

Nassau County High School Athletics

HALL OF FAME

Policies and Operating Procedures

ARTICLE I NAME

Section 1 The name of this organization shall be the *Nassau County High School Athletics Hall of Fame*.

ARTICLE II PURPOSE

Section 1 The Hall of Fame is organized as a means of recognizing, preserving and promoting the heritage of interscholastic sports in Nassau County. Many individuals have made extraordinary contributions and have had superb accomplishments in high school sports. The Nassau County High School Athletics Hall of Fame honors the contributions and accomplishments of these individuals who are worthy of countywide recognition.

ARTICLE III GOVERNANCE

Section 1 The Nassau County High School Athletics Hall of Fame shall be governed by the Hall of Fame Advisory Committee. The Advisory Committee will consist of the Male Vice President, Female Vice President and Section VIII Executive Director along with a representative of the media, sport officials and Nassau County. The Advisory Committee will be responsible for any changes to the Policies and Operating Procedures of the Hall of Fame. The two-level selection process shall be administered by the Hall of Fame Screening Committee and the Hall of Fame Selection Committee.

ARTICLE IV HALL OF FAME SCREENING COMMITTEE

- Section 1** **Voting Members** – The Hall of Fame Screening Committee shall have ten voting members.
- a. The Male Vice President/Female Vice President shall chair the Screening Committee and serve a two year term in a non-voting capacity. This position will alternate beginning with the Male Vice President.
 - b. The President of the High School Association shall serve a two year term.
 - c. A representative from the Superintendents' Board.
 - d. A representative of the media, to be appointed by the Athletic Council, shall serve an initial term of four years, with each subsequent term being three years.
 - e. Two members of the Section VIII Athletic Council (one male and one female), to be appointed by the Athletic Council, shall serve three year terms.

- f. Two members shall be Sport Coordinators (one male sport and one female sport) to be appointed by the Athletic Council shall serve initial terms of two years, with each subsequent term being three years.
- g. Two committee members representing the Catholic High School Athletic Association and the Association of Independent Schools shall be appointed by their respective organizations to serve a three year term.
- h. A representative of sport officials, appointed by the Officials' Coordinating Council, shall serve a two year term.
- i. A committee member who vacates his/her position shall complete his/her term on the Screening Committee unless circumstances are prohibitive.
- j. Any vacancies that occur on the Screening Committee prior to the conclusion of terms, or any termination of Screening Committee members shall be handled by the Advisory Committee.

(See Table A for committee member terms)

Section 2 Duties and Responsibilities – The duties and responsibilities of the Hall of Fame Screening Committee shall be as follows.

- a. Attend the annual meeting of the Screening Committee. The meeting will be held in January.
- b. Annually evaluate nominations of individuals submitted.
 - 1. Through various methods of communication the public and all school districts in the county will be notified that nominations are to be received by Section VIII by December 1st.
 - 2. The Chair of the Screening Committee shall have copies of nominations sent to each Screening Committee member prior to the meeting so each member may review the applications in advance.
- c. Approve only those individuals who had significant and/or long-term contributions or accomplishments relative to Nassau County High School sports or programs and who are worthy of county recognition. Those deemed worthy of recognition will be approved and forwarded to the Hall of Fame Selection Committee members within two weeks of the Screening Committee's meeting.
- d. Evaluate the screening process and recommend changes as necessary to the Hall of Fame Advisory Committee on an annual basis.
- e. Keep all deliberation, discussion and action of the Screening Committee confidential.

Section 3 **Voting Procedures** – The voting procedures of the Hall of Fame Screening Committee shall be as follows.

- a. Discussion will be held by nomination category – athlete, coach, administrator, official or related contributor.
- b. Each member shall rate the candidates of each category as strong, excellent or superior with candidates rated strong assigned one (1) point, candidates rated excellent assigned three (3) points, and candidates rated superior assigned five (5) points.
- c. Utilizing this rating process, the Screening Committee shall decide on one of two options for each nominee:
 1. Approved – send to the Selection Committee; or,
 2. Hold for Future Consideration, which in most cases indicates additional information and supportive material would be helpful for future consideration.
- d. The Screening Committee shall review candidates based on information available at the time of the Committee meeting.
- e. All nominees approved by the Screening Committee and forwarded to the Selection Committee who do not receive the necessary votes from the Selection Committee for induction will be retained in the Hold for Future Consideration file and may receive future consideration based on the evaluation of the Screening Committee at its next meeting. A candidate shall be considered no more than three consecutive years but may be considered again after a one-year absence; however, the candidate must be re-nominated. It is not mandatory that a candidate be considered three consecutive years.

ARTICLE V HALL OF FAME SELECTION COMMITTEE

Section 1 **Membership** – The Hall of Fame Selection Committee shall be composed of five voting members appointed by the Section Executive Director after consultation with the Chair of the Hall of Fame Advisory Committee. This shall be a representative group of Nassau County High School Athletics with a maximum of three members of one gender. The Section VIII Executive Director shall be the non-voting chairperson of the Selection Committee.

Section 2 **Term of Office** - Hall of Fame Selection Committee members shall serve four year terms. For the purpose staggering appointments, two of the original five members will serve only two-year terms. Their replacements will serve four year terms. (The original two-year members shall be determined by drawing the names of one female and one male member from a hat). Names of Selection Committee members shall be kept confidential.

