

## **SPORTS AWARDS AND RECOGNITION POLICY**

### **PURPOSE**

This policy has been developed to provide guidance to the Recreation, Parks and Culture Committee in the selection of Sport Hall of Fame inductee(s) and the East Ferris Sports Annual Recognition Award Program recipient(s).

### **POLICY**

#### **1. COMMITTEE ROLES AND RESPONSIBILITIES**

The Recreation, Parks and Culture Committee will be responsible for:

- a. Receiving submitted nomination packages and ensuring the policy process has been followed.
- b. Ensuring that nominations are complete and consistent with the criteria identified in the nomination package.
- c. Reviewing all nomination packages and selecting the successful nominee(s).
- d. Awarding the successful recipients(s).

#### **2. LENGTH OF TERM**

The Committee term is four years. Running concurrent with the Council term or as may be detailed in the terms of reference for the Committee.

#### **3. TIME COMMITMENT**

Committee members are expected to take the time to thoroughly review all the nomination packages to facilitate Committee decisions by established deadlines.

#### **4. RECORDS RETENTION**

It will be the responsibility of the Municipality to retain all records regarding awards and individuals who were recognized.

#### **5. SPORT HALL OF FAME NOMINATION PROCESS**

- a. Nomination forms (packages) will be available on the Municipality's website or from the Recreation Coordinator or Manager of Recreation and Facilities.
- b. Nominations may be made by any resident (Nominator) of the Municipality of East Ferris.
- c. Nominations for a current year will be accepted between January 1<sup>st</sup> and August 30<sup>th</sup> each year. Nominations received after the cut-off date will be considered in the following year.
- d. Individuals may be nominated in one category per year.
- e. Nomination(s) will be valid during the nomination year.

- f. Unsuccessful nominees may be brought forward in following years by any nominator. Nominations will not be automatically carried forward to the following year.
- g. Only one inductee per category will be accepted during each nomination year. It is not necessary to have a successful nomination in any category during any given year.
- h. A nomination for the East Ferris Sport Hall of Fame induction shall be made in writing and will include a detailed description, including dates etc., of achievements of the nominee as they relate to the criteria of the Sport Hall of Fame. A chronology of the individual's contribution to the sport should also be outlined. The submission must include all the appropriate supporting information as detailed in the nomination package.
- i. Failure to provide a detailed description of an individual's/groups achievements may result in the nomination not progressing to review.
- j. Ranking System has been created to help the Committee In peer reviewing nominations. It will place equal value on the nominee's personal character and integrity and contributions to sport.
- k. Each nomination for the Hall of Fame induction shall be endorsed by the Nominator and one other person supporting the nomination.
- l. Nomination packages will be submitted to the Manager of Recreation and Facilities within the policy timelines.
- m. Submission(s) will be accepted by the Manager of Recreation and Facilities to be brought before the Recreation, Parks and Culture Committee for review for completeness and consideration.
- n. All submission(s) shall be reviewed by the Recreation, Parks and Culture Committee members.
- o. This can be an ongoing process during the submission period.
- p. When submissions are received, the Committee will review them at the next scheduled meeting to ensure that nominations are complete and consistent with the criteria identified in the nomination package.
- q. The Committee, by consensus will decide which nominations will be recognized as Inductees in the East Ferris Hall of Fame for the current nomination period.
- r. Prior to an official announcement being made, the Recreation Coordinator or Manager of Recreation and Facilities will notify by phone and then by letter successful nominees of their proposed Induction. If unsuccessful only the Nominator will be sent a letter of decision.
- s. Submissions will be processed and finalized for presentation to Council by November 30<sup>th</sup> of the submission year.
- t. Announcements regarding successful nominations will be made by Council at an "in camera" meeting in December.
- u. Presentations to Inductees will be made at an awards event determined by the Municipality.
- v. Inductee(s) will be advised of the presentation date and time so that they can invite family and friends to attend.
- w. Presentations will be made by the Mayor of the Municipality or their designate.

