

	<h2>Policies and Procedures</h2>	
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1. POLICY OVERVIEW

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

2. PURPOSE OF POLICY

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

3. DEFINITIONS

- 3.1. **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.
- 3.2. **ASCA:** American Swimming Coaches' Association
- 3.3. **Athlete (or Athlete Member):** Currently registered Athlete Member in good standing with USA Swimming and Utah Swimming.
- 3.4. **Coach or Coach Member:** Currently registered Coach Member of USA Swimming in good standing with no requirements missing, expired or "Not Met."
- 3.5. **In Good Standing:** See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status.
- 3.6. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
- 3.7. **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.
- 3.8. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.

4. AWARD PURPOSE, ELIGIBILITY, AND CRITERIA

4.1. ATHLETE AWARDS

4.1.1. Swimmer of the Year Award

- 4.1.1.1. **Purpose:** This award is presented to the outstanding Male and Female swimmer of Utah Swimming.
- 4.1.1.2. **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.
- 4.1.1.3. **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.

4.1.2. IMX Swimmer of the Year

- 4.1.2.1. **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.
- 4.1.2.2. **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.
- 4.1.2.3. **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.)

4.1.3. Athlete Ambassador Award

- 4.1.3.1. **Purpose:** This award is presented to a female and a male swimmer recognizing exemplary stewardship within the Utah swimming community.
- 4.1.3.2. **Eligibility:** Must be a year-round athlete member of Utah Swimming.
- 4.1.3.3. **Criteria for Selection:** Selection is based on the athlete's contributions outside of the pool. Contributions may include by are not limited to LSC committee work, positive athlete support, and mentorship.

4.2. COACH AWARDS

4.2.1. Senior Coach of the Year

- 4.2.1.1. **Purpose of this Award:** The Senior Coach of the Year award is presented to the outstanding Senior Coach.
- 4.2.1.2. **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 is not eligible for the Age Group Coach of the Year Award in the same year.

- 4.2.1.3. **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.
- 4.2.1.4. **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.

4.2.2. Janet Oles Age Group Coach of the Year

- 4.2.2.1. **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.
- 4.2.2.2. **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 is not eligible for the Senior Coach of the Year Award in the same year.
- 4.2.2.3. **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:
 - 4.2.2.3.1. 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.
 - 4.2.2.3.2. 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.
 - 4.2.2.3.3. Contributions to Utah Swimming. Meets hosted, clinics run, UTSI positions, presentations, speaking engagements, community service involvement, etc.
 - 4.2.2.3.4. Long-term contributions to Utah Swimming. The number of years as an age group coach, special accomplishments, etc.
- 4.2.2.4. **Nomination Process:**
 - 4.2.2.4.1. 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.
 - 4.2.2.4.2. Nominations may come from Utah registered coach(s) and/or swimmer(s) using the *Janet Oles Age Group Coach of the Year Nomination Form* which may be distributed digitally or on paper. There listing the coach accomplishments within the given criteria and the instructional and inspirational qualities of the coach. Any supporting documentation will be accepted to enhance the nominee's credentials.
- 4.2.2.5. **Selection Process:**

- 4.2.2.5.1. 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.
- 4.2.2.6. **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.
- 4.2.2.7. **Janet Oles Biographical Information:** Available in appendix.

4.3. AWARDS FOR VOLUNTEERS

4.3.1. USA Swimming Conoco Phillips Outstanding Service Award

- 4.3.1.1. **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.
- 4.3.1.2. **Eligibility:** Non-athlete volunteer serving in Utah Swimming.
- 4.3.1.3. **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.

4.3.2. Carolyn Burt Official of the Year Award

- 4.3.2.1. **Purpose:** This award is presented to the official that has demonstrated continued dedication to officiating for Utah Swimming.
- 4.3.2.2. **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.
- 4.3.2.3. **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.
- 4.3.2.4. **Carolynn Burt Biographical Information:** Available in appendix.

4.3.3. Michelle Kiser Volunteer of the Year Award

- 4.3.3.1. **Purpose:** This award is presented to the volunteer that has demonstrated continued dedication to for Utah Swimming.

- 4.3.3.2. **Eligibility:** Non-athlete volunteer serving in Utah Swimming. This award may not be presented to any volunteer for more than two consecutive years.
- 4.3.3.3. **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.

4.4. LIFETIME ACHIEVEMENT AWARD

- 4.4.1.1. **Purpose:** This award is presented to the volunteer, official, coach, employee, or swimmer that has demonstrated outstanding achievements and continued dedication to Utah Swimming.
- 4.4.1.2. **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.
- 4.4.1.3. **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.
- 4.4.1.4. **Selection Process:** The award is voted on by members of House of Delegates and active previous award recipients, as available. More than one award may be presented in a single year, but if there are no qualified nominations, the award is not presented.

