

UCA PERSON OF THE YEAR AWARD

Guidelines & Procedures

OVERVIEW	<p>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 and its various committees.</p>																
TIMELINE	<table border="1"> <thead> <tr> <th>Date</th> <th>Task</th> </tr> </thead> <tbody> <tr> <td>December 1</td> <td>Call for nominations due - Issued by Chair for T&UC</td> </tr> <tr> <td>January 7</td> <td>Nominations open</td> </tr> <tr> <td>February 28</td> <td>Nominations deadline</td> </tr> <tr> <td>March 17</td> <td>UCA Award Committee to submit recipient name and citation to Awards Coordinator</td> </tr> <tr> <td>March 18</td> <td>Awards Coordinator to submit to UCA Executive Committee</td> </tr> <tr> <td>May issue <i>Tunneling & Underground Construction</i></td> <td>Award recipients announced</td> </tr> <tr> <td></td> <td>Award will be presented at a NAT/RETC event</td> </tr> </tbody> </table>	Date	Task	December 1	Call for nominations due - Issued by Chair for T&UC	January 7	Nominations open	February 28	Nominations deadline	March 17	UCA Award Committee to submit recipient name and citation to Awards Coordinator	March 18	Awards Coordinator to submit to UCA Executive Committee	May issue <i>Tunneling & Underground Construction</i>	Award recipients announced		Award will be presented at a NAT/RETC event
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NOMINATIONS & ELIGIBILITY	<p>Each Executive Committee member may submit one candidate. Candidates may also be nominated by other UCA Members. Each submission must be made online. If the nomination is not made online, the Chair must contact the nominator and request resubmission online.</p> <p>The award is limited to UCA members in good standing at the time of the award. Current Executive Committee members are ineligible for the award.</p>																
ADMINISTRATION	<p>The Award Recipient will be chosen by the UCA Award Committee.</p>																
SELECTION OF RECIPIENTS	<p>After nominations have closed, the UCA Executive 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>																
AWARD	<p>The UCA Person of the Year 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 and ticket to the event where the award is given.</p>																
PRESENTATION OF THE AWARD	<p>The award will be presented at a UCA event.</p>																
FUNDING	<p>All expenses incurred in respect of the Award shall be the financial responsibility of general Underground Construction Division funds.</p>																
AMENDMENTS	<p>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.</p>																
QUESTIONS	<p>Questions may be directed to: Awards Coordinator 303-948-4200 awards@smenet.org</p>																