

RUGBY CANADA HALL OF FAME

TERMS OF REFERENCE

**AS APPROVED BY RUGBY CANADA'S BOARD OF DIRECTORS ON
OCTOBER 14, 2016**

1) PURPOSE: Rugby Canada's Hall of Fame strives to honour and preserve rugby's culture and heritage in Canada by recognizing the extraordinary achievements of rugby's participants in Canada. Using Rugby Canada's archival collection of artifacts and memorabilia and otherwise, this Hall of Fame is further intended to inspire and educate Canadians of all ages as well as other viewers of its exhibits.

2) CATEGORIES: Nominations shall be considered within the following categories:

2.1 Player

A nominee will be considered for election on the basis of playing ability, sportsmanship and character at the Elite Level for Canada in international competition, professionally (domestic or outside Canada) or as otherwise defined by the Rugby Canada Hall of Fame Selection Committee (Selection Committee). 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 nominee will be considered for election on the basis of extraordinary achievements during elite 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 (7's) team or Fifteen (15's) team may be nominated. A nominee is not eligible for nomination until five (5) years following the year in which it competed to receive said nomination, except by winning an Olympic or Rugby World Cup gold medal whereby the nomination is eligible for immediate consideration.

2.3 Builder

A nominee will be considered for selection on the basis of outstanding contributions at the national level as a coach, referee, manager, administrator, therapist, trainer or media member. A nominee must have furthered the growth and reputation of rugby in Canada 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 Pioneer

A nominee will be considered for selection on the basis of outstanding contributions which had a significant impact on the direction or enhancement of the game of Rugby in Canada. A nominee may be living or deceased.

2.5 Other Considerations

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

2.5.2 At all times the nominee must have brought prominence to the sport of rugby in Canada and to Rugby Canada.

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

3) NOMINATION PROCESS

3.1 Who Can Nominate

Any Registered Participant or current Member of Rugby Canada or its clubs who is of good standing may nominate a candidate for induction into the Hall of Fame by completing the Induction Nomination Form. It is mandatory to complete the form by having it typewritten on 8 ½" x 11" single sided paper.

3.2 Members of Selection Committee Can Nominate

Any member of the Selection Committee 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 Selection Committee for three (3) consecutive years. If a nominee is not inducted during that time, an inactive period of one year must occur before the Nomination Form can be re-submitted. Additional information must accompany a re-submission.

3.4 Nomination Form and Materials

Nominators must not assume that the Selection Committee knows details about the nominee. In order to help the Selection Committee understand the career of the nominee, the completed Nomination Form must be accompanied by supporting materials that shall 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, years of involvement locally, provincially and nationally, number of provincial and 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 Use paper clips, not staples for submitting all supporting materials.

3.4.5 Nomination Forms and supporting materials are to be mailed and received by December 31 each year to:

Chief Executive Officer, Rugby Canada
30 East Beaver Creek Road – Suite 110
Richmond Hill, Ontario
L4B 1J2
Canada

3.4.6 All Nomination Forms must be signed by the Nominator and a Seconder.

3.5 Nominations Considered by Selection Committee

For the 2017 class of inductees, nominations must be received by the Selection Committee no later than the 1st of January, 2017. In subsequent years, all nominations must be received no later than October 1st of that year.

4) SELECTION COMMITTEE

4.1 80% Consenting Vote

The Selection Committee is responsible for electing inductees into the Rugby Canada Hall of Fame. Each such successful nominee will require a consenting vote from a minimum of 80% of the Selection Committee members.

4.2 Nomination Form

(See attached)

4.3 Members of Selection Committee

Members of the Hall of Fame Selection Committee will be the current members of the Hall of Fame Project Team which is a sub-committee of the Ways and Means Committee. The Selection Committee shall be confirmed annually and its composition shall be communicated to the Members of Rugby Canada.

4.3 Selection Committee Roles

Each member of the Selection Committee must

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

4.3.2 Perform tasks and execute responsibilities with the highest level of integrity and always in the interest of rugby in Canada.

4.3.3 The membership of the Selection Committee is subject to Annual reviews by Rugby Canada's Board of Directors. Said review must ensure that membership does include the appropriate levels of diversity, geographically, gender and as otherwise determined appropriate from time to time.

4.3.4 Officers of the Selection Committee will be the Chair and Secretary of the Selection Committee.

5) SELECTION PROCESS

5.1 # of Nominees per Year

5.1.1 No more than seven (7) nominees will be inducted into the Rugby Canada Hall of Fame in any given year.

5.1.2 The Selection 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 appear on a ballot in alphabetical order.

5.2.3 Nominees will be voted on by secret ballot organized by the Chair or Secretary of the Selection Committee

5.2.4 Where single or multiple nominees exist for a given category, voting members will ascribe either an affirmative or negative vote in a manner prescribed by the Selection Committee members.

5.2.5 Said votes shall be dispatched in writing (electronic means acceptable) to both Officers who will confer in an in camera meeting to determine and reconcile results. Said voting results shall remain confidential and in joint custody by the Officers.

5.2.6 The Secretary of the Selection Committee shall inform Rugby Canada's Chief Executive Officer, via a confidential communication, of the recommended nominee(s). The CEO will then inform the Board of Directors of these recommendations. The Board will then have 30 days following receipt of the recommendations to advise the CEO of any objections to any election. The CEO will then notify the Officers. In the absence of any objections within the prescribed time frame, the Board of Directors' approval is deemed to have been secured.

5.2.7 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 Selection Committee's election of said objected nominee (s) will be considered null and void with no effect on the other elected nominees. 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 by the Selection Committee, working in conjunction with Rugby Canada's Marketing and Communication department.

6) REMOVAL FROM THE RUGBY CANADA HALL OF FAME

6.1 Removal of Inductees

The Selection Committee may recommend to the Chief Executive Officer 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 significant disrepute. To do so, at least 80% of the Selection Committee must vote for removal. This recommendation must then be ratified by Rugby Canada's CEO 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 Board of Directors.