

**RUGBY CANADA**  
**HALL OF FAME - TERMS OF REFERENCE DOCUMENT**  
**AS APPROVED JULY 5, 2022**

**1) PURPOSE:**

Rugby Canada's Hall of Fame strives to honour and preserve Rugby Union's culture and heritage in Canada by recognizing the extraordinary achievements of Rugby union's participants in Canada.

**2) CATEGORIES:**

To be considered for nomination to the Rugby Canada Hall of Fame, nominees must have displayed the following qualifications at the Senior National or International levels. Nominations shall be considered within the following categories:

**2.1 Player**

A nominee will be considered for election based on playing ability, sportsmanship and character at the highest senior level in Canada in international competition, professionally (domestic or outside Canada) or as otherwise defined by the Rugby Canada Hall of Fame Project Team. A nominee will have attained a high level of excellence and brought recognition or honour to rugby in Canada. A candidate is not eligible for nomination until five (5) years following the conclusion of active participation at the Elite level, except in the event of death whereby the nominee is eligible for immediate consideration.

**2.2 Team**

A team will be considered for selection on the basis of extraordinary achievements during elite senior competition in one year, not in multiple years, and must have brought recognition or honour to rugby in Canada at the International level. Either a Sevens (7s) team or Fifteens (15s) team may be nominated. A team is not eligible for nomination until five (5) years following the year in which it competed to receive said nomination, except by winning a Rugby World Cup Gold, Silver or Bronze medal or an Olympic Gold, Silver or Bronze medal, whereby the team qualifies for induction at the next earliest opportunity. Only senior teams will be considered. Members of the above mentioned teams will be inducted as a team. A maximum of 1 team per year can be inducted.

### **2.3 Builder**

A nominee will be considered for selection on the basis of outstanding contributions at the senior national levels as a coach, manager, administrator, therapist, trainer supporter or media member. A nominee must have furthered the growth and reputation of Rugby Union in Canada by having had influence on the game at the senior national and/or senior International levels through ongoing dedication to the building of athletes, teams, individuals or rugby itself, and in doing so exemplifies the core values of rugby (as per “World Rugby Core Values”). Each nominee must have exhibited expertise and commitment with integrity and character in at least one area over a minimum of ten (10) years and need not be retired from an activity in order to be considered.

### **2.4 Match Official**

A nominee shall be considered for selection on the basis of outstanding contributions as a Match Official at the senior national and/or international levels, professionally (domestic or outside of Canada), or as otherwise defined by the Rugby Canada Hall of Fame Project team. Each nominee will have attained a high level of excellence and brought recognition or honour to Rugby in Canada for an extended period of time and need not be retired from officiating in order to be considered. In doing so, the nominee exemplifies the core values of rugby: integrity – discipline– respect – passion – solidarity.

### **2.5 Other Considerations**

**2.5.1** - Each nominee must have exhibited a positive influence on the people with whom they come in contact.

**2.5.2** - At all times, the nominee must have brought prominence to the sport of Rugby Union in Canada and to Rugby Canada.

**2.5.3** - Additionally, no candidate will have brought the sport of Rugby Union or Rugby Canada into disrepute.

**2.5.4** - No individual shall be considered for selection to become a Member of the Hall of Fame while being a current member of the Ways and Means Committee or Hall of Fame Project Team.

**2.5.5** - On the recommendation by the Rugby Hall of Fame Project Team, the CEO may grant an exception to the previously mentioned criteria for each of the four categories.

### **3) NOMINATION PROCESS**

#### **3.1 Who Can Nominate**

Anyone may nominate a candidate for induction into the Hall of Fame by completing the Nomination Form

#### **3.2 Members of Project Team Can Nominate**

Any member of the Project Team may submit a nomination. However, no member may submit multiple nominees in one category in any given year.

#### **3.3 Consideration Time**

Each nomination is considered by the Project Team for three (3) consecutive years. If a nominee is not inducted during that time, a nomination form can be re-submitted. Additional information must accompany a resubmission.