## **6. ANNUAL SPORT RECOGNITION AWARD**

- a. Nomination(s) may be made by any resident of the Municipality of East Ferris.
- b. Nomination(s) for a current year will be accepted between January 1<sup>st</sup> and August 30<sup>th</sup> each year. It is not necessary to have a sport accomplishment award during any given year.
- c. Nomination(s) for the East Ferris Annual Sport Recognition Award shall be made in writing and will include a detailed description; including dates etc., of achievements as they relate to the criteria for the Annual Sport Recognition Award. The submission must include all the appropriate supporting information as detailed in the nomination package.
- d. Nomination forms (packages) will be available on the Municipality's website and from the Manager of Recreation and Facilities.
- e. In evaluating nomination(s), a Ranking System has been created to help the Committee place equal value on the nominee's personal character and integrity and contributions to sport.
- f. Nomination packages will be submitted to the Manager of Recreation and Facilities within the policy timelines.
- g. Submission(s) will be accepted by the Manager of Recreation and Facilities to be brought before the Recreation, Parks and Culture Committee for review for completeness and consideration.
- h. Any submission(s) shall be reviewed by the Recreation, Parks and Culture Committee members.
- i. This can be an ongoing process during the submission period.
- j. When submission(s) are received, the Committee will review them at the next scheduled meeting, and it will be determined if additional information is required from the representatives who submitted the nomination. Nomination(s) will be evaluated based on established criteria as listed in the nomination package. (Attached)
- k. All nomination entries must be complete by August 30<sup>th</sup> each year to be considered for the current year's nomination. Nomination(s) received after this date will be considered in the following year.
- l. The Committee, by consensus will decide which nominations will be recognized for the East Ferris Annual Sport Recognition award for the current nomination period.
- m. Submission(s) will be processed and finalized by November 30<sup>th</sup> of the submission year.
- n. Announcements regarding successful nominations will be made by Council at an "in camera" meeting in December.
- o. Presentations to award winner(s) will be made at an awards event to be determined by the Municipality.
- p. Award winner(s) will be notified by phone and then by letter of their nomination by the Manager of Recreation and Facilities prior to an official announcement being made. If unsuccessful only the nominator will be sent a letter of decision.
- q. Award winner(s) will be advised of the presentation date and time so that they can invite family and friends to attend.
- r. Presentations will be made by the Mayor of the Municipality or their designate.

## 7. CRITERIA

### SPORTS HALL OF FAME

#### DEFINITIONS

**a. Definition of Resident:**

Residency or strong connection to the community through either training in East Ferris, membership in an East Ferris sport organization or participation on an East Ferris based team. Preference will be given to individuals who lived in East Ferris during their participation in their sport.

**b. Definition of “Sports” for the purposes of the Sports Recognition Program:**

For the purpose of these awards, “sports” is defined as those activities requiring physical conditioning and/or refinement of motor skills so that competitive excellence may be achieved. Championships recognized for eligibility are those accepted by the sport's governing body as the highest local, regional, provincial, national, or international competition level available to that sport.

Sports achievement recognition will be issued for the highest level achieved by the athlete or team at the end of the sport's season. As an example, a team that wins a regional championship as well as a provincial championship will only be eligible for recognition of the provincial championship.

#### CATEGORIES

**a. ATHLETE**

An individual may qualify by having participated successfully in amateur or professional sport, having performed in such a way as an individual or member of a team, to bring special honour to and foster a sense of pride in the Municipality of East Ferris at a community, regional, provincial, national, or international level.

**Selection Criteria:**

Key criteria to be considered in the selection process for the Individual category:

- Consideration will be given to records set, number and significance of awards won, skill and ability levels and the standards achieved.
- In good standing in their sport and community at the time of the selection process.
- Higher than average proficiency in more than one sport.
- Athletes shall be eligible for nomination after having retired for up to three years after active participation at their highest level of participation; or in having reached thirty-five years of age regardless of whether he/she is still active in the sport or sports involved.

