



# TERMS OF REFERENCE

## Sports Wall of Fame Committee

Adopted by Council: [Click or tap to enter a date.](#)

Amended by Council: [Click or tap to enter a date.](#)

### MANDATE

The Sports Wall of Fame Committee (SWOFC) is a select committee of Council established under section 142 of the *Community Charter*. The mandate of the committee is to recognize those individuals and teams which have attained high achievement and/or made a significant contribution to athletics within North Cowichan, British Columbia, Canada and/or the World.

### DUTIES

The Committee exists to provide support to Council by showcasing North Cowichan's athletic achievements and sporting history. Its primary role is to advise Council and provide recommendations for inductees. Inductees will be invited to an Induction Ceremony to be held a minimum of every two years.

#### The Committee is responsible for:

- Validating all of the information submitted on each nomination;
- Calling for nominations through the Parks and Recreation department;
- Establishing a deadline for submission of nomination packages; and,
- Recommending an inductee to Council for induction into each of the four (4) categories.

#### Induction categories include the following:

- (a) **Athlete.** An individual athlete who participated in a sport at the minor, high school or amateur level who represented North Cowichan in a provincial, national and/or international competition, or whom has gone on to excel at the collegiate, professional, and/or international level.
- (b) **Team.** A Minor Sports, High School or amateur team who represented North Cowichan in provincial, national and/or international competitions.
- (c) **Coach.** A Minor Sports, High School or amateur team coach of any sport whose team went on to participate in provincial, national and/or international competitions.
- (d) **Administrator/Builder.** An individual who has administered a youth sports organization and made significant contribution to local athletics.

Induction ceremonies shall be held biennially during the month of November

A maximum of five (5) inductees may be selected in any one year. Special or unusual circumstances will allow the Committee to consider more than five being inducted. If no nominations are successful, no induction ceremony will take place in that particular year.

Any nomination that is not successful will remain active for reconsideration for the next two subsequent years. If still unsuccessful the nomination may be resubmitted the following year.

## **MEMBERSHIP**

The Committee shall consist of up to seven (7) voting members, including the Council member appointed as the Committee Chair.

Committee Membership will consist of the following:

- (a) One (1) member of Council; and
- (b) Six (6) members of the community at large.

## **APPOINTMENT AND TERM**

Members shall be appointed by resolution of Council. The term for all members shall coincide with the term of Council. The Chair shall be appointed for the term as appointed by Council.

## **STAFF SUPPORT**

The Director of Parks and Recreation serves as the Staff Liaison to the Committee.

## **MEETINGS AND REPORTING TO COUNCIL**

During induction ceremony years, the Committee shall meet every two months, or at the call of the Chair.

The procedures for meeting conduct and reporting back to Council are set out in the Council Procedure Bylaw and the Council Advisory Body Policy.