



2018 Induction Guidelines

SpringwaterSports Heritage Hall of Fame

Version: September 25, 2017

Table of Contents

Section A: Inductees	2
1. Classifications	2
2. Recognition.....	3
3. Personal Information and Privacy Rights	3
Section B: Nomination Procedures and Guidelines	4
1. Recognized Sports	4
2. Geographical Boundaries and Restrictions	4
3. Waiting Periods	5
4. Nomination Process.....	5
Section C: Election Procedures and Guidelines	7
1. Quotas	7
2. Team Member Limitations.....	7
3. Criteria for the Election of Nominees	7
4. Nominee Assessment	9
5. Election Process.....	9
6. Confidentiality	11
7. Posthumous Election	11
8. Removal of a Inductee	11
9. APPENDIX A	12

2018 Induction Guidelines
Springwater Sports Heritage Hall of Fame
Section A: Inductees

Section A: Inductees

1. Classifications

There are three (3) classes of inductees: Athlete, Builder and Team. With the appropriate achievements individuals can be inducted into more than one classification.

a. Athlete

Individuals who have excelled in a recognized sport on the regional, provincial, national and/or international sports scene over an extended period of time.

b. Builder

Shall include league or team officials, referees, umpires, sponsors, executives, trainers and coaches etc. who's work for sports in Springwater Township, regionally, provincially, nationally or internationally over an extended period of time and has been outstanding.

c. Team

Teams who have excelled on the regional, provincial, national and/or international sports scene over an extended period of time.

2018 Induction Guidelines

Springwater Sports Heritage Hall of Fame

Section A: Inductees

2. Recognition

Each newly elected member shall be formally inducted into the Springwater Sports Heritage Hall of Fame (SSHHoF) at an official induction ceremony to be determined by the Springwater Sports Heritage Board (Board). Inductees or family representatives will be invited to be present at the Induction Ceremony.

a. SSHHoF

Commemoration in the SSHHoF shall be in the form of a picture, plaque and/or Visual Medium. Each team named to the SSHHoF shall be recognized in an appropriate manner.

b. Springwater Sports Heritage Digital Archive

Likewise, members will be added to the Heritage Digital Archive. Available media will be added as it is located and digitized.

c. Awards

Each inductee to the SSHHoF, or the Family of deceased inductees, shall receive a certificate or plaque with the Inductee's name inscribed thereon.

3. Personal Information and Privacy Rights

The Board respects the personal information and privacy rights of the Inductees. The Board will limit the collection, use and disclosure of personal information to that which is agreed to by the individuals entering the SSHHoF. The Board also gives the individuals the right to request any correction of their personal information.

2018 Induction Guidelines
Springwater Sports Heritage Hall of Fame
Section B: Nomination Procedures and Guidelines

Section B: Nomination Procedures and Guidelines

1. Recognized Sports

Athlete and Team nominees must have participated in a recognized sport. The sport must be a member of or affiliated with at least one of the following:

- A Provincial (Ontario), National (Canadian), or International Sport Governing Association
- The International Olympic Committee
- The International Paralympic Committee.

The Board strives to ensure all nominations receive the same consideration.

2. Geographical Boundaries and Restrictions

Membership in the SSHoF is limited to Springwater Township athletes and builders. The Springwater Township municipal boundaries, established in January 1994, are the boundaries used to define Springwater Township.

The following variations apply to the nominees:

- a. Born in Springwater Township and spent their formative years here.
- b. Not born in Springwater Township but moved here and lived a minimum of five (5) years before or during their sporting accomplishments.
- c. An athlete or team member from an outlying area that rightfully participated with and represented a recognized Springwater Township sport Association for a minimum of five (5) years.
- d. Those mentioned above in a) b) and c) may be considered even if they eventually move away from the area.

2018 Induction Guidelines
Springwater Sports Heritage Hall of Fame
Section B: Nomination Procedures and Guidelines

- e. A person who has been employed and/or been instrumental in the development of sport and sporting accomplishments in Springwater Township.

3. Waiting Periods

a. Athlete

The individual athlete will have been retired from his/her sport, at the level being considered, a minimum of five years from the end of their last sporting season, though this may be waived at the discretion of the Board. The Board will take into consideration the age of the individual and the Sport Governing Association's definition of "Master" to determine if the waiting period should be waived.

b. Builder

There shall be no waiting period and will be eligible at any time and may still be involved in an active role.

c. Team

Team nominees may be either active or inactive at the time of their selection.

4. Nomination Process

The Board shall solicit nominees from the community at large. Any individual, group or association may submit a nomination for any person or team meeting the eligibility criteria. All nominations shall follow the nomination procedure set out by the Board. Nominations not in compliance with the nomination procedure will be returned to the nominator for adjustment.