5. NOMINATION AND SELECTION PROCESS

- 5.1. The nomination and selection process will be managed by the Awards Program Committee under the direction of the Administrative Vice Chair unless otherwise noted.
- 5.2. Decisions not governed by policy may be made by the Awards Program Committee under the direction of the Administrative Vice Chair.
- 5.3. Nominations and voting ballots may be submitted electronically.
- 5.4. Calls for Nomination, election information, and applicable deadlines will be emailed to pertinent members of UTSI. They may also be distributed in additional ways.
- 5.5. Before adding a nomination to an awards ballot, the Awards Program Committee will ensure each nominee meets eligibility and criteria for the award.
- 5.6. Recommend including biographical or other information received about the nominee on the ballot so voters can be aware of why the person was nominated.
 - 5.6.1. Not required to include all information received. Information may be summarized if needed.

Award Nomination and Voting Table		
Award Name	Those Allowed to Nominate	Those Allowed to Vote
Swimmer of the Year (Male/Female)	Any UTSI Coach Member	UTSI Coach Members - One (1) Vote per Club

Athlete Ambassador (Male/Female)	UTSI Board Members, Non-Board Member Committee Chairs, Governance Committee Members	UTSI Coach Members - One (1) Vote per Club, Board Members, Governance Committee Members
Senior Coach of The Year	Any Member of UTSI	UTSI Coach Members – One (1) Vote per Club
Janet Oles Age Group Coach of The Year	Any Member of UTSI	UTSI Coach Members – One (1) Vote per Club
Conoco Phillips Outstanding Service Award	Any Member of UTSI	Current members of the UTSI House of Delegates (HOD)
Carolynn Burt Official of the Year	Any Member of UTSI	Officials Committee
Michelle Kiser Volunteer of the Year	UTSI Board Members	UTSI Coach Members – One (1) Vote per Club, Board Members
Lifetime Achievement Award (Multiple can be awarded or none in a given year)	Any Member of UTSI	Current members of the UTSI House of Delegates (HOD) and previous recipients
NOTE: Do not order awards from this list. It does not include all awards.		

6. PRESENTATION OF AWARDS

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

7. NAMING OR RE-NAMING AWARDS AFTER INDIVIDUALS

- 7.1. Changing or adding the name of an individual to a Utah Swimming award requires a two-thirds majority in favor vote of the Board of Directors.
- 7.2. Biographical notes of the person the award is named after must be included in the Appendix of this policy as well as the year their name was added to the award name.
 - 7.2.1. Biographical notes should include traits, characteristics, or reasons why the award was named after this person. Years down the road, many people involved with Utah Swimming may not know this individual but may be able to connect with exemplary traits or characteristics that were honored if they are recorded.
- 7.3. Names may be assigned to an award for a given period or re-evaluated and changed by the Board of Directors.

7.3.1. For example: Keep name on the award until [date] Then, the board can re-evaluate if they want to keep this name on the award or change it.

7.3.2. Why allow the Board of Directors to change the name? Because the flow of people through youth sports organizations like Utah Swimming is constantly changing. We want to keep the awards relevant, meaningful, and continuing to build a culture of excellence over time.

7.4. A two-thirds majority vote of the board of directors may remove a name from a Utah Swimming award.

8. RELATED DOCUMENTS AND FORMS

8.1. Biographical information about people for whom awards are named (See Appendix)

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

8.3. **Policy #50 (Committee Handbook)** Located on [UTSI Policies and Procedures webpage](#)

8.3.1. Includes instructions and responsibilities for Award Program Committee

9. NOTIFICATION

9.1. 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.

9.1.1. 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 nomination and selection process is managed so awards can be ordered five to six weeks before award presentation.

9.1.2. It is recommended that the Administrative Vice-Chair activate the Awards Program Committee before the end of June. This enables committee members to take advantage of the “face-time” available at the Beehive Finale, UTSI Championships, and other meets in July.

9.1.3. The Awards Program Committee is responsible to notify award recipients and/or parents (in the case of minor athletes) and invite them to the Awards Program. If using email or other electronic means for notification, receive confirmation of notification.

10. DISTRIBUTION OF POLICY AND UPDATING

10.1. Policy will be posted on the UTSI website

10.2. The Administrative Vice-Chair gives a copy of this policy and The Committee Handbook (policy #50) to Awards Program Committee members each year at the time the committee is activated.

10.3. Annually, the Admin Vice Chair will review the policy for accuracy, seeking input from others, and updating as needed.

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 <i>Named Awards Biographical Information</i> into Appendix.	Cathy Vaughan	BOD
8	9/14/2021	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
10	11/8/2022	Inserted formatting changes, clarification, and recommendations from the Awards Committee including "Nomination and Selection Process" section. Inserted "Naming and Re-Naming Awards After Individuals" section. Changed the name of the <i>Volunteer of the Year</i> award to <i>Michelle Kiser Volunteer of the Year</i> award.	Mike Wynn, Maureen Schiffman, Jennifer Nielsen, Cathy Vaughan	BOD
11	9/12/2023	Removed restrictions on how frequently a coach may be awarded as a <i>Coach of The Year</i> .	Ashton Palmer, Cathy Vaughan	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.

