

	<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.
- 3.9. **Major Meet:** any meet considered a championship meet.

4. AWARD PURPOSE, ELIGIBILITY, AND CRITERIA

ATHLETE AWARDS

Swimmer of the Year Award

Purpose: This award is presented to the outstanding Male and Female swimmer of Utah Swimming based on performance measures.

Eligibility: Must be a year-round athlete member of UTSI in good standing and have been a member of UTSI for the current award year. [Athletes who have competed at the collegiate level or beyond are not eligible].

Criteria for Selection: Selection is based on the athlete's performance from September 1st to August 31st. Will utilize national power rankings and top male and female will be selected based on their rank.

IMX Swimmer of the Year

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 for both Male and Female swimmers.

Eligibility: Must be a year-round athlete member of UTSI in good standing and have been a member of UTSI for the current award year. 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.

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 SC season. Long Course results will be tabulated at the conclusion of the LC season.

Athlete Ambassador Award

Purpose: This award is presented to up to two swimmers with recognition of exemplary stewardship within Utah Swimming.

Eligibility: Must be a year-round athlete member of UTSI in good standing and have been a member of UTSI for the current award year.

Criteria for Selection: Selection is based on the athlete's contributions outside of the pool within the LSC. Contributions may include but are not limited to: service to the LSC via committees or other functions, contributing to the improvement of the LSC, and the display of meaningful attributes of an athlete.

COACH AWARDS

Senior Coach of the Year

Purpose of this Award: The Senior Coach of the Year awards are presented to two outstanding Senior Coaches. One award will be given to the coach of a team with below the LSC median number of registered athletes and one award will be given to the coach of a team with more than the LSC median number of registered athletes.

Eligibility: Must be a year-round coach member of UTSI in good standing and have been a member of UTSI for the current award year. The individual coach is not eligible for the Age Group Coach of the Year Award in the same year.

Criteria for Selection: 1) Team performance at major meets, (2) growth of their team, (3) improvement of team performance, and (4) service to the LSC or display of other meaningful attributes of a coach.

Enrichment Amount: This award will include up to \$500.00 to be used for the ASCA Convention, USA Swimming Coaches Training Programs, and/or other training aids or 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

Purpose of this Award: The Janet Oles Age Group Coach of the Year awards are presented to two outstanding Age Group Coaches. One award will be given to the coach of a team with below the LSC median number of registered athletes and one award will be given to the coach of a team with more than the LSC median number of registered athletes.

Eligibility: Must be a year-round coach member of UTSI in good standing and have been a member of UTSI for the current award year. The individual coach is not eligible for the Senior Coach of the Year Award in the same year.

Criteria for Selection: 1) Team performance at major meets, (2) growth of their team, (3) improvement of team performance, and (4) service to the LSC or display of other meaningful attributes of a coach.

Enrichment Amount: This award will include up to \$500.00 to be used for the ASCA Convention, USA Swimming Coaches Training Programs, and/or other training aids or 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 Biographical Information: Available in appendix.

VOLUNTEER AWARDS

USA Swimming ConocoPhillips Outstanding Service Award

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.

Eligibility: Must be a non-athlete volunteer of UTSI in good standing.

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.

Carolynn Burt Official of the Year Award

Purpose: This award is presented to the official that has demonstrated continued dedication to officiating for Utah Swimming.

Eligibility: Must be a current registered official of UTSI in good standing and have been a member of UTSI for the current award year. This award may not be presented to any official for more than two consecutive years in a row.

Criteria for Selection: Selection is based on but not limited to years of service to Utah Swimming, level of officiating, and commitment to officiating education and improvement.

Carolynn Burt Biographical Information: Available in appendix.

Michelle Kiser Volunteer of the Year Award

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

Eligibility: Non-athlete volunteer serving in Utah Swimming.

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 volunteer, administrator, official, or coach. The nominee should be involved with helping their own team while supporting other teams and the mission of Utah Swimming.

Michelle Kiser Biographical Information: Available in appendix.

LIFETIME ACHIEVEMENT AWARD

Purpose: This award is presented to the volunteer, official, coach, employee, or swimmer that has demonstrated outstanding achievements and continued dedication to Utah Swimming.

Eligibility: To be eligible the recipient must be a long-time member of Utah Swimming (minimum of 10 years). During the recipient's tenure, they must have held or currently hold a position in at least one of the following areas of leadership within Utah Swimming: Board member or Committee Member.

Criteria and Selection: This award is reserved for people who have exemplified outstanding contributions to the UTSI. This award is determined by the UTSI Board of Directors and should celebrate a lifetime of work. This award does not need to be presented annually.