2018 Induction Guidelines
Springwater Sports Heritage Hall of Fame
Section B: Nomination Procedures and Guidelines

a. Forms

The Board will design and make available the appropriate forms to be completed and submitted by the Nominators.

b. Critical Path

To ensure sufficient time is available for each phase a critical path will be developed by the Board.

c. Board Members

Board members have the right to be nominated and to nominate candidates for induction.

2018 Induction Guidelines
Springwater Sports Heritage Hall of Fame
Section C: Election Procedures and Guidelines

Section C: Election Procedures and Guidelines

1. Quotas

The number of inductees elected to the SSHoF each two year term shall be a total of five (5) with the ideal being two (2) Athletes, two (2) Builders, one (1) team. Based on the number of eligible nominations received, any exceptional circumstances, and the perceived number of future prospective Inductees these numbers may be adjusted at the discretion of the Board

2. Team Member Limitations

Members of Teams shall be limited to players, coaches, trainers and managers (i.e. Carded Members of team or part of an Official Roster).

3. Criteria for the Election of Nominees

Nominees elected into the SSHoF will have demonstrated a number of common desirable attributes. They will have exemplary values and personal characteristics of integrity, character, citizenship, success, leadership and community involvement.

To assist in formulating their decisions the Board members will take into consideration any acknowledged variants between each sport and levels of competitions to help in their individual selection and ranking of the nominees.

a. Athlete

- i. Athletes will be chosen on the basis of their playing ability.
- ii. Have excelled on the regional, provincial, national and/or international sports scene over an extended period of time.
- iii. Have brought recognition to Springwater Township through their athletic achievements.

2018 Induction Guidelines
Springwater Sports Heritage Hall of Fame
Section C: Election Procedures and Guidelines

- iv. Have achieved extra-ordinary distinction in an amateur or professional career.
 - v. Have made a major contribution to the development and advancement of their sport.
- b. Builder
- i. Builders may include officials, sponsors, executives, trainers, owners, coaches, etc.
 - ii. Their work over an extended period in Springwater Township, regionally, provincially, nationally or internationally has been outstanding in providing a consistently high level of contribution to the sports community.
 - iii. Have been instrumental in the development of sport and sporting accomplishments in Springwater Township.
 - iv. Have made a major contribution, other than as a competitor, to the development and advancement of amateur or professional sport through their outstanding and extraordinary contribution to sports in general, in managerial, in promotional, or through their influential capacities.
- c. Team
- i. Must have excelled on the regional, provincial, national and/or international sports scene.
 - ii. Level of competition and degree of difficulty will be considered.
 - iii. The competition must be an open event sanctioned by a sport's governing body.
 - iv. Has brought recognition to Springwater Township through their athletic achievements.

2018 Induction Guidelines

Springwater Sports Heritage Hall of Fame

Section C: Election Procedures and Guidelines

4. Nominee Assessment

The 2018 nominations are based on a new assessment system. The new quantifiable elements will be utilized to aid in gathering broader relevant particulars regarding the nominees. This will assist both the nominators and the selection committee. Nomination forms for each nomination category (Athlete, Builder & Team) have been designed to include these key elements. See APPENDIX A for the Nominee Assessment summary.

5. Election Process

a. Phases, actions and timings

2018 ELECTION PROCESS		
PHASE	ACTIONS	TIMING
Distribution	Ensure all nominations are complete and distribute hard copies to Board Members	Beginning of April
Evaluation	Board Members complete their individual Nominee assessment	Month of April
Confirmation	In Camera Meeting to contemplate Board Members evaluations, opinions and ratify successful Inductees	End of April
Notification	Notify successful Inductees & each Nominator	Early May
Promotion	Inform general public via media, social media and website	Mid May

2018 Induction Guidelines
Springwater Sports Heritage Hall of Fame
Section C: Election Procedures and Guidelines

b. Minimum standard

During the Confirmation phase seventy five percent (75%) of the Board must agree the nominee has achieved the minimum standard. If a nominee fails to achieve the minimum standard the documents will be returned to the nominator. The nomination can be re-activated in a subsequent cycle upon the submission of new material that would provide additional support of the candidate's worthiness for induction into the SSHHoF.

c. Ranking

Only the nominees achieving the minimum standard are considered. Ranking will be determined by the aggregate scores of the Board. The candidates with the highest ranking, within the quota, will be declared SSHHoF Inductees for that induction year. If there is a tie for the final position(s) a vote of those tied will determine the final position(s).

