

## **Policies and Operating Procedures South Point High School**

### **Athletic Hall of Fame**

#### **ARTICLE I - NAME**

The name of this organization shall be the South Point High School Athletic Hall of Fame, located in South Point, Ohio.

#### **ARTICLE II - PURPOSE**

The South Point High School Athletic Hall of Fame is organized as a means of recognizing, preserving and promoting top student-athletes, coaches, and individuals who have made a positive impact on the local community. Many individuals have made extraordinary contributions and have had superb accomplishments in high school sports. The South Point High School Athletic Hall of Fame honors the contributions and accomplishments of these individuals who are worthy of special recognition as examples for others to emulate.

#### **ARTICLE III - GOVERNANCE**

The South Point High School Athletic Hall of Fame shall be governed by a Board of Directors composed of the following representation:

**Voting Members**-The Hall of Fame Board of Directors shall have **9** voting members, and 1 non-voting member as follows:

One Chairperson-Head of the South Point High School Athletic Hall of Fame (1)

Athletic Director (1)

Coaches (1)

Athletic Booster Representatives-(1)

Community Representative-(4)

Board of Education Member (1)

South Point Principal (1 Non-voting)

All elected members shall serve **5** year terms, and vacancies on the committee are filled through majority vote of the SPHS Athletic Hall of Fame committee. Nominations for open seats on the South Point Hall of Fame shall come from the existing committee members. Any vacancies that occur prior to conclusion of terms will be handled by the Hall of Fame Board of Directors.

**Duties/Responsibilities**-The duties and responsibilities of South Point High School Athletic Hall of Fame Board of Directors Member shall be as follows:

- To attend the annual meeting to screen nominations of individuals submitted to the SPHS Athletic Hall of Fame by the prescribed deadline date.
- To approve only those individuals who had significant and/or long-term contributions or accomplishments in high school sports and who are worthy of recognition. Those deemed worthy of recognition will be approved and forwarded to the Hall of Fame Selection Committee.

- To evaluate and establish induction guidelines on an annual basis.
- To hold discussions by candidate. After discussion, voting will take place.
- Secret ballots will be used to keep all votes confidential.

\*\*Nomination packets shall remain on file with the Chairperson and be reconsidered each year.

#### **ARTICLE IV---VOTING**

**Voting Procedures-** the South Point High School Athletic Hall of Fame Board of Director members shall rate each candidate 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.

**Determination of Induction Class-**The induction class is determined by totaling the votes for each candidate and applying the quotas established. Inductee will be announced following the final selection process and after the individuals have been contacted and indicates that they will be present at the induction ceremony. The maximum number of inductees annually shall be 3 or as recommended by the SPHS Athletic Hall of Fame Board of Directors. Prior publicity concerning nominees is not appropriate.

#### **ARTICLE V-NOMINATIONS**

Nominations for the South Point High School Athletic Hall of Fame may be made by:

- a. High school associations
- b. Coaches, officials and athletic/activity director
- c. High school
- d. Anyone within the high school or South Point community.

The Official Nomination Form produced by the SPHS shall be completed and submitted/postmarked with appropriate support materials no later than **May 1st** of each year for a candidate to be considered for the year's class. The form is also available on the SPHS webpage.

Individuals may be nominated in one of three categories:

**Athlete**—a former high school athlete whose achievements as a high school athlete were extraordinary and contributed to the success of the South Point Athletic Program

**Coach**—a current or former high school coach whose accomplishments contributed to the success of the South Point Athletic Program

**Administrator** – a former high school athletic director or administrator involved in high school athletics whose contributions contributed to the success of the South Point Athletic Program. Administrators must be retired by June 1st of the applicable year to be nominated.

The categories of Athlete, Coach, and Administrator, 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.

**Criteria-** All nominees shall be out of high school 10 years prior to JUNE 1<sup>st</sup> of the applicable year in order to be considered for induction. In the Administrator category, nominees must be retired by JUNE 1<sup>st</sup> of the applicable year to be nominated.

All nominees must exemplify the highest standards of sportsmanship, ethical conduct and moral character.

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.

All nominees in the Coach and Administrator categories 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.

**Requirements for Consideration**—In addition to the Official Nomination Form, the following materials should be submitted for an individual to be considered for induction:

1. Letters of Recommendation. A completed nomination should be accompanied by letters of recommendation from the nominator, the respective high school association and not more than three individuals from the nominee's related high school career. 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.
2. 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 high school accomplishments and contributions and be listed in chronological order.
3. Photograph.

The South Point High School Athletic Hall of Fame Board of Directors may identify potential candidates for an "Old-Timers" (pre- 1930) category after the screening process has been completed for the purpose of forwarding individuals to the Selection Committee.

#### **ARTICLE VI—INDUCTION CEREMONY**

The Hall of Fame Induction Ceremony is held each year in conjunction with the South Point High School Athletic Hall of Fame Board of Directors Annual Meeting. Inductees will be notified by 60 days prior of their selection.

When an individual who is selected for induction into the Hall of Fame cannot attend the current Induction Ceremony because of a scheduling conflict, that person will still be honored at the ceremony.