

## **Hall of Fame Policy Racquetball Canada**

### **1. PRE-AMBLE**

The purpose of the Racquetball Canada Hall of Fame is to honour those who have distinguished themselves as being an exceptional athlete or member of an exceptional team; or a person who has made a significant contribution as a builder of sport.

### **2. ESTABLISHMENT OF SELECTION POLICY**

The policy is developed and implemented by the Racquetball Canada Board of Directors (the Board). The Board has the power to amend the policy and the Board 's interpretation of the policy will be final.

### **3. CATEGORIES OF MEMBERS**

There are two categories in which someone can be elected into the Racquetball Canada Hall of Fame.

- a) Athlete
  - i. Individual – a competitor in a singles event(s) or an outstanding individual from a team event.
  - ii. Team – a team is more than one athlete, such as doubles, athletes taking part in a team event; and as a unit has achieved an outstanding accomplishment.
- b) Builder
  - i. A Builder is an individual or group of individuals whose efforts as leaders, administrators, officials, coaches, business leaders, media, or in other roles have made an outstanding contribution to the sport.

### **4. ELIGIBILITY**

- a) Athlete
  - i. Any individual or team (amateur or professional) who has achieved outstanding and extraordinary success in Canada or as a Canadian competing abroad, and whose example has brought credit to the sport and high respect for the individual or team; and whose conduct will not bring discredit to the Hall of Fame is eligible for nomination.
  - ii. A team is not considered a team if the team result is derived based on a calculation of individual scores such as compiled standings.
  - iii. Doubles teams and teams that competed together in a team event where the team has advanced in the competition based on combined results, such as the Women's Team event and the Men's Team event at the Pan Am Games, are eligible for consideration.
  - iv. Normally athletes shall not be considered for induction until three years after retirement from major championship competition, except in the event of death or following a particularly outstanding athletic achievement that warrants special recognition.

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- b) Builder
  - i. Any individual or group of individuals who have made an outstanding and extraordinary contribution to amateur or professional sport in Canada other than a competitor, and whose example has brought credit to the sport and high respect for the individual; and whose conduct will not bring discredit to the Hall of Fame is eligible for nomination.
  - ii. Those who are professional promoters, sponsors, fundraisers and sports organizations are not eligible for consideration.
  - iii. A Builder may be either active or inactive at the time of their consideration.
- c) There will be an annual review of Canadians who have won gold medals at the World Championships or Pan Am Games to ensure that those with particularly outstanding achievements are being recognized.
- d) An individual inducted as an athlete who then goes on to become a builder may only be inducted as a builder in exceptional circumstances.
- e) If the Hall of Fame receives a nomination for any individual, or for a team of identical personnel, that is already installed in the Hall of Fame, there will be no secondary installation. Instead the Selection Committee may recommend that the new information be added to the current list of accomplishments already cited. A letter will be sent to the nominator and nominee to notify them of this situation.
- f) A nominee whose nomination has been retired is eligible to be nominated again after a waiting period of two years.
- g) Nominations can be made posthumously for either category.

### 5. NOMINATION OF CANDIDATES

- a) The nomination process shall be as open as possible in order to encourage submissions from the widest range of sources.
- b) Nominations may be made by any Canadian individual or Canadian organization, sports or otherwise.
- c) Nominations shall be submitted to the Executive Director of Racquetball Canada using the appropriate Racquetball Canada Hall of Fame Nomination Form and must include all the information pertinent to the record and merit of the nominee. Additionally the nomination must be accompanied by a headshot photograph of the nominee. Nominations not submitted on the official form will be considered incomplete and will be returned to the nominator.
- d) Nominations must also reflect upon the character and conduct of the person or persons nominated. The information must be supported by a minimum of two letters of recommendation from individuals familiar with the nominee other than the nominator.
- e) The deadline for nominations for any calendar year is midnight CST, January 31<sup>st</sup>.

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**6. SELECTION & APPROVAL PROCESS**

