

**FOOTBALL ONTARIO HALL OF FAME
SELECTION COMMITTEE
TERMS OF REFERENCE**

1.00 Establishment of Guidelines

The following are the terms of reference under which a person shall be selected for induction into the Football Ontario Hall of Fame.

1.01 Categories

There are five categories in which a person may be elected as a Member of the Football Ontario Hall of Fame

- 1) Player Category- those individuals who have demonstrated extraordinary skills in their performance in the game of football.

- 2) Coach Category- Active coaches will not be eligible
- 3) Builder Category – Category will include, General Managers, Secretaries, Treasurers, League office, media members and other team administration positions.
- 4) Officials Category- on/off field
- 5) Non-Contact Category Touch/Flag- Player or Builder

1.02 Eligibility

Player

- a) Player: a person born in Ontario, or resident of Ontario who has made a significant contribution to football.
- b) Player must not have participated as a player within the three (3) year period preceding the meeting of the Selection Committee.

2) Coach

- a) Coach: a person born in Ontario or resident of Ontario who has made a significant contribution to football. Active coaches will not be considered and must not have participated as a coach within the three (3) year period preceding the meeting of the Selection Committee

3) Builder

- a) A person born in Ontario or resident of Ontario who has made an outstanding contribution to football in Ontario other than a player or Coach

4) Official

- a) A person born in Ontario or resident of Ontario who has made an outstanding contribution to football in Ontario as an on/off field official

5) Non-Contact

a) A person born in Ontario or resident of Ontario who has made an outstanding contribution to non-contact football in Ontario

1.03 Selection Committee

1) The President of Football Ontario shall appoint the persons who will serve on the Selection Committee. The number of persons so appointed shall not be fewer than eight (8) or greater than eleven (11). The President or designate shall serve as the Chair.

2) The qualifications of a member of the Selection Committee shall include a general knowledge of football acumen and a specific knowledge of the individuals involved. All committee members must declare any conflicts of interest with any nominee prior to voting. This is to ensure the fair and impartial assessment of the qualities of the nominees submitted for consideration and that they meet the qualifications defined herein.

3) An appointment to the Selection Committee shall be made within sixty (60) days following the annual selection committee meeting. The term of appointment shall be for a term of three (3) years and the same person shall be eligible for reappointment. Selection Committee members can serve a maximum of two (2) consecutive terms. When considering a reappointment, the Chair shall be guided by the past attendance and the importance of continuity. The Chair also reserves the right to remove a member of the Selection Committee at any time if deemed necessary.

4) An appointment to the Selection Committee may be made at any time to fill a vacancy occasioned by resignation, death, or unavailability. In the event that a committee member is temporarily unavailable, the Chair may appoint a substitute on an ad hoc basis.

5) The Executive Director of Football Ontario shall be the Secretary of the Selection Committee. Should that person be unavailable for a meeting, the Chair will designate an individual from the committee to act as Secretary. In either event, the Secretary shall not have a vote.

6) Each member of the Selection Committee, including the Chair, shall have one vote on each ballot of the election proceedings.

7) Members of the Selection Committee are eligible for Induction

8) Every effort will be made to vote in person, if this is not possible, electronic voting will be valid.

1.04 Nomination Procedures

Mission Statement: “To Provide Football for All, Through Leadership, Promotion, and Development”

Inclusion is one of our core values and will be part of the nomination process when considering all nominees.

- 1)** Nominations (see Nomination forms) shall be made in writing and sent to the Executive Director of the Football Ontario (hereafter referred to as the Secretary).
- 2)** Any member of the Selection Committee may submit, without limitation, names of persons to be considered. Such nominations must have the endorsement of at least one other member of the Selection Committee.
- 3)** Any person, other than a Selection Committee member, may nominate someone for consideration. Such nominees must have the endorsement of at least two members of the Selection Committee.
- 4)** Any recommendation for nomination sent to a member of the Selection Committee should be forwarded to the Secretary, with or without that member’s personal endorsement.
- 5)** Each nomination form shall contain the fullest possible data concerning the record, contact information and merits of the candidate. All Nominees must be in compliance and have not been sanctioned under Football Ontario, or Sport Canada policy statement on conduct.
- 6)** The deadline for nominations in any calendar year shall be September 30th, in the year prior to the annual meeting. The Secretary shall notify the Committee members of the deadline and shall provide information regarding nominations from other than Selection Committee members, not earlier than forty-five (45) days or later than thirty (30) days prior to the said deadline for nominations.
- 7)** The Secretary shall, thirty (30) days prior to the annual meeting, provide each Committee member with a complete list of nominees, together with available information on each nominee and the identity of the nominator.

