

Athletic Hall of Fame selection guidelines

THE SELECTION COMMITTEE

- a. The committee chair(s) shall be selected by NDCL's Office of Advancement.
- b. Those invited to the standing committee should be notified by the committee chair no later than January 31st. Formal invitation shall be made via a letter sent by the committee chair(s).
- c. The committee shall consist of at least nine (9) people, all with equal voting rights. The committee may contain a mix of alumni and non-alumni.
- d. The committee may, at its desire, add additional non-voting members for additional input and recommendations. These members would not be able to vote on the candidates.
- e. A quorum shall consist of 75% of voting members of the committee.

ELIGIBILITY

The committee follows a set of objective measurements for candidate evaluations. The achievements for evaluations are primarily those obtained during their years at the high school level and not based on subsequent accomplishments in post secondary institutions.

- a. Nominee's graduation from high school shall be at least ten (10) years prior to induction ceremony.
- b. Attributes should include: Varsity sports participated in and number of years/letters in sport
- c. Was nominee a Captain of any sport? Number of years?
- d. League conference honors: 1st team, 2nd team, honorable mention, player of the week.
- e. Publication honors: Named to Plain Dealer, News Herald, Sun Times special teams, others as may become available.
- f. Local, county, regional, state selections/honors by recognized organizations or publications.
- g. Special awards for Academics tied to athletics by school or recognized organizations or publications.
- h. School team honors: MVP, Most Improved, etc. showing commitment, dedication and leadership
- i. Academic standing in class in graduating year should also be identified for assisting in close selection process or as determined by committee.
- j. The nominee must have graduated from NDA/NDCL, unless extenuating circumstances prevailed. The committee shall judge, on a case by case basis, the "extenuating" circumstance. Exceptions to this clause include coaches and/or athletic administrators.

NOMINATION PROCEDURE

- a. Nominations can be made by anyone but they must identify themselves with name, valid address, valid telephone number, and relationship (if any) to the candidate. Nominations can be received in paper or electronic form. A standard form (either paper or electronic) is the only nomination accepted (no verbal nominations). Copies of nominations must be kept in the Alumni office files. A list should be compiled of nominated candidates along with details each year for the committee to review.
- b. The nomination form shall be on the NDCL school website, and copies are also available at the school.
- c. Nomination forms must also include valid contact information, including a mailing address, and valid phone or e-mail address for the nominee. Nominations WILL NOT be valid if they do not include this information.
- d. Candidates remain in the nomination pool for a period of six (6) years from the year of nomination. Re-nomination is accepted at any time.
 - d1. If the candidate is deceased, they will remain in the nomination pool in perpetuity.

SELECTION MEETINGS

- a. The deadline for nominations is February 15th. Any nominations received after this date apply to the next year's pool.
- b. The selection committee shall meet at least once in Spring to review candidates, debate, and formally vote on nominees.
- c. The committee shall select inductees no later than Memorial Day.
- d. The committee may meet as often as necessary prior to the Spring voting meeting.
- e. Committee meetings can be held at any location.

VOTING PROCESS

- a. Each nominee shall be placed into one of two pools—Notre Dame Academy or NDCL
- b. Selection committee members present in person or by teleconference (Skype, conference call, etc) cast separate ballots for each pool of nominees.
 1. The first pool voted shall be the Notre Dame Academy pool
 2. Committee members may select a first, second, and third place nominee, or all or none of these (abstain) on their ballots.
 3. The voting system is a weighted process
 1. 5 points for a first-place vote
 2. 3 points for a second-place vote
 3. 1 point for a third-place vote
 4. After all ballots are cast, a designated committee member will collect and tally the points from the ballots, and note the number of first place votes nominees receive. The tally will be announced to the committee when all ballots are counted
 5. The committee will use the tally of points to make its final decision on which nominees will be in the induction class.
- d. The committee will choose a slate of inductees based on the above voting results and select the slate of inductees by MAJORITY vote.
- e. Inductees are to be notified of their selection by the chair(s) of the committee by phone or e-mail and in writing by the school immediately after the selection committee confirms the slate of inductee. Once acceptance is confirmed for each inductee, the committee shall be notified, followed by the general public.

Revised 3/8/2018

These bylaws were approved _____