

NOVA SCOTIA SPORT HALL OF FAME POLICY AND PROCEDURE GUIDELINES SELECTION AND INDUCTION

1) SELECTION STRUCTURE AND PROCESS SUMMARY

The process and structure for induction into the Nova Scotia Sport Hall of Fame is as follows:

- a) All nominations are submitted to the offices of the Nova Scotia Sport Hall of Fame no later than January 31st each year.
- b) Any nominee who has been considered, but not elected by the Selection Committee, shall remain eligible for consideration and election for a total of five years, and then will be removed from consideration for three years minimum, after which they are eligible to be nominated again.
- c) A 24-member Selection Review Panel, endorsed by the Board of Directors, reviews and votes on all nominations to determine a short list of nominees, 10 athletes/teams, and 5 builders.
- d) A 12-member Selection Committee, endorsed by the Board of Directors, reviews and votes on the final short list of nominees (10 teams/athletes and 5 builders as determined by the review committee), to select the inductees into the Nova Scotia Sport Hall of Fame.
- e) The Board of Directors ratifies the recommended list of inductees as presented by the Selection Committee.

2) NOMINATION CATEGORIES AND CRITERIA

- a) **ATHLETE** - An individual who has competed in sport and has achieved excellence at a provincial, national or international level.

CRITERIA

Any person who was born in Nova Scotia or has spent a significant portion of his/her athletic career in Nova Scotia.

Someone who is not born in Nova Scotia would only be evaluated on what he/she accomplished when living in Nova Scotia. For example, a university athlete who was born outside of the province would be evaluated on what he/she accomplished as a university athlete. Anything outside of this should not be considered.

Exception is given to the athlete who moved to Nova Scotia at a very young age and started his/her athletic career in the province and would consider Nova Scotia their home province.

An athlete shall be eligible for election after three (3) years have elapsed from the date when, in the opinion of the selection committee, the nominee has retired or competed at the highest level of competition.

- b) **TEAM** - Two or more individuals who have competed in a team sport, represented Nova Scotia, and have achieved excellence at a regional, national or international level.

CRITERIA

A team shall be eligible for election after five (5) years have elapsed from the date when the team achieved its major accomplishment. A team can be nominated for multiple-year accomplishments if a) the team has essentially remained the same and b) the titles won over the multiple years are comparable.

- c) **BUILDER** - An individual who has made a major contribution to the development and advancement of sport or sports provincially, nationally or internationally. This may include administrators, volunteers, trainers, coaches, physical educators, sport medicine and media.

CRITERIA

Any person born in Nova Scotia or residing in Nova Scotia during the years of his/her accomplishments. A builder shall be eligible for election at anytime.

- d) **NON-ELIGIBLE** - Current Selection Committee members and Board of Directors are not eligible for nomination.

3) INDUCTEE QUOTA

- a) **CATEGORY ONE: ATHLETE/TEAM**

Athletes and teams are voted on in the same category. There is a maximum of 5 athletes/teams and a minimum of 4 athletes/teams annually.

- b) **CATEGORY TWO: BUILDER**

The annual quota is two inductees.

4) PROCEDURE FOR NOMINATION

- a) Any person shall have the right to nominate an individual as an athlete, team or builder.
- b) All nominations shall be made in writing to the Nova Scotia Sport Hall of Fame and shall contain information as stated in the nomination criteria. All nominations shall be in the hands of the Nova Scotia Sport Hall of Fame on or before the 31st day of January of each and every year.
- c) The NSSHF will dictate the form of the nominations and all nominations submitted have to comply with that form.

5) COMMITTEE STRUCTURE

All individuals involved in the selection process will be:

- i. Knowledgeable in the history, traditions, accomplishments, skill achievements and contributions of players, builders and teams in Nova Scotia. Their integrity will ensure the fair and impartial assessment of the qualities of the nominations.

- ii. Committees will be representative of all regions of the province and be diversified by sport background, age, race and gender.

a) Selection Review Panel

- i. A 24-person Selection Review Panel will be endorsed annually by the Board of Directors.
- ii. There will be 3 panel members from each of the 6 regions (Fundy, Valley, South Shore, Central, Highlands and Cape Breton).

b) Selection Committee

- i. A 12-person Selection Committee will be endorsed annually by the Board of Directors.
- ii. There will be committee members from each of the six regions (Fundy, Valley, South Shore, Central, Highland and Cape Breton).
- iii. Persons are eligible to be on both the Selection Review Panel and the Selection Committee.
- iv. The NSSHF will do its best to satisfy the above criteria for both the panel and committee but when unforeseen circumstances arise the NSSHF will appoint the best candidates based, first and foremost, on sport knowledge and fairness.

