

January 2021

# WWR

## Hall of Fame Operating Procedure

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# Hall of Fame Operating Procedure

## 1. WWR Hall of Fame Committee

The WWR Hall of Fame Committee shall include the current four Hall of Fame members, and at least two other committee members on a temporary basis. The temporary positions include Jens Sauerbier, Chair of the WWR Athletes Council, and Brad Mikkelsen, former WWR President. Their roles with this committee would be that as a consultant to ensure that its members operate with the highest standards and follow the policies and procedures set out by the committee.

WWR Hall of Fame Committee will select a Chairperson from the current four Hall of Fame members. If a Chairperson cannot be identified the WWR President will nominate a Chairperson. The Chairperson will oversee the day to day operations of the Hall of Fame, and communicate directly with the WWR Secretary General to keep the Board apprised of the committees' actions and needs. The Chairperson position does not need to be renewed on a set timeline; however, it should be reviewed every 3 to 4 years to verify that the committee is satisfied with the current Chairpersons' performance. Only members of the WWR Hall of Fame will be eligible to serve in the Chairperson role unless selected by the WWR President as previously outlined. The administration requirements of the Committee will be undertaken by the WWR Office.

As more people are inducted into the WWR Hall of Fame, they will automatically become permanent members on the WWR Hall of Fame committee.

## 2. Nomination Process

A call for nominations for the WWR Hall of Fame will go out to the WWR Members every January subject to budget availability in that year. This communication will be written by the WWR Hall of Fame Chairperson, reviewed and approved by the WWR Secretary General, and distributed by way of a WWR communication as well as posting an article on the WWR website and social media outlets.

Any current or past WWR member may nominate a worthy candidate for consideration into the WWR Hall of Fame. All nominations must include a photograph and detailed biography of the candidate so that any Hall of Fame members who are not familiar with this person will clearly understand their achievements and contributions to the sport.

Note - only athletes who have retired from competitive international play will be considered.

All nominations must be submitted to the WWR Office at [office@worldwheelchair.rugby](mailto:office@worldwheelchair.rugby).

## 3. Selection Process

Once received, the Hall of Fame Chairperson will review all nomination documents for detailed biographies and request any additional information as needed directly from the nominee.

Any nominations received that were not complete or arrived after the deadline will be returned to the nominee with an explanation by the Chairperson.

After the Chairperson is satisfied with the remaining nomination documents, they will arrange for the preparation of all nominations into a single document that will list the nominees and their biographies alphabetically by last name, from A to Z.

The completed document will then be distributed by email to the WWR Hall of Fame Committee, along with the deadline for open discussion to take place among the committee members.

Once the discussion deadline has ended, the Chairperson will declare the selection process closed and update the nominations document if necessary and move to the voting process.

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## 4. Voting Process

The Hall of Fame Chairperson will arrange for the distribution of a final voting ballot listing all eligible nominees to the committee members, along with the voting deadline and voting rules as per Section 5, Timelines.

Each Hall of Fame Committee member will review the final nominations and voting rules.

Each Hall of Fame Committee member can vote for up to three nominees that they deem worthy of induction into the WWR Hall of Fame. There can be no more than 4 inductees per annum.

When a committee member is ready to vote, they will submit their selection(s) **only to the WWR Hall of Fame Chairperson** by email.

After all votes have been received and tabulated by the Chairperson, and the inductee(s) have been selected, the Chairperson will notify the Hall of Fame Committee members and the WWR Secretary General of the final results.

Once the WWR Secretary General has signed off on the new WWR Hall of Fame inductee(s), the Hall of Fame Chairperson will notify the inductee(s) of their impending induction into the WWR Hall of Fame.

All voting results are to be considered strictly confidential and will not be publicly released or disclosed until such time as the WWR Secretary General and the WWR Hall of Fame Chairperson determine to be appropriate.

## 5. Operating Timelines

By end of January: WWR Hall of Fame call for nominations letter is distributed to WWR membership and posted on WWR website and social media outlets.

By end of January: Two-month window opens for members to submit Hall of Fame nominations to the WWR Hall of Fame Chairperson.

By end of March: Hall of Fame Chairperson will distribute all candidate and biography information to committee members, and open up a 14 days window for discussion among committee members.

By mid-April: Hall of Fame Chairperson will distribute a final voting ballot listing all eligible nominees to the committee members, along with the voting deadline and voting rules.

By end of April: The Hall of Fame Chairperson will have tabulated the votes and report the results to Hall of Fame Committee members and the WWR Secretary General.

Once the WWR Secretary General has signed off on the new WWR Hall of Fame inductee(s), the Hall of Fame Chairperson will notify the inductee(s) of their impending induction into the WWR Hall of Fame.

During an appropriate WWR function, the inductee(s) will formally be inducted into the WWR Hall of Fame and be presented with a plaque to commemorate their achievement.

The administration of the process will be administrated by the WWR Office.

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In-Person Award ceremonies will take place at WWR Zonal Championships (Americas, Asia-Oceania, European (A) or an WWR World Championship depending on the location of the inductees and the associated travel costs. This enables the inductees to be awarded their Hall of Fame acknowledgement in the presence of athletes, coaches and officials associated with the playing of the game at the highest level.

## WWR Hall of Fame Voting Rules

The Hall of Fame Chairperson will distribute a final voting ballot listing all of the eligible nominees to each of the Hall of Fame Committee members by email.

The Hall of Fame Chairperson will designate a date when all votes must be returned to the Chairperson by email.

Each Hall of Fame Committee member will review the final nominations and voting rules.

Each Hall of Fame Committee member can vote for up to three nominees that they deem worthy of induction into the WWR Hall of Fame.

Any Hall of Fame Committee member can choose to abstain from voting but must notify the Chairperson of this if they choose to do so.

When a committee member is ready to vote, they will submit their selection(s) on or before the voting deadline by email **ONLY to the WWR Hall of Fame Chairperson** (or through an on-line system maintained by the WWR Office).

Sample guidelines for evaluating a nominee being considered for induction into the WWR Hall of Fame

### A - Athletes and Coaches

Nominee should have a minimum of five years as a competitor, except when an extenuating circumstance of a lesser number of years is identified.

- Nominee has achieved unique and singular achievements in their role on the court.
- Nominee has demonstrated superiority of skill respective to their physical classification.
- Nominee has demonstrated integrity and sportsmanship of the highest order.
- Nominee has established distinctive playing records that have stood the test of time.
- Nominee has longevity of participation that has earned the respect of their peers.

### B - Non-Competitors

Nominee should have served a minimum of five years in the sport, except when an extenuating circumstance of a lesser number of years is identified.

Nominee must have served in the capacity as an administrator, referee, classifier, supporter, or volunteer in the sport.

Nominee must have demonstrated a clearly unselfish dedication to the sport which has enhanced its development on the national, and/or, international level.

# Hall of Fame Operating Procedure

## Tabulating Hall of Fame Votes

The Hall of Fame Chairperson will conduct the tabulation of all votes received from committee members using the following method:

The Chairperson will review all ballots received and create a list of vote totals for each of the eligible candidates nominated.

Any candidate receiving 75 percent of the ballots cast shall be elected for membership into the WWR Hall of Fame.

Any candidate receiving votes of 50 percent, but less than the needed 75 percent, shall be automatically placed on the voting list for the next year.

Any vote(s) of abstention will not be counted during the tabulation process.

After all votes have been tabulated by the Chairperson and the inductee(s) have been selected, the Chairperson will notify the Hall of Fame Committee members and the WWR Secretary General of the final results.

All voting results are to be considered strictly confidential.