



To: Council
Company Board
National Chairs & National Committees

Dear Colleague

Nominations for Awards - Nancy Riach Memorial Medal / J Y Coutts Memorial Award

In order to allow Council to agree the nominations for the Nancy Riach Memorial Medal and the J Y Coutts Memorial Award, you are asked to email your nominations to Melanie Orr at m.orr@scottishswimming.com by **16th August 2019**.

As the awards will be presented at the Scottish Swimming Awards Event 2019, on the evening of Saturday 28th September at Radisson Blu Hotel, Glasgow you can appreciate that time is tight and where possible, nominations before the deadline date will be welcome.

Scottish Swimming has also introduced Achievement and Commendation Awards which can be awarded at any time. These certificates can be awarded to people who perhaps do not meet the criteria for one of the annual awards but you feel is still worthy of recognition.

I would remind you that the person or body making a nomination is required to ensure that the nomination details remain confidential and are not divulged to third parties, including the nominee prior to nominations being considered by Council.

The decision of Council on which nominees are to receive awards is final and no correspondence will be entered into before or after Council have made their decision.

Please detail your nominations on the attached form and complete the citation form/s with an account of the achievements of the nominee/s during the year, which will help Council when making their decision.

An electronic version of the nomination form can be found on the Scottish Swimming website [here](#).

If anyone has any questions please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Elaine Mackenzie'.

Elaine Mackenzie
Director of Services

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Scottish Swimming is the trading name for the Scottish Amateur Swimming Association Limited
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The logo for Sport Scotland Lottery Funded. It features a stylized white hand icon with the index finger pointing up, next to the text 'sport scotland' in a blue, lowercase, sans-serif font. Below this, the words 'LOTTERY FUNDED' are written in a bold, black, uppercase, sans-serif font.