



UCA Person of the Year Award (Formerly the Outstanding Individual Award) Guidelines & Procedures

Overview

The UCA Person of the Year Award recognizes those individuals who have made significant contributions to the field of tunneling and underground construction and to UCA during the last two to five years as well as sustained involvement in UCA activities.

Individuals will be recognized in the following four categories:

- Contractor or Constructor
- Engineer*
- Supplier
- Owner

**For clarity, "Engineer" is defined as an engineer working for a consulting or engineering company. Engineers working for Contractors or suppliers or owners, should be nominated in those categories rather than the Engineering category.*

Timeline

The UCA Person of the Year Award adheres to the following timeline:

Due Date	Task
August 1 st	Call for nominations due – Issued by Chair for T&UC
September 1 st	Nominations Open
October 31 st	Nomination deadline
November 20 th	UCA Award Committee to submit recipient name and citation to Awards Coordinator
November 30 th	Awards Coordinator will submit to UCA of SME Executive Committee
March T&UC	Award recipients announced

Award(s) will be presented annually at the NAT Conference typically held in June or in odd years at the UCA Fall Conference.

Nominations

Nominations should be submitted online by the membership at large to the Awards Committee. The Committee at its discretion, selects a candidate from the nominees for the Executive Committee confirmation.

The award is limited to UCA members in good standing at the time of the award. Nominees must be over 35 years of age, as there is a separate Award(s) recognizing early career professional (see Younger Member Award for details). Current Executive Committee members are ineligible for the award. If assistance is needed with the online application, please contact UCA staff at awards@smenet.org or call UCA Customer Service at 303-948-4200.

Administration	The UCA Award Committee and of UCA of SME staff will administer this award under the direction and supervision of the UCA Executive Committee.
Selection of Recipients	<p>After nominations have closed, the UCA Awards Committee will be notified that nominations are ready for review. Once notified they will login at smenet.org and view all nominations and supporting documentation.</p> <p>The Award Committee will review nominated individuals and select a recipient for each category. The Awards Committee shall consider the quality of nominations and whether any or all award categories should be awarded in the given year. The Award Committee may determine there are no qualified recipient in any given category and decline to make a recommendation. Using their best judgement, the Award Committee will recommend to the Executive Committee a recipient for each category they determine best represent the intent of this award. The UCA Executive Committee is required to review and confirm the Awards Committee recommendation(s)</p>
Award	The UCA Outstanding Individual Award is to consist of a suitable plaque engraved with the recipient's name and year of the award. The recipient will also receive a complimentary registration to the event where the award is given and a one year UCA of SME membership.
Presentation of the Award	The award is presented annually at the NAT Conference or at the UCA Fall Conference in odd years when the NAT conference is not held. There may be more than one awardee per year but not more than one recognition per category.
Funding	All expenses incurred in respect of the Award shall be the financial responsibility of general Underground Construction Division funds.
Amendments	These guidelines may be amended by the Award Committee, subject to approval by the UCA Executive Committee. Any such amendments must be reflected in all appropriate award documentation.
Questions	Questions may be directed to: Awards Coordinator, Phone: 303-948-4200 E-mail: awards@smenet.org