1.05 Election Procedures

- 1)** The Election of candidates shall take place annually in October at a time and place determined by the Chair or Secretary.

- 2) The Secretary shall, not later than thirty (30) days prior to the date of the meeting, send to each member of the Committee a notice of the meeting, designating the date, time and place thereof, inviting each member to respond promptly with confirmation of attendance otherwise.
- 3) The elections shall be held not later than one hundred and twenty (120) days following the close of nominations, or such other date that the Commissioner may determine.
- 4) A quorum shall be a majority of the Selection Committee members.
- 5) The selection committee can adjust the number of candidates, additional nominees over the maximum of eight (8) persons can be selected however additional funding will be required annually.
- 6) The selection committee shall determine the total amount of candidates per category will be selected.

1.06 Election Order of Business

- 1) Confirmation of quorum
- 2) Appointment of a Scrutineer to assist in the tabulation of votes.
- 3) Review of the Voting Procedures using 75%
- 4) Non-Contact voting
- 5) Official Voting
- 6) Builder Voting

Review of the Voting Procedures using the RUBRIC voting System for the Coach and Player category.

- 7) Coach Voting
- 8) Player Voting

1.07 Voting Procedures (75%)

1) Ballot one will be presented to the Committee. Ballot one is a list of new nominees, certified by the Secretary as having been duly nominated, endorsed and eligible for selection. The presentation of the list will be followed by discussion and advocacy for each of the nominees.

2) Ballot one voting will take place in secret. Each voting member present should vote for any player or builder he / she believe is deserving of Hall of Fame induction. If a nominee achieves support from 75% of the voting members present, his / her name will proceed to the next ballot and stand for election. If a nominee does not achieve 33% support on Ballot One, his / her name will not be considered for further voting.

3) Ballot Two will be presented to the committee. Ballot Two is a list of those who remain eligible for consideration from previous years, as well as any additions based on Ballot One results of voting of 75% support. The presentation of the list will be followed by discussion and advocacy for each of the nominees.

4) Ballot Two voting will take place in secret. Each voting member present should rank the nominees in his / her order of preference for induction. When tallying the vote, the top candidate would generate the most votes and the lowest ranked candidate would generate one vote.

i.e. If there are 15 candidates, then the top nominee would generate fifteen (15) points down to the last choice who would receive one (1) point.

5) The Secretary, Chairman, and Scrutineer should tally and re-check the point totals for the candidates on Ballot Two and present a list in order of points scored to the Committee.

6) If a nominee does not receive 33% support on Ballot Two, he / she will be removed from this ballot and revert to Ballot One for consideration next year.

7) The Committee shall elect candidates from Paragraph 1:06 items 4, 5, 6 using the method described in the Voting Procedures for Ballot One and Ballot Two

Voting for Coaches and Players we will use the **RUBRIC** voting system
This is a points based system, where points are awarded for specific personal accomplishments or milestones achieved during, ones career.

- 8) **a) Coaches Voting**
- b) Player Voting**

1.08 Confirmation of Inductees

- 1) After deciding the number of inductees to be elected and recommended for induction, the selection committee shall confirm the class for induction.
- 2) If the number of candidates exceeds the 5-8 member limit a secret ballot may be required. (majority vote)
- 3) Committee requires a Motion to accept with a seconder on all inductees confirmations.
- 4) The Board of Directors of Football Ontario shall be asked to confirm the candidates recommended for induction at the earliest opportunity after the Selection Committee meeting.

1.09 Invitation for Induction and Publication

- 1) President of Football Ontario or his designate shall contact the nominees and confirm with them their acceptance of election to the Hall of Fame.
Should any individual refuse acceptance, his / her selection shall be nullified permanently and a replacement will not be named for that year's induction.
- 2) The Hall of Fame in conjunction with Football Ontario will authorize the release of the names of persons selected for induction at a time and place to be determined.
- 3) The official ceremony will take place in January.

1.10 Confidentially

- 1) Board of Directors of Football Ontario, Selection Committee together with the staff, will not disclose the results or divulge any other particulars of the voting procedure.
- 2) Two members of Football Ontario are allowed to discuss the Inductees or general voting process with the media / general public: President of Football Ontario (Chair) and the Executive Director.