## **b. TEAM**

A team must have attained a high level of excellence and brought honour to and foster a sense of pride in the Municipality of East Ferris at a community, regional, provincial, national, or international level.

### **Selection Criteria:**

Key criteria to be considered in the selection process for the Team category:

- Teams are selected for achievement in one year only.
- Teams that have won a championship or title at the regional, provincial, national, or international level in a given year.
- Consideration will be given to records set, number and significance of award at all levels.

## **c. BUILDER**

A builder must have demonstrated consistently outstanding commitment and leadership to athletics or sports as an official, executive, trainer, coach, administrator, teacher, sponsor, or volunteer, over an extended period of time (minimum of 5 years).

### **Selection Criteria:**

Key criteria to be considered in the selection process for the Builder category:

- A builder may be active or inactive at the time of nomination and/or induction.
- Consideration given to integrity, sportsmanship, and character.
- Compiled an outstanding record of coaching/managing championships teams and/or athletes and compiled an extraordinary winning record or have achieved other outstanding accomplishments.
- Attained a high level of excellence and brought honour and recognition to East Ferris sport and sport history.
- Nominees must exhibit a "pioneering" quality in athletic, builder, or team accomplishments, involving some aspect of innovation, or trailblazing that changed the shape of sport in East Ferris.
- His/her work over that period of time, or over most of it, must have been of a consistently high level with regard to services provided or results achieved.
- Positive impact in the community.
- The candidate(s) must exemplify good character and dedication and provide inspiration to present and future generations.
- Contribution back to the community of East Ferris, either in their sport or beyond their specific sport.

## **VALIDATION**

- Residency or strong connection to the community through either training in East Ferris membership in an East Ferris sport organization or participation on an East Ferris based team. Preference will be given to individuals who lived in East Ferris during their participation in their sport.

- An athlete who displays his/her sports excellence while temporarily outside of East Ferris is considered to still be a resident of East Ferris, providing his/her "home" residence is still in East Ferris.

#### **ALL NOMINATION PACKAGES MUST INCLUDE THE FOLLOWING:**

- A completed Sports Recognition Nomination Form
- A resume or biographical sketch (press releases, newspaper articles, statistical information) documenting the nominee's merits in relation to the selection criteria for the award sought and describing additional activities outside his/her professional life or any other supportive material.

Insufficient supportive detail will lead to the nominator being notified and having to resubmit the nomination with the needed supportive detail. The Committee may determine whether nomination supportive detail is sufficient.

### **ANNUAL SPORT RECOGNITION AWARDS**

#### **DEFINITIONS**

##### **a. Definition of Resident:**

Residency or strong connection to the community through either training in East Ferris, membership in an East Ferris sport organization or participation on an East Ferris based team.

##### **b. Definition of "Sports" for the purposes of the Sports Recognition Program:**

For the purpose of these awards, "sports" is defined as those activities requiring physical conditioning and/or refinement of motor skills so that competitive excellence may be achieved. Championships recognized for eligibility are those accepted by the sport's governing body to be the highest competition available to that sport, at either a local, regional, provincial, national, or international level. Recognition of accomplishment in sports will be issued for the highest level achieved by the athlete or team, within the calendar year. For example, a team that wins a regional championship as well as a provincial championship will be eligible for recognition of the provincial championship only.

#### **CATEGORIES**

##### **a. ATHLETE**

An individual may qualify by having participated successfully in amateur or professional sport.

An individual or member of a team may qualify by bringing special honour to and fostering a sense of pride in the Municipality of East Ferris within the calendar year at a community, regional, provincial, national, or international level.

**Selection Criteria:**

Key criteria to be considered:

- Consideration will be given to records set, number and significance of awards won.
- Skill and ability levels and the standards achieved.
- In good standing in their sport and community at the time of the selection process.

**b. TEAM**

A team must have attained a high level of excellence and brought honour to and foster a sense of pride in the Municipality of East Ferris within the calendar year at a community, regional, provincial, national, or international level.

**Selection Criteria:**

Key criteria to be considered:

- Teams that have won a championship or title at the community, regional, provincial, national, or international level.
- Consideration will be given to records set, number and significance of award at all levels.

