selection committee to review applicants for the purpose of making a selection recommendation to the board to the House of Delegates for voting.
		4. **Criteria for Selection**: The nominee will be selected as to involvement with their own team while supporting other teams and the mission of Utah Swimming.
		5. **Selection Process**: The award is voted on by members of House of Delegates and active previous award recipients. More than one award may be presented in a single year, but in the event that there are no qualified nominations, the award is not presented.
		6. **Recognition of Award**: Presented at the appropriate time and place. Normally, this is the UTSI Awards Banquet by the General Chair. The recipient will receive a permanent award to keep.

# PRESENTATION OF AWARDS

All awards are presented at the appropriate time and place. Normally, this is the UTSI Awards Banquet.

# RELATED DOCUMENTS AND FORMS

**Janet Oles Age Group Coach of the Year Nomination Form** (See Appendix)

# NOTIFICATION AND ACKNOWLEDGEMENT

* 1. The Administrative Vice-Chair of the Board of Directors will oversee timely Calls for Nominations. This duty, for some or all awards, may be delegated to other members of the Board.
		1. It is recommended that the Administrative Vice-Chair review this policy every year in April and establish a current calendar of pertinent dates and deadlines so each award process is managed accordingly.
		2. It may also be appropriate to delegate responsibility for various award processes as needed.
	2. Calls for Nomination will be emailed to pertinent members of UTSI by the Member Communications Coordinator of the Board of Directors after receiving them from the Administrative Vice-Chair.

# DISTRIBUTION OF POLICY AND UPDATING

* 1. Policy will be posted on the UTSI website
	2. Annually, the Admin Vice Chair will review the policy for accuracy, seeking input from others, and updating as needed.

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|  CHANGE LOG |
| **Version** | **Date** | **Description of Change/Section(s)** | **Author or Editor** | **Authority** |
| 1 | Pre-3/2014 | Pre-existing/Entire policy | 3/2014 P&P Manual | BOD |
| 2 | 12/12/2017 | Swimmer of the Year selection time moved to end of the long course season/Swimmer of the Year | Lorinne Morris | BOD |
| 3 | 9/11/2018 | Coach of the Year Award purpose and criteria revision/Coach of the Year | Lorinne Morris | BOD |
| 4 | 11/12/2019 | Updated, expanded, and formatted. Changed policy # from 1.31 to 101/Entire policy | Lorinne Morris and Stan Crump | BOD |
| 5 | 1/12/2021 | Updated format to comply fully with current template and modified to allow presentation at time and place other than UTSI Award Banquet if needed. | Cathy Vaughan | BOD |
| 6 | 6/9/2021 | Inserted Age Group Coach of the Year criteria and related information. | Nikki Walsh and the Coaches Committee, Cathy Vaughan | BOD |
| 7 | 7/13/2021 | Made grammatical corrections and inserted *Named Awards Biographical Information* into Appendix. | Cathy Vaughan | BOD |
| 8 | 9/14/202 | Added Athlete Ambassador award. Designated Coach Committee as the group who manages elections for Coach and Swimmer of the Year awards and the Athlete Ambassador Award. | Mo Schiffman, Nikki Walsh, Cathy Vaughan | BOD |
| 9 | 10/4/2021 | Check for accuracy  | Serena Werner | BOD |

# APPENDIX

## Named Awards Biographical Information

### Janet Oles

Janet Oles was a beloved age group coach within Utah Swimming for nearly 30 years until she unexpectedly passed away in May 2021. Janet's enthusiasm and knowledge not only benefited her swimmers, but also coaches, officials, parents, and others throughout the state. A level 5 ASCA coach, she was an assistant coach for the Utah Age Group Zones team twice. A recipient of this award herself, she said that her swimmers’ examples taught her courage, the importance of a good attitude, and the determination to never give up (even when you are tired!) This award was named for her because of her long-term exemplification of the criteria and qualities this award seeks to honor.