5. NOMINATION AND SELECTION PROCESS

- 5.1. The nomination and selection process will be managed by the Awards Committee under the direction of the Administrative Vice Chair unless otherwise noted.
- 5.2. No one person may receive more than one award per year.
- 5.3. Decisions not governed by policy may be made by the Awards Committee under the direction of the Administrative Vice Chair.
- 5.4. Nominations and voting ballots may be submitted electronically.

- 5.5. Calls for nomination processes and applicable deadlines will be sent to pertinent members of UTSI.
- 5.6. Before adding a nomination to an awards ballot, the Awards Committee will ensure each nominee meets eligibility and criteria for the award.
- 5.7. Criteria information will be sourced in a uniform manner and put on ballots by the awards committee.
- 5.8. Ballots will be streamlined to include pertinent information only specific to the award.

Award Nomination and Voting Table		
Award Name	Those Allowed to Nominate	Those Allowed to Vote
Swimmer of the Year (Male and Female)	All athletes are eligible based on their national power rankings.	There will be no vote as this is awarded by objective measures.
Athlete Ambassador (Male and Female)	Governance Chair and Board General Chair	Interview by governance chair, board general chair, and previous winner of this award.
Senior Coach of The Year (Two awards based on team size)	Any Member of UTSI. Top 3 nominees based on criteria will be determined by the awards committee and general chair.	UTSI Members – One vote per club for each category.
Janet Oles Age Group Coach of The Year (Two awards based on team size)	Any Member of UTSI. Top 3 nominees based on criteria will be determined by the awards committee and general chair.	UTSI Members – One vote per club for each category.
Conoco Phillips Outstanding Service Award	Any Member of UTSI.	One vote per team and one vote per board member.
Carolynn Burt Official of the Year	Any Member of UTSI.	Officials Committee will decide on the award winner.
Michelle Kiser Volunteer of the Year	Any Member of UTSI.	One vote per team and one vote per board member.
Lifetime Achievement Award	This award is determined by the Board of Directors. This award does not need to be given out annually and should be reserved for folks completing their tenure with Utah Swimming.	
NOTE: Do not order awards from this list. It does not include all awards.		

6. PRESENTATION OF AWARDS

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. **Policy #50 (Committee Handbook)** Located on [UTSI Policies and Procedures webpage](#)
 - 8.2.1. 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 may be delegated to the Awards Committee as deemed necessary.
 - 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.

11. NOMINATIONS & ELECTIONS TIMELINE

Suggested Nomination / Election Mode and Timeline Chart

AWARD	NOMINATION MODE & TIME	ELECTION MODE & TIME
Swimmer of the Year	N/A	Power Index from September 1 - August 31
Athlete Ambassador	Nominations sought by July 1	Applicable voting by August 1
IMX Awards	N/A	List sought from registrar by August 15
Senior Coach of the Year (2)	Nominations sought by June 1 Top 3 determined by July 1	Ballot sent by July 15 Voting complete by August 1
Janet Oles Age Group Coach of the Year (2)	Nominations sought by June 1 Top 3 determined by July 1	Ballot sent by July 15 Voting complete by August 1
USAS Conoco Phillips Outstanding Service	Nominations sought by June 1 Top 3 determined by July 1	Ballot sent by July 15 Voting complete by August 1
Carolyn Burt Official of the Year	Nominations sought by June 1 Top 3 determined by July 1	Ballot sent by July 15 Voting complete by August 1
Michelle Kiser Volunteer of the Year	Nominations sought by June 1 Top 3 determined by July 1	Ballot sent by July 15 Voting complete by August 1
Lifetime Achievement Award	N/A	Board of Directors determined by August 1

12. 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.

- Reminders may be sent when the voting window is closing.
- 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.

Call for Nominations Suggestions

- The nomination process can be relatively new to any members: Utah Swimming coach, athlete, and official as we typically only do it once per year. The committee will do our best to streamline the process and get as much participation from the membership as possible
 - **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.]
 - **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.

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

Carolynn Burt served Utah Swimming and provided notable community service. She was 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. She was General Chair for 4 years and a member of the Board of Directors for 2 decades. She was fundamental in bringing the first Zone meet to Utah in 2005 and ensuring its success. Carolyn was a member of the National Education and Safety Committee for USA Swimming for many years. She played a key role 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.

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. Sheh 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. She was the Recipient of the

Maxwell Award of Excellence in Officiating from USA Swimming in 2010. She served at the Huntsman World Senior Games for over 20 years, officiated collegiate swimming for approximately 15 years, and above 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=15822474>

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 challenges 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>

CHANGE LOG				
Versio n	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 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
12	4/20/24	Updated to streamline current practice	Awards Committee	