#### **3.4 Nomination Form and Materials**

Nominators must not assume that the Project Team knows details about the nominee. In order to help the Project Team understand the career of the nominee, the completed Nomination Form must be accompanied by supporting materials that may include but not be limited to:

**3.4.1** A letter of endorsement from the Provincial Union.

**3.4.2** A detailed and comprehensive record of data, accomplishments, demonstration of World Rugby core values, years of involvement nationally, number of national appearances, records and awards, etc.

**3.4.3** Supporting materials may include: original or scanned newspaper or magazine clippings, articles from Provincial Union or Rugby Canada websites, photographs, video, DVD, etc.

**3.4.4** Nomination forms and supporting materials need to be emailed no later than September 30 of each year to the Secretary of the Hall of Fame Project Team.

**3.4.5** All nomination forms must be signed by the nominator and a seconder.

### **4) HALL OF FAME PROJECT TEAM**

#### **4.1 80% Consenting Vote**

The Hall of Fame Project Team is responsible for the process by which inductees to the Rugby Canada Hall of Fame are identified. Each such successful nominee will require a consenting vote from a minimum of

80% of the Project Team members to be considered for induction into the Hall of Fame.

#### **4.2 Nomination Form**

See Rugby Canada website and other Rugby Canada social media platforms.

#### **4.3 Members of the Selection Committee**

Members of the Hall of Fame Project Team will conduct selection. The Members of the Project Team will be recommended by the Chair of the Project Team to the CEO or his or her designate on a bi-annual basis.

#### **4.4 Selection Committee Roles**

Each member of the Hall of Fame Project Team must:

**4.4.1** Abide by Rugby Canada's Code of Conduct, as amended from time to time.

**4.4.2** Perform tasks and execute responsibilities with the highest level of integrity and always in the interest of Rugby in Canada.

### **5) SELECTION PROCESS**

#### **5.1 # of Nominees per Year**

**5.1.1** No more than nine (9) nominees will be inducted into the Rugby Canada Hall of Fame in any given year.

**5.1.2** The nomination process will aim for equal representation of men and women in the Hall of Fame.

#### **5.2 Voting Procedure**

**5.2.1** Each voting member will be provided with the Induction nomination form and supporting documentation for every nominee.

**5.2.2** Nominees will be voted on by secret ballot organized by the Chair of the Ways & Means Committee

**5.2.3** The Secretary of the Project Team shall inform Rugby Canada's CEO (or his/her designate), via a confidential communication, of the recommended nominee(s). The CEO (or his/her designate) will review the list of nominees to ensure that the Terms of Reference have been appropriately interpreted. Following this review and assuming all concerns have been addressed to the CEO's (or his/her designate) satisfaction, the list will be forwarded to the Board of Directors for their consideration. The Board will then have 30 days

following receipt of the recommendations to advise the CEO (or his/her designate) of any objections to any recommendations.

**5.2.4** In the event of an objection by the Board of Directors of a certain nominee (or multiple nominees) being filed within the prescribed time frame, the Project Teams election of said objected nominee (s) will be considered null and void with no effect on the other elected nominees. The objection must have reasonable cause to explain that the nominee does not meet the established criteria. This process shall not be subject to appeal. However, any nomination not elected via this process can be resubmitted in subsequent years. Communication of each nomination outcome shall be by way of the Secretary to the nominator. Said communication shall be held in strictest confidence until such time as the Inductees announcement is made.

## **6) REMOVAL FROM THE RUGBY CANADA HALL OF FAME**

### **6.1 Removal of Inductees**

The Project Team may recommend to the CEO (or his/her designate) removal of an individual from the Rugby Canada Hall of Fame based on serious misconduct that brings the sport of Rugby and Rugby Canada into disrepute. To do so, at least 80% of the members of the Project Team must vote for removal. This recommendation must then be ratified by Rugby Canada's CEO (or his/her designate) and the individual must be informed in writing. Any appeals thereto, shall be heard by the Board of Directors

## **7) REVISION OF THESE GUIDELINES**

### **7.1 Revisions**

Any revisions to these Terms of Reference shall occur through consideration by the CEO and Board of Directors.