



CHATHAM SPORTS HALL OF FAME NOMINATION PACKAGE

ATHLETE - MODERN
ATHLETE - LEGEND
BUILDER
TEAM

TO THE NOMINATOR:

1. Please read carefully the enclosed document entitled "Criteria for Nominating, Electing, and Inducting Honoured Members" so that you fully understand the process.
2. To ensure that your candidate has not already been nominated, contact Mike Murphy (519-352-8698 or Jay Teetzel (519-354-2333).
3. When ready to proceed with the nomination, read carefully and follow completely the directions in the enclosed document entitled "Nominating Instructions".
4. Submit all necessary information prior to April 15.
5. If you have any questions, contact Jay Teetzel (519-354-2333) or Mike Murphy (519-352-8698).



CHATHAM SPORTS HALL OF FAME

Criteria for Nominating, Electing, and Inducting Honoured Members

(Revised October 2007)

These regulations are approved by the Board of Directors which has the power to amend them at any time and the Board's interpretation of these criteria shall be final.

Categories - there shall be four categories for membership in the Chatham Sports Hall of Fame.

1. Builder - coach, official, administrator, reporter, or supporter
2. Athlete-Modern - competed within last 20 years and has been retired for at least 5 years
3. Athlete-Legend - competed 21 or more years ago
4. Team

Eligibility

Anyone who has distinguished himself/herself in one of the 4 categories is eligible provided he/she is identified with Chatham. Members of the Board of Directors or any of its subcommittees are eligible for election as honoured members

Quota

There is a maximum of one inductee in each category in each year.

Nomination

The Board of Directors shall appoint a Nomination and Selection Committee and a chairman for that committee. Appointments to this committee shall be made on an annual basis. To assure continuity from year to year, a member of the Board of Directors shall serve as permanent secretary to this committee to make sure proper forms are used and procedures are followed.

The mandate of this committee is to distribute and receive back nomination forms, review all nominations, prepare a ballot, distribute and receive back ballots, collate the results, and present the list of successful candidates to the Board of Directors. Nomination forms must be available prior to February 1 of the year of induction. These forms are to be made available to all members of the Hall of Fame and to the general public. All completed nomination forms and supporting documentation must be in the hands of the Secretary of the Nomination and Selection Committee no later than April 15 of the year of induction. All nominations must be on the approved form.

All properly endorsed nominations which are unsuccessful in their first presentation shall automatically be resubmitted by the secretary of the committee in every succeeding year. The nominator may, however, submit an updated resume for the candidate at any time.

Election

From the list of nominees, the Nomination and Selection Committee will enter all information for each nominee on the approved evaluation criteria form. The nominees with the highest evaluation scores in each category will be eligible for inclusion on the ballot for honoured membership into the Hall of Fame. No more than four names shall appear on the ballot in each category. If there are no suitable candidates nominated in a specific category, there will be no names on the ballot and no induction in that category for that year.

By June 1, a ballot, along with the candidates' dossiers, shall be sent to every member of the Chatham Sports Hall of Fame who is eligible to vote. This includes Board Members, paid-up Voting Members, and living Honoured Members. In the case of a team in the Hall, that team has 1 vote and it is the responsibility of the team's contact person to determine how the ballot is completed.

By July 1, all ballots must be returned to a designated impartial agent. The Nomination and Selection Committee along with the designated impartial agent shall summarize all returned ballots on the approved score sheet and the candidate with the highest score in each category is declared to be an Honoured Member of the Chatham Sports Hall of Fame.

By July 15, the Chairman of the Board of Directors or his designate shall announce the new inductees.

Selection

The Board of Directors recognizes that nominees who competed a long time ago or competed in a relatively minor sport are at a disadvantage when it comes to the election process. Therefore, in addition to the 4 elected inductees, the Board of Directors may select 2 inductees each year for Honoured Membership into the Hall of Fame. These inductees would be selected under the following conditions: (a) they must meet our minimum qualifications for consideration for induction, (b) they must have gone through the normal nomination process, and (c) they must have appeared on the ballot at least once.

These individuals or teams will be inducted along with the elected inductees and will enjoy all the rights and privileges of the other Honoured Members.

Induction

In early September, the banquet and induction ceremonies shall take place. When an Honoured Member is inducted into the Chatham Sports Hall of Fame, he/she will be presented with an appropriate insignia of membership. His/Her portrait, a second, smaller picture, and a summary of his/her achievements shall be framed and hung in the Hall of Fame.

Publication of Election

Only the Chairman of the Board of Directors or his designate shall release nomination or election results for general publication. In all these proceedings, the actions of the Nomination and Selection Committee and the Board of Directors are confidential and no member of either group shall divulge or disclose the results or other particulars of the balloting and/or selection in advance of the official release, nor shall they disclose the vote of any member at any time.

Clarification (candidate nominated in 2 categories)

1. Candidates may be nominated in 2 categories in the same year as long as 2 separate sets of forms are used.
2. However, a candidate may appear on the ballot in only 1 category in the same year.
3. If a candidate is nominated in 2 categories in the same year, the Nomination and Selection Committee shall evaluate both nominations using the approved forms. Whichever nomination receives the higher evaluation, the candidate's name shall be eligible to appear on the ballot in that category only, and the nomination with the lower evaluation shall be set aside to be considered again over the subsequent 4 years.
4. However, if the nomination with the higher evaluation does not place the candidate in the top 4 of that particular category, he/she will not appear on the ballot there, but shall be considered in the second category where he/she had the lower evaluation.
5. If a candidate is inducted in 1 category and then in a subsequent year is inducted in a second category, the original plaque in the Hall of Fame and the Honoured Member's plaque shall be changed to reflect the candidate's accomplishments in both categories.
6. If 2 or more candidates tie for the highest score in a category, both/all shall be inducted in the same year.