Section 3 **Structure** – The Hall of Fame Selection Committee does not meet as a group. Selection Committee members complete ranking sheets and return to the Selection Committee Chairperson.

Section 4 **Voting Procedures** – Selection Committee members shall rate each candidate approved by the Screening Committee on a scale of 1 to 5, with 1 being the highest rating possible and 5 being the lowest rating possible. In the event of ties, a tie-breaker system shall be used as follows: Among those tied, the individual with the most 1’s will be selected; if a tie still exists, the most 2’s and so forth. Selection Committee members receive the same background information on the candidates as that provided the Screening Committee. The annual voting results of the Selection Committee will be confidential. Results will be kept on file at the Section VIII offices with the full intent to assist the Screening Committee in determining future consideration of nominees.

Section 5 **Determination of Induction Class** – The induction class is determined by totaling the votes for each candidate. The maximum number of inductees annually shall be determined by the Hall of Fame Advisory Committee after the second year of the Hall of Fame. Inductees will be announced June and only after each has been notified individually and is willing to accept the induction. Publicity prior to this announcement is not to take place.

ARTICLE VI NOMINATIONS

Section 1 **Nominations** for the Nassau County High School Athletics Hall of Fame are to be made through the approved nominating process. Nominations in each category will be accepted only for those individuals whose achievements or contributions were relative to Nassau County high school athletic programs. All nominees are required to have attended, employed by or worked for a Nassau County High School.

Section 2 **The Official Nominating Form** shall be completed and submitted with appropriate support materials to Section VIII by December 1st of each year for a candidate to be considered for the following year’s class.

Section 3 **Individuals may be nominated in one of five categories.**

- a. Athlete – a former high school athlete whose achievements as a Nassau County high school athlete were extraordinary and merit county-wide recognition.
- b. Coach – a current or former high school coach whose accomplishments as a Nassau County coach merit county-wide recognition.
- c. Contest Official – a current or former high school contest official whose contributions as a Nassau County contest official merit county-wide recognition.
- d. Administrator – a current or former administrator involved in a Nassau County school or Nassau County organization whose contributions as an

administrator merit county-wide recognition.

- e. Related Contributor – an individual who has made outstanding contributions to Nassau County interscholastic athletics on a county-wide scale, meriting county-wide recognition.

Section 4 **Nomination Form** – The categories of Athlete, Coach, Contest Official, Administrator and Related Contributor are included on the nomination form for expediency in understanding the primary area in which an individual is to be considered for one’s achievements in interscholastic athletics. The grouping is for screening purposes to assist those making the nominations in understanding the type of information required.

Section 5 **Criteria**

- a. All nominees shall be at least 35 years of age prior to November 15 of the applicable year in order to be considered for induction.
- b. All nominees must exemplify the highest standards of sportsmanship, ethical conduct and moral character.
- c. All nominees shall be considered on the merits of contributions and achievements to high school sports; however, success in later life cannot be discounted entirely.
- d. All nominees shall have significant and/or long-term contributions to interscholastic athletics. Longevity without significant accomplishments does not constitute appropriate credentials for Hall of Fame consideration.

Section 6 **Requirements for Consideration** – In addition to the Official Nomination form, the following materials should be submitted for an individual to be considered for induction.

- a. Letters of Recommendation. A completed nomination form should be accompanied by letters of recommendation from the nominator and other appropriate individuals. In cases where other support material is difficult to obtain, additional letters may be in order to substantiate the individual’s accomplishments or contributions. Letters of recommendation for other awards or honors should not be used as a substitute for this requirement.
- b. Support Material. A limited number of newspaper clippings, magazine articles, copies of scorebooks and statistics should be included to help substantiate the accomplishments and contributions of the nominee. These materials should focus on the individual’s accomplishments and contributions and be listed in chronological order.

Section 7 **Candidates** whose careers ended 50 or more years ago and who are deceased will be considered against the accomplishments of their contemporaries, as much as it is possible. It is suggested that additional support material be included, such as letters from individuals who had some involvement with the nominee.

Section 8 Section Nominations

- a. A school shall nominate no more than three candidates.
- b. A “new” candidate does not include anyone in the Hold for Future Consideration File.

ARTICLE VII INDUCTION CEREMONY

Section 1 The Annual Hall of Fame Induction Ceremony is to be held each year in September. Inductees will be notified by June 30th of their selection.

Section 2 Awards

- a. Each inductee will be honored with a Lucite trophy.
- b. A picture of each class of inductees shall be placed on an appropriate plaque to be displayed in a Nassau County facility. The plaque will include a plate with the inductees’ names.
- c. A congratulatory letter shall be given to each inductee.
- d. The inductee’s high school will be provided a plaque for display in their trophy case.

TABLE A
INITIAL TERMS OF SCREENING COMMITTEE MEMBERS

REPRESENTATIVE	TERM	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Chair	2 Years	X	X			
President of HSA	2 Years	X				
Media	4 Years	X	X	X	X	
AC – Male	3 Years	X	X	X		
AC – Female	3 Years	X	X	X		
Sport Coordinator - M	2 Years	X	X			
Sport Coordinator – F	2 Years	X	X			
CHSAA	3 Years	X	X	X		
AIS	3 Years	X	X	X		
Official	2 Years	X	X			