6) PROCEDURE FOR ELECTION

- a) The Nova Scotia Sport Hall of Fame office will coordinate and distribute all eligible nominations to the 24-person Review Panel no later than February 28th.
- b) The Review Panel members will have no less than four weeks up until March 28th to review and prioritize their top ten in the athlete/team category and their top five in the builder category.
- c) The voting results in each category will be weighted as follows:

- i. Athlete/Team category:
A first place vote receives 10 points, second 9 points, third 8 points continuing on to where the tenth prioritized nomination receives one point
 - ii. Builder category:
A first place vote receives 5 points, second 4 points, third 3 points, fourth 2 points and fifth prioritized vote receives one vote.
- d) The Nova Scotia Sport Hall of Fame office will collect and tabulate the results from the Selection Review Panel to determine a final short list of ten nominations in the athlete/team category and 5 nominations in the builder category.
 - i. In case of a tie in points in either category for the final position, those tied nominations will be brought forward to the Selection Committee.
- e) Voting results from the Selection Review Panel will be circulated to the Review Panel and the Selection Committee. (Top 10 Athlete/Teams and Top 5 Builders)
- f) The final ten nominations in athlete/team category and five nominations in the builder category, including full nomination packages, will be forwarded in alphabetical order, without vote totals, to the 12-person Selection Committee no later than April 5 each year.
- g) The Selection Committee will have a minimum of four weeks to review and prioritize their top ten athlete/team nominations and top five builder nominations.
- h) The Selection Committee will meet late April or early May.
- i) The Selection Committee meeting procedures will be as follows:

- i. All nominations in both categories will be reviewed, discussed and voted on separately.
- ii. The first ballot vote will see each of the twelve members vote on all nominations in each category, prioritizing the nominations from 1 to 10 and 1 to 5. A first place vote in the athlete/team category will result in 10 points and so on until the last place vote results in 1 point for the athlete/team. A first place vote in the builder category will result in 5 points with the last place vote resulting in 1 point for that nomination.
- iii. The top four (4) nominations receiving the most points in the athlete/team category will be successful nominations for induction (minimum quota). If there is a two way for fourth all nominations will be successful (reaching the maximum quota of 5).
- iv. If there are more than two tied for fourth place, those nominations will go to second ballot.
- v. A second ballot in the athlete/team category will occur if the maximum quota of 5 is not reached.
- vi. The only first-ballot nominations eligible for the second ballot will be those that received 50% of the first-ballot points.
- vii. Prior to a second ballot in the athlete/team category, a full review and discussion will occur on the second ballot nominations.
- viii. Committee members are not required to vote on second ballot if they are not satisfied with the remaining candidates.
- ix. The second ballot vote will require nominations to receive 75% of all eligible votes to be a successful nomination.
- x. Second ballot ties will be determined by the Selection Review Panel ranking.

- xi. The top two builder nominations with the most points will be successful candidates. If there is a tie, a second ballot with one vote per member is carried out.
- xii. If the second ballot is tied for the Builder category, the ranking position from the 24-person Selection Review Panel will determine the successful nomination.
- xiii. In either category, if the result is a tie from the Selection Review Panel ranking to determine an inductee, the chairman will break the tie.
- xiv. All voting results will be tabulated and posted at the meeting in confidence for committee review, reference and discussion.
- xv. The quorum for the selection committee meeting is 9 members.
- xvi. In the event of a selection committee member being unable to attend the selection committee meeting due to unforeseen circumstances, a replacement member will be chosen by the chairman.
- xvii. If a replacement cannot be found for the missing committee member, a proxy vote may be submitted. This vote will be for information/discussion purposes only. It will not count in final tabulations.

RATIFICATION

Following the Selection Committee meeting, the CEO will forward the successful nominations to the Board of Directors for ratification no later than June 7th of each year.

PROCEEDINGS CONFIDENTIAL

No member of the Selection Review Panel, Selection Committee, Board of Directors or Staff shall at any time divulge or disclose the nominations, the results or other particulars of the balloting. Nor shall they disclose the vote of any member at any time.

NOVA SCOTIA SPORT HALL OF FAME SELECTION CRITERIA GUIDE FOR ATHLETES:

Below is intended to be a guide for our Selection Panel and Committee when evaluating athlete nominations:

1. **Dominance** - how big was/is the gap over peers?
2. **Achievement** - Olympic medals, World Championships, World Records, Pan Am Medals, National Championships, Stanley Cups, Grey Cups, major awards, etc.
3. **Consistency** - can/could the athlete be counted on to consistently deliver great performances?
4. **Longevity** – Years in sport achieving at the highest level - great for how long?
5. **Skill Range** - can you imagine the athlete being great at many sports?
6. **Wow factor** - when you saw the athlete perform or heard of his/her ability, was he/she able to do things that others simply couldn't?
7. **Depth/Quality of Competition** – how many provinces/countries competed and how accomplished are/were the opponents?
8. **Performance Under Pressure** - in the biggest moments, how good is/was the athlete?
9. **Legacy** - to what degree can you think of the sport in Nova Scotia without thinking of this athlete? What impact, if any, long term did this athlete have on the sports development/recognition in this province