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**SAINT MARY'S UNIVERSITY
SPORT HALL OF FAME
&
HERITAGE CENTRE**

**POLICY & PROCEDURE MANUAL
STEERING & SELECTION
COMMITTEES**

**Saint Mary's University
Sport Hall of Fame and Heritage Centre**

Sport Hall of Fame

1. Purpose

The purpose of the Saint Mary's University Sport Hall of Fame is to recognize those individuals and teams who have made a significant contribution to the athletic programs at Saint Mary's, and who, as a result of this contribution, have enhanced the image and reputation of the institution.

2. Administration

Saint Mary's Sport Hall of Fame & Heritage Centre is administered by a Steering Committee, to whom the Selection Committee of the Hall makes its recommendations. The Steering Committee is a broadly based committee, which will select its chair.

3. Meetings

- a) Steering Committee meetings are normally held the first Thursday of each month, if deemed necessary by the committee membership. A Quorum of fifty (50%) percent plus one (1) is needed to conduct a meeting.
- b) Sub-committees formed from the Steering Committee will report back to the Steering Committee for a final decision.

4. Funding

Funding is provided by the University President through the Department of Athletics & Recreation's Budget.

5. Tenure

Tenure for all committee members, with the exception of ex-officio members, is to be five (5) years, commencing April 8/04 for current committee membership. A committee member that has completed his/her tenure may be re-appointed by consensus of the Steering Committee.

Steering Committee Membership

1. Director Athletics & Recreation
2. Director of Alumni and/or President of Alumni Association
3. Representative from External Affairs
4. Director of Acquisitions for the Sport Heritage Centre
5. Media Representatives (2)
6. President of Saint Mary's Students' Association, Inc.
7. Saint Mary's University representatives (Presidential Appointments), (i) very

knowledgeable about athletics at Saint Mary's University and (ii) proven experience in staging special events for the University.

8. A University Archivist

Note: Secretarial support has traditionally been provided by the Department of Athletics & Recreation from among their staff members.

In addition to its role vis-a-vis the Selection Committee, the Steering Committee is responsible for:

- (a) Procuring University Athletic memorabilia;
- (b) Ensuring memorabilia is properly registered, catalogued, conserved, stored and displayed;
- (c) Overseeing the continual growth and enhancement of the Heritage Centre;
- (d) Organizing all aspects of the Induction Reception/Luncheon;
- (e) Organizing all aspects of the Induction Ceremony; and
- (f) Maintaining membership, as appropriate, in organizations related to sport heritage centres.

6. Implementation

Saint Mary's University Sport Hall of Fame & Heritage Centre was inaugurated during Homecoming 1995. Inductions are normally held annually during Homecoming weekend.

7. Induction Categories

a) Athlete

- (i) Must have represented Saint Mary's University as a student-athlete normally for a minimum of three (3) years.
- (ii) Must have been recognized for competing at a high level during their time of participation. The athlete should have received recognition by the University, the AUS and/or the CIS.
- (iii) Normally, consideration for selection will be given to an athlete following a minimum fifteen (15) year waiting period following their last participation as a varsity athlete.

b) Builder

- (i) Must have made a significant contribution to Saint Mary's University other than as an athlete. This category includes coaches, administrators, media or athletic supporters. The contributions made by a builder must span a minimum of five (5) years.
- (ii) Normally, consideration for selection as a builder will not be given to an individual until fifteen (15) years after their initial involvement.

c) Team

- (i) Must have achieved conference championship, national championship, or top 3 finish or equivalent at the National level.
- (ii) Normally, consideration for selection will be given to a team following a minimum fifteen (15) year absence from varsity program.
- (iii) Teams winning a national championship will be inducted automatically following a fifteen (15) year waiting period.

8. Selection Criteria

a) Athlete

- (i) The Major factor for consideration for selection is the athlete's (a minimum of three years)/team's contribution to Saint Mary's University's varsity athletic program.
- (ii) Other factors which will be considered for selection include: the athlete's achievements in provincial, national and international athletic competitions while representing Saint Mary's University/College; character; leadership; non-athletic service to the University community; and achievement(s) in later life.
- (iii) Normally, consideration for selection will be given to an athlete following a minimum of a fifteen (15) year absence from the varsity program.

b) Team

- (i) Varsity Championship Status at the provincial, national and/or international level of competition.
- (ii) Normally, consideration for selection will be given to a team following a minimum of fifteen (15) years after their Championship Status has been achieved.
- (iii) CIS Varsity Championship teams will be automatically inducted into the Hall without having to be nominated. The Induction will take place fifteen (15) years after the team(s) has/have captured the CIS Championship(s). The Steering Committee shall be responsible for bringing this to the Selection Committee two (2) years prior to the team(s) Induction Year.

c) Builder

- (i) A member of the University community who has made a significant contribution to Saint Mary's University athletics for a minimum of five (5) years.
- (iii) Normally, consideration for selection as a builder will not be given to an individual until fifteen (15) years after their initial involvement/appointment.