- a) The Board will appoint a Hall of Fame Selection Committee to annually review nominations and recommend inductees to the Board.
- b) Each year the Selection Committee will select up to five athletes, teams and builders, in total, from the nominations received in the current year together with the eligible nominations received in previous years. At no time shall the induction of builders exceed the total number of individual athletes and teams. The Committee will address the issues of geography, gender, historical profile and the age factor (chronology of distribution).
- c) If the calibre of nominees is felt to not warrant induction in any given year, the Selection Committee will make this recommendation to the Board and the Board may choose not to install any inductees in that year.
- d) Final selection of the recommended candidates will be determined by a vote of the Selection Committee, with each member holding one vote. A voting quorum will be a majority of the Selection Committee members appointed by the Board.
- e) There will be two phases to the selection process:
  - i. Pre-selection: All nominations are evaluated using a point system, which is a graded numerical evaluation. Nominations receiving 50% or more of the available points will be eligible for the next round of consideration.
  - ii. Final Selection: Nominations are ranked based on the number designated for selection. The top ranked nominations will be recommended for induction.
- f) Nominations that meet the minimum criteria for selection, but are not selected for induction in the first year, are reconsidered for a period of another two consecutive years. If a nomination has not been selected after a total of three years it will be retired.
- g) Nominations that score less than 50% in the pre-selection phase will be retired immediately.
- h) Nominations that are not selected for induction can be amended by the nominator prior to the nomination deadline for the next year as long as the nomination has not been retired.
- i) The Selection Committee Chair will forward the recommended inductees to the President of the Board for approval by the Board. The Board is responsible for the final selection of nominees for installation into the Hall of Fame.

**7. CONFIDENTIALITY**

Members of the Board and the Selection Committee shall not disclose the results prior to Racquetball Canada's public announcement. The particulars related to the identity of nominees not recommended as well as the voting and approval process related to any nominees must be kept strictly confidential at all times.

**8. REMOVAL OF A MEMBER FROM THE HALL OF FAME**

- a) The Selection Committee will consider the removal of a Hall of Fame Member if:
- i. The Member has been convicted of a criminal offense; or
  - ii. The conduct of the Member:
    1. Constitutes a significant departure from generally recognized standards of public behaviour which is seen to undermine the credibility, integrity or relevance of the Hall of Fame or detracts from the original ground upon which the induction was based or;
    2. Has been subject to official sanction such as a fine or a reprimand by an adjudicating body, professional association or other organization.
- b) The removal of a Hall of Fame member is the sole sanction for a member inducted to the Hall of Fame.
- c) The removal procedure is as follows:
- i. A request to consider the removal of a Hall of Fame member may be made by any person in writing to the President of the Board. The request must be supported by confidential documentation outlining proof of discredit for the member in question.
  - ii. The Board will consider the request and if, upon a two-thirds vote of the persons present at the meeting, the opinion is that there are insufficient grounds to proceed further, the President of the Board will send a reply to the person who made the request.
  - iii. If the Board, upon two-thirds of a vote of the persons present at the meeting, determines that there may be reasonable grounds for removal of the member, the President of the Board will send a written notice by registered mail advising the member that removal is under consideration on the basis of the allegations of fact set out in the notice. The notice will advise the member;
    1. That they may resign from the Hall of Fame by notifying the President of the Board in writing within thirty days of receipt of the written notice;
    2. That they may make representation to the Board in writing or in person respecting any allegation set out in the notice. The member will be provided with a date no less than forty-five days of the notice when representation can be made, as well as a date no less than thirty days of the notice in which they must confirm their plan to make representation;
    3. That the removal process will continue, even if the member omits to reply within the prescribed time.
  - iv. After hearing representation from the member, or in the event the member chose not to make representation within the prescribed time, the Board shall vote on the

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expulsion of that member. The member will be removed from the Hall of Fame if a two-thirds vote is reached.

- v. If the member wishes to appeal the removal, the process will follow the Racquetball Canada Appeals Policy.
- vi. Removal of an inducted member will result in the removal of the individual from any Hall of Fame publications and displays and the individual's name will be struck from the list of honoured members.

### **9. RECOGNITION**

- a) The Executive Director and the Director of Marketing and Communications shall maintain a register of all names, photographs and other material for records of all persons installed in the Hall of Fame.
- b) Artefacts and archives may be donated to the Hall of Fame on behalf of individuals and teams which have been inducted in the Hall as well as those that record the sport history in Canada. Acceptance of such items will be based on a decision by the Executive Director and the Director of Marketing and Communications. Donations will become the property of the Hall and shall be inventoried, stored and displayed at appropriate times.
- c) New inductees will be recognized in each year at the banquet held at the Racquetball Canada Canadian Championships.
- d) All inductees will be invited to attend the ceremony and will receive a commemorative award.
- e) A biography for each Hall of Fame inductee will be developed that recognizes their accomplishments and will be published on the Racquetball Canada website and if possible posted in a permanent location.
- f) A press release will be circulated announcing the inductees at the time of selection and also at the time of induction.

### **10. SUPPORTING DOCUMENTS**

- a) Athlete Hall of Fame Nomination Form
- b) Builder Hall of Fame Nomination Form
- c) Hall of Fame Selection Committee Terms of Reference

Date Approved: November 5, 2018

Date Revised: