



RUGBY CANADA HALL OF FAME

NOMINATION, SELECTION AND RECOGNITION PROCESS

1. AWARD DESCRIPTION

The purpose of the Hall of Fame is to recognize individuals and teams who have made extraordinary contributions to Rugby Canada at the National or International levels on or off the field of play.

Note: The Hall of Fame does not recognize individuals for their achievements or contributions at the National Age Grade (U18, U20, U23, etc) or Provincial, Club and Schools levels. Such individuals should be nominated under the Lifetime Achievement Award.

The maximum number of individuals and teams inducted into the Hall of Fame in any given year is nine (9), including a maximum of one (1) team.

2. CATEGORIES

The following categories are available for nomination:

- 2.1. Player
- 2.2. Builder
- 2.3. Match Official
- 2.4. Team

3. CRITERIA

The following criteria provide the basis on which nominees are to be considered for induction into the Rugby Canada Hall of Fame:

3.1. All Nominees:

- 3.1.1. Must demonstrate exemplary values and personal characteristics.
- 3.1.2. Must have made a defining contribution to rugby in Canada and Rugby Canada.
- 3.1.3. Are evaluated on the basis of their sportsmanship, character and contributions to the game of rugby in general and are expected to have adhered to the [core values of Rugby Canada](#) and [World Rugby](#).

Additional criteria for each Category are as follows:

3.2. Player

- 3.2.1. Retired from playing at the international level for at least five (5) years.
- 3.2.2. Demonstrated extraordinary achievement on the field of play at international level of competition (i.e. Test matches, Rugby World Cups, World Rugby Sevens Series).
- 3.2.3. Evaluated on the basis of their playing ability and achievements over time.
- 3.2.4. Brought recognition and honor to the sport of rugby in Canada and to Rugby Canada.

3.3. Builder

- 3.3.1. Made an outstanding contribution at the international level as a coach, manager, administrator, therapist, trainer and/or supporter, or at the national level as a media member.
- 3.3.2. Furthered the growth and development of rugby in Canada by having had influence on the game at the international level.
- 3.3.3. The nominee may be active or inactive in rugby at the time of nomination.

3.4. Match Official

- 3.4.1. Recognized for extraordinary achievement as a match official in international competition (i.e. Test matches, Rugby World Cups, World Rugby Sevens Series).
- 3.4.2. The nominee may be active or inactive in rugby at the time of nomination.

3.5. Team

- 3.5.1. Achieved an extraordinary placing or result at the international level.
- 3.5.2. Evaluated on the basis of a single performance year or competition, which was at least five (5) years prior to the year of nomination.
- 3.5.3. Brought recognition and honor to the sport of rugby in Canada and to Rugby Canada.

4. HALL OF FAME SELECTION COMMITTEE

- 4.1. The Hall of Fame Selection Committee, via the Legacy Committee, is responsible for recommending to the Rugby Canada Board of Directors individuals and teams for induction into the Hall of Fame.
- 4.2. The selection committee is responsible for:
 - 4.2.1. maintaining the process to source and vet nominees for consideration.
 - 4.2.2. finalizing the list of candidates put forward to the Rugby Canada Board of Directors for consideration.
 - 4.2.3. ensuring the selection process aims for representation of gender diversity in the Rugby Canada Hall of Fame.
 - 4.2.4. maintaining a database of eligible individuals/teams to be considered as potential Hall of Fame inductees.

4.3. The selection committee will be composed of:

4.3.1. The Chair of the Legacy Committee and the appointed Rugby Canada Director on the Legacy Committee, both of whom will be non-voting members.

4.3.2. No fewer than five and no more than seven additional voting members shall be appointed by the Chair of the Legacy Committee.

4.3.3. The Chair of the selection committee shall be appointed by the Chair of the Legacy Committee.

5. NOMINATION PROCESS

5.1. Nominations will open no later than July 1 of each year.

5.2. Anyone may nominate an individual and/or team to be considered by completing the online Nomination Form (LINK TBD – See required details in Attachment 1).

5.3. No individual on the selection committee may be considered for nomination while serving as a member of the selection committee, nor within the subsequent 12-months following service on the selection committee.

5.4. As part of the Nomination Form, the nominator consents to the collection of personal information

5.5. All requested material must be contained in a single online submission.

5.6. Submission records may be kept on file indefinitely, at the discretion of Rugby Canada.

5.7. Nominees will be considered for three (3) consecutive years, without the requirement for a nomination form to be resubmitted; If the nominee is unsuccessful in being inducted into the Hall of Fame during three (3) years of consecutive consideration, a nomination form may be resubmitted with additional information.

5.8. There is no limit to the number of times a nomination submission may be entered on behalf of an individual or team (in 3-year cycles).