d. Active nominations

Nominations that are not successful shall be carried forward to the next nomination cycle. The Board shall retain all nominations that met the minimum standards but were ranked lower than the established quota. If subsequent nomination forms are modified the Nominator will be requested to resubmit the nomination. New material can be added to the Nominee's active file at any time.

e. Conflict of Interest

A Board member must consider all nominees and declare if they have a conflict of interest. A conflict of interest is a situation in which a person has a private or personal interest sufficient to

2018 Induction Guidelines

Springwater Sports Heritage Hall of Fame

Section C: Election Procedures and Guidelines

appear to influence the matter being considered. When a conflict of interest is established the chairperson will ask the Board member to excuse themselves from the room during any discussion surrounding that nominee. The Board Member in a conflict of interest position will not complete a nominee assessment or take part in any voting involving that nominee. Relevant mathematical applications will be used to provide the necessary balance where there is a conflict of interest.

6. Confidentiality

No member of the Board shall divulge or disclose the results or other particulars of the balloting. Official announcement of successful nominees to the SSHHoF is made by the Chairperson or a Designate. Any questions related to the balloting must be directed to the Chairperson.

7. Posthumous Election

A Posthumous Election may be granted by the Board. One of the inductees each two year cycle may be posthumously elected and will be left to the discretion of the Board.

8. Removal of a Inductee

The Board reserves the right to remove an Inductee from the SSHHoF. Removal can be approved at any appropriately constituted Board meeting. Removal is a serious action that should only be considered in cases of extraordinary undesirable and detrimental conduct reflecting poorly on the SSHHoF. After appropriate discussion and consideration a vote by the Board will be taken and must pass by a minimum of two thirds (67) percent (8) of the Board.

2018 Induction Guidelines
Springwater Sports Heritage Hall of Fame
Section C: Election Procedures and Guidelines

9. APPENDIX A

NOMINEE ASSESSMENT SUMMARY

ATHLETE	
CRITERIA	COMMENT
LEVEL OF COMPETITION	Level of competition can range from regional to the highest level as determined by each sport association. Maximum points are given for the sport's highest level of competition.
RESULTS ATTAINED	Overall results (e.g. Gold, Silver, Bronze, Placed, Championship) as amateur or professional, achieved at the highest level of competition. Stats contributed if a team member. If an alternate or withdrew.
EXCEPTIONAL ACHIEVEMENTS	Set record(s), multi-sport participant, awards won, leadership, exemplary performance, recognized by others, impact made to sport
FREQUENCY	Number of times participated and achieved at highest level
DEGREE OF DIFFICULTY	Relative to other sports, competitors, circumstances: era, numbers competing, years competing, qualifying levels, categories, exceptional challenges (personal / other)
AGE, HEALTH CONDITION	Current age and health considerations.
PERSONAL ATTRIBUTES	Contributes to community and/or sport as a volunteer or professional. Displays exemplary values, integrity, good citizenship, leadership and community involvement.

BUILDER	
CRITERIA	COMMENT
ACHIEVEMENTS	Contributions made, record(s) set, multi-sport participant, awards won, leadership provided, positions held, exceptional challenges (personal / other)
DURATION & DEGREE	Era and interval of time, depth of involvement, recognized by others and quantity of contribution
LEVEL OF SPORT(S)	Level of competition can range from regional to the highest level as determined by each sport association. Maximum points are given for the sport's highest level of competition.
AGE, HEALTH CONDITION	Current age and health considerations
PERSONAL ATTRIBUTES	Contributes to community and/or sport as a volunteer or professional. Displays exemplary values, integrity, good citizenship, leadership and community involvement.

2018 Induction Guidelines
Springwater Sports Heritage Hall of Fame
Section C: Election Procedures and Guidelines

9. APPENDIX A (cont.)

NOMINEE ASSESSMENT SUMMARY

TEAM	
CRITERIA	COMMENT
HIGHEST LEVEL OF COMPETITION	Level of competition can range from regional to the highest level as determined by each sport association. Maximum points are given for the sport's highest level of competition.
RESULTS ATTAINED	Overall results (e.g. Gold, Silver, Bronze, Placed, Championship) as amateur or professional, achieved at the highest level of competition
EXCEPTIONAL ACHIEVEMENTS	Set record(s), awards won, exemplary performance, recognized by others. Community recognition and advancement of their sport
FREQUENCY	Number of times/years achieved at highest level, nucleus of team remained intact
DEGREE OF DIFFICULTY	Variants exist between sports and Teams e.g. A) compare to other sports B) era C) number of athletes competing D) years competing E) qualifying levels F) categories G) exceptional challenges
AGE & HEALTH	Team average age and circumstances