Name added to award in 2021

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."

Name added to award in 2012

Obituary Link

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

Michelle Kiser

Michelle Kiser joined the Utah swimming community in November of 2012 to support her four daughters in their sport of choice. Michelle quickly educated herself in how best to assist a volunteer-based organization. She began at the team level but almost immediately trained to become a USA Swimming official in hopes of benefiting the LSC as a whole.

Michelle's candor and confidence made her invaluable. She welcomed challenge and served as meet director of several championship meets throughout her tenure. Her efficacy and demeanor led her to become one of the most sought-after referees in the state. Michelle could run the most complicated meet with kindness and efficacy. When the stress level heightened, Michelle would find a way to defuse it with laughter. As of 2022, you would be hard pressed to find anyone in the Utah LSC who has not trained under Michelle's guidance. She met trainees with a reassuring smile and folks eagerly returned to her deck. Her depth of knowledge could answer any question or she would find that answer if it escaped her. She had a magical way of making everyone feel an invaluable part of the team.

The athletes were the focus of Michelle's desire to be the very best. She learned their names and calmed their nerves. Every benefit possible was given to the athletes under Michelle's leadership. They were more important to her than anything else on the deck and this *Athletes First* philosophy was pervasive. Her loss has been profound in this community.

Name added to award in 2022

Obituary Link: <https://www.larkinmortuary.com/obituary/view/michelle-jeannette-delaney-kiser-53>

Janet 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)

Nominated by _____ Title/ Position _____

Address _____

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.

Name Title/Position

_____	_____
_____	_____
_____	_____
_____	_____

Send nominations to:
coaches@utahswimming.org

BEFORE JULY 1

Recommended Timeline and Guidance on Awards Nominations and Voting

An experienced awards manager recommends the following timeline to be ready to order awards at least 5-6 weeks before scheduled presentation.

NOMINATIONS

- Prepare nomination forms in June and first part of July.
 - Will want to have an electronic form (like Google Forms.)
 - May also use paper form(s) if desired.
 - Nomination form should include information about the award including a description of its purpose and the eligibility of qualified nominees as well as criteria used for selection.
 - May be good to include a field for people to write why they are nominating the person. (If applicable, note that this information *may* be included on the ballot during the election.)
 - Consider including who will vote on the award recipient and when so people making nominations are aware.
- Prepare way to distribute nomination forms. Ideas include:
 - QR codes. Once generated, they are easy to print and post at meets or other events and can quickly lead people to an electronic form.
 - Post link to nomination form(s) on UTSI website.
 - Email link to teams, coaches, and other applicable member groups.
 - Post link on UTSI social media
 - Pass out paper forms at swim meets – Be sure to have a way and time to collect them.
- Use “face-time” at Beehive Finale, Long Course Championships, and other end of season meets to encourage people to nominate and to vote when appropriate.
 - Be sure you have an easy way for people to nominate available.
- Close the nomination period 7-8 weeks before the awards need to be ordered.
 - Send email and post on social media that nomination period is closing 72 hours before it closes and again 24 hours before it closes. Include link to nomination form(s.)

ELECTIONS

- Have one person manage the election software.
- Election needs to end *no later* than 5-6 weeks prior to award distribution so awards can be ordered in time.
- Voting period does not need to be long. 72 hours (3 days) is a reasonable period.
 - Remind people it closes on last day.
- ON THE BALLOT: If possible and applicable, include both award information as well as information about each person nominated to give voters information when they make their decision.

Election Runner

In 2022 and previously, Utah Swimming has paid to use the *Election Runner* software to run various elections, including award elections. It was selected because it was “easy, secure, and can verify where the votes came from so 1 vote per team was easy to monitor.”

More information available at: [Electionrunner.com](https://electionrunner.com)

Call for Nominations Suggestions

- Many have noted that it can be challenging to get people to respond and submit nominations when they are called for. We don't (yet) have a strong culture of this within Utah Swimming. However, our organization will be stronger if we can develop it. Here are some suggestions:
- Remember the whole nomination process is still relatively new to the average Utah Swimming coach, athlete, and official. It only comes around once or twice a year, and many may have skimmed past previous emails.
 - **Try repeated and a variety of notifications** like in person (at meets), email, social media, and having board and committee members pass the information along in person at practices and meets. Phone calls to key people, like coaches and/or board members, may also be appropriate. Ask them to spread the word until [deadline date.] It takes at least 3 notifications for something to register with most people.
 - **Send out an email and social media post the morning of the deadline day.** Many busy people procrastinate. A reminder on the deadline can help them act. Try not to get discouraged or give up. Even if people don't respond, you'll be helping to educate them.