5.9. Member Unions and Clubs as well as Player and Team Staff Alumni are encouraged to take an active role in promoting nominations.

5.10. Submissions via the online Nomination Form must contain the following:

5.10.1. Full name and contact details of the nominee as requested.

5.10.2. Full name and contact details of the nominator as requested.

5.10.3. A minimum of one (1) and no more than three (3) letter(s) of endorsement. Each letter must be no longer than 500 words.

5.10.4. A full biography detailing years of involvement at the international level, National team appearances, roles, awards, records, achievements and any other relevant information about the candidate (no more than 500 words). All information contained in this biography must have taken place at the international level.

5.10.5. Additional information not covered above which may be pertinent to the nomination (i.e. other achievements, including those below the international level) (no more than 500 words).

6. VETTING PROCESS

- 6.1. The deadline to submit nominations is September 30 of each year.
- 6.2. Finalization of the list of candidates put forth annually will occur once information about all nominees has been assembled for consideration by the deadline prescribed.
- 6.3. As required, at least two sub-committees shall be formed to conduct an initial review of the nominees submitted by category. Each sub-committee shall consist of three (3) to four (4) members.
- 6.4. Each sub-committee member will be provided with a copy of the Nomination Form and supporting documents, as applicable, for each nominee.
- 6.5. Each sub-committee shall review the individuals/team packages in their respective assigned category in order to provide feedback to the Hall of Fame selection committee as to the suitability of each nominee as a Hall of Fame member.
- 6.6. This initial review is an assessment of whether the nominee meets the minimum established criteria as outlined in this document.
- 6.7. The list of suitable nominees from each sub-committee shall be determined by a simple majority vote of the members of each sub-committee and sent via email to the Chair of the selection committee.
- 6.8. Where a nominee has been deemed unsuitable as a Hall of Fame candidate, the reasoning shall be provided to the selection committee in writing.
- 6.9. Where a nominee has received a 50%+ majority vote but not unanimous support from the sub-committee, the reasons for both the dissenting and supporting votes from the sub-committee shall be provided to the selection committee verbally during the initial discussion by the selection committee.

7. VOTING PROCESS

- 7.1. Voting will be completed by November 1 of each year.
- 7.2. The initial discussion by the selection committee on the list of submitted nominees will serve to determine the final list of nominees on the ballot.
- 7.3. Once the list of nominees for the ballot has been finalized, voting will occur. Voting is to be by secret ballot and each member of the selection committee is entitled to support up to the maximum number of nominees in each category.
- 7.4. Where a nominee receives 80% or more support from the selection committee and the maximum number of nominees has not been exceeded for such category, these nominees shall be put onto the candidate list and removed from the subsequent ballot.

- 7.5. Subsequent ballots will occur and the nominees from the previous ballot receiving no support or receiving the lowest number of votes above zero shall be dropped from further consideration.
- 7.6. In the event that the number of nominees remaining on the ballot is equal to the number of open positions in that category, the nominee receiving the lowest number of votes above zero shall be dropped from further consideration. A final vote will then be completed with the nominee needing 80% or more support in order to be on the candidate list. The voting shall then be considered concluded.
- 7.7. No selection committee member shall be forced to support a nominee involuntarily, regardless of the number of nominees on the ballot. Should a voting member or members choose not to vote for a particular nominee, at least 80% of the remaining members but support the nominee in order to be added to the final list of candidates who are proposed for induction to the Hall of Fame.
- 7.8. The number of nominated individuals of one gender will not exceed the number of the other genders by more than 2. For the avoidance of doubt, this limitation does not include persons nominated on a team.
- 7.9. The Legacy Committee Chair shall send to the Board of Directors the final list of candidates along with a single nomination package for each candidate.
- 7.10. The Board shall review the list and confirm the candidates within 30 days of receipt, with communication from the Board Secretary to the Legacy Committee Chair.
- 7.11. The Board may reject any number of candidates at their sole discretion, and this will have no effect on the other candidates confirmed by the Board. The Board, where possible, will communicate the reason(s) for rejecting any candidates to the Legacy Committee Chair.

8. RECOGNITION

- 8.1. The Legacy Committee Chair shall send the list of Board approved candidates to the Rugby Canada Staff Member assigned to Hall of Fame recognition. The list shall include the following details on each candidate.
 - 8.1.1. Full Name
 - 8.1.2. Email Address
 - 8.1.3. Mailing Address
 - 8.1.4. Associated Organizations (Provincial Unions, Clubs, Schools, etc)
 - 8.1.5. Single Nomination File (pdf or other)
- 8.2. The Staff Member shall be responsible for coordinating an appropriate press release, as well as public recognition of each individual, by a pre-determined date each year.
- 8.3. Advance notice will be provided to Provincial Unions of inductees from their region.