#### Obituary Link

https://www.tributearchive.com/obituaries/21128616/Janet-Patricia-Oles

### Carolynn Burt

Utah Swimming and Other Community Service

* Instrumental in developing Utah Swimming, initiating the original incorporation, fund raising, and using her financial and management skills to grow the programs.
* She also pushed for fiscal responsibility and donated much to the LSC.
* General Chair, 4 years
* Member of the Board of Directors for 2 decades
* Fundamental in bringing the first Zone meet to Utah in 2005 and ensuring its success
* Was a member of the National Education and Safety Committee for USA Swimming for many years.
* Instrumental in the expansion of the West Valley Family Fitness Center swimming facilities. She also served as a West Valley City Council woman for 13 years between 1998 and 2011.

Officiating

* Carolynn was involved with competitive swimming for over 30 years. She began with the intent to spend more time with her 6-year old grandson. But her influence went far beyond what she gave to her family.
* Built a career officiating at swimming meets throughout Utah and the IntermountainWest. In 2004 she was asked to be the first official from Utah to work at the United States Swimming Olympic Trials. She graciously accepted the honor and was asked back again in 2008.
* Recipient of the Maxwell Award of Excellence in Officiating from USA Swimming in 2010
* She set the standard for coaches and volunteers alike, and was not shy in motivating others to match her high ideals.
* Served at the Huntsman World Senior Games for over 20 years
* Officiated collegiate swimming for approximately 15 years
* Above it all, Carolynn simply loved to watch the children swim.

Carolynn was diagnosed with cancer in 2010, forcing her absence from her many passions for the last two years of her life. She wanted her many friends to smile and remember her departure in the swimming tradition, continual progress from one level to the next. "Tell everyone... I just "aged-up."

#### Obituary Link

https://www.legacy.com/us/obituaries/deseretnews/name/carolynn-burt-obituary?pid=158224742

## Logo  Description automatically generatedJanet Oles Age Group Coach of the Year Nomination Form

**NOMINATION DEADLINE: JULY 1st**

*Janet Oles was a beloved age group coach within Utah swimming for nearly 30 years until she unexpectedly passed away in May 2021. As a coach she was heavily involved with the development of the Hilltop Aquatics Swim Team and countless age group athletes. A level 5 ASCA coach, she was an assistant coach for the Utah Age Group Zones team twice. A recipient of this award elf, she said that her swimmer’s examples taught her courage, the importance of a good attitude, and the determination to never give up (even when you are tired!) This award was named for her because of her long-term exemplification of the criteria and qualities this award seeks to honor.*

(Please print or type legibly)

Coach Nominated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have this coach and club been members of UTSI during the year under consideration? Y N (Circle one. No = ineligible. Please try again next year)

Has this coach already won this award two or more times within the past five years? Y N (Circle one. Yes = ineligible)

Nominated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title/ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Award Criteria:** The criteria for the award will be considered first, from August 1st of the preceding year to August 1st of the current award year (i.e., 08-01-2020 to 08-01-2021), and second, over the coach's career with their club. Outstanding contributions to the coach’s club and its individuals are measured by the following competitive and non-competitive factors:

1. Accomplishments over the past year (club and individual). Club size and growth. Club results at UTAG’s, zones, open water, postal events, etc. Utah Age Group Records set. All age group national rankings.
2. Publications, articles, clinics, lectures, etc. that are for Utah and/or USA Swimming. Submit copies of articles, publication names, clinic dates with their location, and the number of participants in attendance. Include dates and topics of lectures.
3. Contributions to Utah Swimming. Meets hosted, clinics run, UTSI positions, presentations, speaking engagements, community service involvement, etc.
4. Long-term contributions to Utah Swimming. The number of years as an age group coach, special accomplishments, etc.

Attach information demonstrating accomplishments in the order shown above. May also include up to four letters of support, if desired. If including Letters of Support, list the authors below.

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| Name Title/Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Send nominations to:coaches@utahswimming.org**BEFORE JULY 1** |