Clarification (5 year waiting period for Athlete - Modern)

1. The effective date for determining the end of the 5 year waiting period is the date of the induction ceremony each year.
2. A candidate who has been retired from competition, as determined by the Board of Directors, for 5 or more years on the date of the induction ceremony is eligible to be inducted that year.
3. A candidate who has been retired from competition, as determined by the Board of Directors, for less than 5 years on the date of the induction ceremony is not eligible to be inducted that year.
4. Once an athlete, who is still competing, reaches the age of 50, he/she becomes eligible to be nominated for consideration in the Athlete-Modern Category.

Approved 2006-10-24



Nominating Instructions

1. A member of the Hall of Fame or a member of the general public may nominate an individual or team for induction into the Chatham Sports Hall of Fame.
2. Anyone who has distinguished himself/herself as an athlete or a builder and is identified with Chatham is eligible to be nominated and inducted. Chatham teams that have distinguished themselves are also eligible.
3. The Nomination Form and the Biographical Information Form must be fully completed by the nominator before they are submitted. The Nomination and Selection Committee cannot add information to the forms.
4. It is also necessary to submit back-up material such as a scrapbook, excerpts from books, or copies of magazine articles to support and validate the biographical information. All such material will be returned to the owners when the Nomination and Selection Committee has finished with them.
5. The Nomination Form, the Candidate's Biographical Information Form, and all support materials must be in the hands of the Secretary of the Nomination and Selection Committee by April 15 of the year of induction or the nomination will not be considered until the following year.
6. The Nomination Form must be signed by both the nominator and the seconder.

If a candidate is nominated by two different nominators, the first one received by the Secretary of the Nomination and Selection Committee will be considered, unless the first one is withdrawn in writing by its nominator and seconder.

A candidate may be nominated in two different categories, eg. Athlete - Modern and Builder, but two separate Nomination Forms and Biographical Information Forms must be submitted and the Nomination and Selection Committee will consider them separately.

Completed Nomination Forms and support documentation must be returned to

Mike Murphy, Chairman
Nomination and Selection Committee
Chatham Sports Hall of Fame
91 Southend Crescent
Chatham, Ontario N7M 4X7

OR

Jay Teetzel, Secretary
Nomination and Selection Committee
Chatham Sports Hall of Fame
37 Gregory Dr. East
Chatham, Ontario N7L 2R2

It may be necessary for the Nomination and Selection Committee to verify information on the biographical Information form. Nominators should retain a list of their sources of information including specific dates of articles in periodicals.

CHATHAM SPORTS HALL OF FAME NOMINATION FORM

Return Date: April 15th _____

A. Candidate Information for an Athlete or Builder

Name: _____

Date of Birth (*mmdyyy*) _____ Living Deceased

Place of Birth: _____

Address: (if applicable) _____

Phone/Email: (if applicable) _____

Category (please check one): Athlete – Modern Athlete - Legend Builder

B. Candidate Information for a Team

Name of Team: _____

Year(s) to be considered: _____

Contact person from team: _____

C. Nominator's Information

Name: _____

Address: (Street Name and Number/Apartment Number) _____

City: _____ Province: _____ Postal Code: _____

Phone/Email: _____

Signature: _____

D. Seconder's Information

Name: _____

Address: (Street Name and Number/Apartment Number) _____

City: _____ Province: _____ Postal Code: _____

Phone/Email: _____

Signature: _____

Approved 2006-10-24

Approved 2013-12-31

CHATHAM SPORTS HALL OF FAME BIOGRAPHICAL INFORMATION

ATHLETE

ATHLETE - MODERN (competed within last 20 years) ATHLETE - LEGEND (competed 21 or more years ago)

CANDIDATE'S NAME _____

A. School History

	Name of school	Years attended
Elementary	_____	_____
Secondary	_____	_____
University	_____	_____
College	_____	_____

B. Sports History (include sports participated in, accomplishments and awards, and appropriate years)

1. Early years (6 to 14 years)

2. Teen years (15 to 19 years)

3. Adult years (20 years and over)

C. Additional Information of Note (state years if applicable)

Note: If additional space is required, use an extra sheet of paper and attach it securely to this official form.

CHATHAM SPORTS HALL OF FAME BIOGRAPHICAL INFORMATION BUILDER

Builder (coach, official, administrator, reporter, supporter)

CANDIDATE'S NAME _____

A. School History

	Name of school	Years attended
Elementary	_____	_____
Secondary	_____	_____
University	_____	_____
College	_____	_____

B. Candidate History (include activities, positions held, and years of service as a builder)

C. Accomplishments and Awards (state year)

D. Additional Information of Note (state years if applicable)

Note: If additional space is required, use an extra sheet of paper and attach it securely to this official form

CHATHAM SPORTS HALL OF FAME
BIOGRAPHICAL INFORMATION
TEAM

TEAM NAME _____

A. Team Name _____

B. Years to be considered

C. Accomplishments and Awards (state years)

D. Additional Information of Note (state years if applicable)

Note: If additional space is required, use an extra sheet of paper and attach it securely to this official form.