

Sports Wall of Fame Select Committee Terms of Reference

(Revised July 15, 2009)

Purpose: North Cowichan Sports Wall of Fame 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.

Administration: The Sports Wall of Fame will be administered by a Committee (made up of eight voting members) and make its recommendations to Council. The Committee is a broad-based committee.

COMMITTEE MEMBERSHIP

1. One member of Council (voting privileges); and
2. Seven members of the community at large (voting privileges).

The Parks and Recreation Director shall act as a non-voting staff resource to the Committee.

MEETINGS

Committee meetings will be held every two months, if deemed necessary by the committee membership. A Quorum of fifty (50%) percent plus one is needed to conduct a meeting. The Selection Committee will meet not less than twice a year.

FUNDING

A budget must be submitted to the North Cowichan Parks and Recreation Commission by November 30 of the preceding year. Budget will be considered by Council.

TENURE

Tenure for all committee members, with the exception of ex-officio members, is to be three years. A committee member that has completed their tenure may be re-appointed by North Cowichan Council. To ensure a rotation in members, two members of the initial committee will retire after the first year; and two more after the second year; their replacements will serve the normal term of three years.

IMPLEMENTATION

It is hoped that The District of North Cowichan Sports Wall of Fame inaugural year will be 2007. Inductions will be held annually at an appropriate month determined by the committee.

INDUCTION CATEGORIES

a) **General Criteria - Athlete**

- Minor Sport, High School or amateur athlete who earned honors representing our community in provincial, national and/or international competitions
- Any athlete from North Cowichan who went on to excel at the collegiate, professional, and/or international level

b) **General Criteria - Team**

Minor Sports, High School or amateur teams who representing our community in provincial, national and/or international competitions

c) **General Criteria - Coach**

Minor Sports, High School or amateur team coaches of any sport whose teams went on to participate in provincial, national and/or international competitions

d) **General Criteria - Administrator / Builder**

Any individual who has administered a youth sports organization and made significant contribution to local athletics.

SELECTION METHODOLOGY

a) **Nominations**

- (i) Any individual with an interest in the North Cowichan athletics may put forth a nomination in any of the four categories – Athlete, Coach, Administrator (Builder) or Team.
- (ii) 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 in its entirety after a one year period of hiatus. Normally, only one re-submission will be considered.

b) **Research Responsibility**

- (i) All nomination packages must include the following:
 - A completed Wall of Fame Nomination Form
 - A covering letter from the nominator
 - An overall statement of recommendation of the nominee
 - A résumé, C.V., or biographical sketch (press releases, newspaper articles, statistical information) documenting the nominee's merits in relation to the selection criteria for the award sought and describing additional activities outside his/her professional life
 - A minimum of two letters of support

- (ii) Nominators must supply sufficient supportive detail with nominations to allow the Committee to make a recommendation.
- (iii) Insufficient supportive detail will lead to the nominator being notified and having to resubmit the nomination with the needed supportive detail. The Committee may determine whether nomination supportive detail is sufficient.
- (iv) The Committee is responsible for validating all of the information submitted on each nomination. It is not, however, responsible for undertaking the initial research.
- (iv) The Committee may make recommendations to producing terms of reference or regarding possibly producing a policy and Procedures Manual.

c) Selection Procedures

- (i) The Committee is responsible for calling for nominations through the Parks and Recreation department
- (ii) The deadline for receipt of all completed nominations will be determined by the committee
- (iii) All voting to take place by secret ballot. Confidentiality is imperative to preserve the reputation of the Wall of Fame & the selection process.
- (iv) 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 in its entirety after a one year period of hiatus. Normally, only one resubmission will be considered.

d) Selection Quotas

- (i) A maximum of five inductees may be selected in any one year. Special or unusual circumstances will allow the Panel to consider more than five being inducted. If no nominations are successful, no induction ceremony will take place in that particular year.
- (ii) In the first year of induction, an exception, will allow the number of inductees to exceed the maximum of five.