**c. BUILDER**

A builder must have demonstrated strong commitment and leadership within the calendar year to athletics or sports as an official, executive, trainer, coach, administrator, teacher, sponsor, or volunteer.

**Selection Criteria:**

Key criteria to be considered are integrity, sportsmanship, and character.

- Contributions to East Ferris sports within the calendar year through coaching/managing teams and/or Athletes.
- Attaining a high level of excellence and bringing honour and recognition to East Ferris.
- Exemplifying good character and dedication and has provided inspiration to present and future generations.
- Contribution back to the community of East Ferris, either in their sport or beyond the specific sport.

**VALIDATION**

- Residency or strong connection to the community through either training in East Ferris, membership in an East Ferris sport organization or participation on an East Ferris based team within the calendar year.
- An athlete who displays his/her sports excellence while temporarily outside of East Ferris is considered to still be a resident of East Ferris, providing his/her "home" residence is still in East Ferris.

**ALL NOMINATION PACKAGES MUST INCLUDE THE FOLLOWING:**

- A completed Sports Recognition Nomination Form
- A brief resume or biographical sketch (press releases, newspaper articles, statistical information) documenting the nominee's current calendar year merits in relation to the selection criteria for the award sought.

Insufficient supportive detail will lead to the nominator being notified and having to resubmit the nomination with the needed supportive detail. The Committee may determine whether nomination supportive detail is sufficient.

## **8. RECOGNITION**

Hall of Fame Inductees and Annual Sport Recognition Award winner(s) may be honoured via the Municipality of East Ferris website, newsletters, event print materials, bios, and at the awards event.

The cost of awards and any promotion will be allocated through the annual operating budget process as approved by Municipal Council.

### **a) Hall of Fame Inductees**

Hall of Fame Nominees will be recognized on the official Hall of Fame site located at the East Ferris Community Centre.

Their picture, name, year of induction and a small write up highlighting their sport accomplishments will be displayed on the Sport Hall of Fame.

The Municipality of East Ferris website will display, on a historical and ongoing basis, a record of inductees (name, category, sport, year of induction) including a picture and summary of accomplishments.

Inductees will receive a plaque to take home.

### **b) Annual Sport Recognition Awards**

Annual Recognition winner(s) will have a picture and information regarding their accomplishment displayed on the official Sport Recognition site located at the East Ferris Community Centre for the time period leading up to the next year's award winners or for one year.

## **9. REMOVAL FROM THE HALL OF FAME**

Nominees can be removed from the nomination process or the Sport Hall of Fame for unceremonious or criminal acts detrimental to the ideals and objectives of the Municipality, community, or sport.



The Recreation, Parks and Culture Committee reserves the right to exclude nominees from consideration for nomination for unceremonious or for any acts detrimental to the ideals and objectives of the Municipality, community, or sport.

Removal from the nomination process of Sport Hall of Fame can be a recommendation from a member of the Recreation, Parks and Culture Committee or Municipal Council. The recommendation must include supporting information for the rationale.

The Committee shall review the recommendation and may recommend to Municipal Council that the recommendation be dismissed or that they endorse the recommendation for removal. In either case the Municipal Council must be advised of the recommendation prior to it being implemented.

Council may choose to approve or deny the Committee's recommendation at an "in camera" meeting.

Should the recommendation for removal be approved by Council, the Hall of Fame member or nominee representative shall be notified in writing of the decision for removal. The member or nominee representative having been notified must be given the opportunity to appeal the decision to Municipal Council and the Recreation, Parks and Culture Committee in a timely manner.

## **10. NON-DISCLOSURE**

No member of the Recreation, Parks and Culture Committee or any party involved in the processing of nominations shall at any time, divulge or disclose the results or other particulars of the nomination evaluation process, except as obligated under this policy.

## **11. AMENDMENTS**

Amendments to this document may, from time to time, be made by the Recreation, Parks and Culture Committee and with the approval of East Ferris Municipal Council.