9. Selection Methodology

a) Nominations

- (i) Any individual with an interest in Saint Mary's University athletics (e.g. faculty, staff, administration, alumni, athletes, students, the media and the general public) may put forth a nomination in any of the three categories – Athlete, Team or Builder.

b) Research Responsibility

- (i) Nominators must supply sufficient supportive detail with nominations to allow the Selection Committee to make a recommendation.
- (ii) All Induction nominations for the Hall will be submitted "as is" to the Selection Committee. If the Selection Committee deems any nomination(s) to have insufficient supportive detail, the Chair of the Selection Committee will notify the Chair of the Steering Committee. The Steering Committee Chair will then notify the nominator, also indicating through correspondence, that if additional supportive detail is not provided, that it is unlikely that further consideration of that nominee will be given. If additional supportive detail is provided by the nominator for Induction consideration in the following year, the nominee will be considered as a new nominee for that year and will have the three-year period for consideration.
- (iii) The Selection Committee is responsible for validating all of the information submitted on each nomination. It is not, however, responsible for undertaking the initial research.

c) Selection Committee

- (i) The Selection Committee is composed of a Chair, who is the Director of Athletics & Recreation, and seven (7) voting members. The Chair is to facilitate the Selection Process and will not provide selection input unless requested to do so by a member of the Selection Committee. The Chair does not have a vote.
 - (a) The Director of Athletics & Recreation or a designate appointed by the Director of Athletics & Recreation and the Chair of the Steering Committee from a roster of previous members of the Selection Committee.
 - (b) At least two (2) representatives from the University's faculty, staff, administration or board of governors;
 - (c) A maximum of five (5) representatives from the alumni/ae and the media with consideration being given to including a past Hall inductee as part of the Alumni component.

Note: 1. At least two (2) of the members of this selection

committee must be women.

2. The Selection Committee will meet twice a year – more if deemed necessary by the Selection Committee Chair. The Director of Athletics & Recreation shall be the permanent Chair of this Committee. At the initial meeting, the Chair will introduce the new Committee Members and review membership responsibilities as well as the Hall's Policy & Procedure Manual. The second meeting will be to recommend nominations for induction into the Hall for the current year.

- (ii) Initially the term of a representative on the Selection Committee was for (3) three years and consecutive terms were not permitted, except in the case of the Director of Athletics & Recreation. To ensure that a rotation of Committee representatives, in any one year, does not leave the remaining committee membership short on experienced representation, no more than two committee representatives, who have completed their three year term, will be replaced in any given year. To accommodate this, Committee members may be asked to stay on past their three year term. In 2007, five of the Committee members had completed their three year term. The Steering Committee decided to ask all five to serve beyond their three year term, asking each if they wished to serve an additional one, two or three year term and to only replace those that opted not to return. Initially the Selection Committee was set up to ensure rotation of membership by having two of their membership replaced after the first year, and two more after the second, their replacements served the normal three years.
- (iii) The Saint Mary's Sport Hall of Fame & Heritage Centre's Selection Committee may make recommendations regarding possible amendments and additions to any of the procedures outlined in this document (Policy & Procedure Manual for Steering & Selection Committees). These are to be made to the Steering Committee.

d) Selection Procedures

- (i) The Steering Committee is responsible for calling for nominations through such publications as The Maroon & White, This Week at Saint Mary's, The Journal, and also the printed Varsity Schedule & Varsity Programs.
- (ii) The deadline for receipt of all completed nominations is March 31st of each year.
- (iii) All voting to take place by secret ballot. Confidentiality is imperative to preserve the reputation of the Hall of Fame & the selection process.
- (iv) A minimum of five (5) Selection Committee members' votes are required for induction into the Saint Mary's University Sport Hall of Fame & Heritage Centre. The Chair of the Selection Committee will notify the Chair of the Steering Committee of the recommendations for induction into the Hall. This notification

should be made the day the Selection Committee met to consider nominations. The Chair of the Selection Committee will follow up verbal notification with a letter of confirmation to the Chair of the Steering Committee.

- (v) Any nomination that is not successful will remain active for reconsideration in the subsequent two (2) years. If still unsuccessful the nomination may be resubmitted in its entirety after a period of one year. Normally, only one resubmission will be considered.

e) Selection Quotas

- (i) A maximum of three (3) inductees may be selected in any one year. Special or unusual circumstance will allow the Steering & Selection committees to consider more than three (3) being inducted. If no nominations are successful under d (iv), no induction ceremony will take place in that particular year. At the time of selection, a maximum of one (1) inductee only may be honoured posthumously in any one year.

Presentation & Format

a) Reception/Luncheon

- (i) Saint Mary's University Sport Hall of Fame & Heritage Centre's Reception and/or Luncheon will normally be held annually on the Saturday of Homecoming weekend immediately preceding the varsity football game. The Steering Committee Chair or his/her designate will preside over the induction ceremony. The suggested starting time is 9:00a.m for 10:00a.m.
- (ii) Individual inductees will be presented with a framed Induction Certificate and Induction Pin. Members of teams being inducted will be presented with Induction Certificates suitable for framing and an Induction Pin, while a framed Induction Certificate will be presented to the coach or team designate.

Display & Logistics

a) Pictures

- (i) A framed picture of each inductee will be displayed in an appropriate location in the Homburg Centre for Health & Wellness.

b) Wallboard

- (i) A Saint Mary's Sport Hall of Fame & Heritage Centre wallboard will prominently display the names of all inductees together with their category and year of induction. This will be placed in an appropriate place in The Homburg Centre for

Health & Wellness.

Sub-Committees

It is understood that any sub-committees formed through the Steering Committee will report back to the Steering Committee with recommendations.

**** Recommended that Policy & Procedure Manual be reviewed every two years.

***** Revised August 2016.