

Beavercreek High School
Hall of Fame
Governing Document
And
Procedures



January 2018

MISSION STATEMENT

The BHS Athletic Hall of Fame (HoF) was founded in 2000, its mission is to identify and select the most qualified Athletes, Coaches, and Contributors for induction into the Beaver Creek High School Athletic HoF. Also to preserve the athletic history and inspire the athletic future of Beaver Creek High School.

EXECUTIVE COMMITTEE

President- Is to oversee all operations of the HoF and arrange and call for regular meetings of the executive committee. The President will provide an agenda for such meetings and conduct them in accordance with Roberts Rules of Order. The individual serving in this position should be knowledgeable of the community and the high school's history, its sports programs, individual athletes, coaches, athletic directors, and contributors to the school's athletic programs. All fundraising and donations will be reported to the President and will be reported to the Executive Committee at the regular formal meetings. All funds raised by the Athletic HoF will be deposited and dispersed thru a sub account titled the Athletic HoF which is under the budget structure of the Boosters Club's Treasurer.

Vice-President- This individual will assist the President in performance of the duties and possibly assigned tasks and assume the responsibility of conducting a meeting in the absence of the President.

Secretary- This person will document the minutes of all formal meetings of the Executive Committee by recording the date, members present, members excused, members unexcused, all formal motions and seconds of such motions along with the voting by members of the committee. The Secretary shall distribute by email a copy of the minutes to all Executive Committee members within a reasonable length of time following such meetings. The Secretary shall also keep a copy of all such formal minutes and proceedings of the HoF. Any Executive Committee member may fulfill the duties of the Secretary in the absence of the Secretary.

Athletic Director- The current Beaver Creek High School Athletic Director will automatically fill this position and as such shall serve as a liaison between the Executive Committee and the Beaver Creek Board of Education. The Athletic Director will be responsible for maintaining and distributing upon request all new nominations to the HoF from coaches or other documented nomination forms which are turned in to the Athletic Office.

Athletic Boosters President or Designee- The current Beaver Creek High School Boosters Club President will automatically be a member of the Executive Committee of the HoF. The current Boosters President or his designee will serve as a liaison between the Boosters and the Athletic HoF Executive Committee.

Members at Large- Any individual who supports the HoF Mission statement and is knowledgeable of BHS athletics shall be eligible for serving on the Executive Committee. Such person shall be nominated and seconded by a current Executive Committee member and voted upon for inclusion at a regularly scheduled meeting by a majority of members present assuming a quorum is present.

*All Executive Committee members shall be appointed for a term of four years and as such the Member shall be eligible for re-appointment every four years with approval of a majority of the Executive Committee for an unlimited number of terms.

*Any Executive Committee Member who is absent for two consecutive scheduled meetings without notifying one of the officers shall lose their status of “member in good standing” and thus lose their voting privileges until such time as the member comes before the Executive Committee to request reinstatement as a member in good standing. An affirmative vote by a majority of the Executive Committee is needed for such member to return to the status of “member in good standing.”

*The entire committee agrees to the following items:

1. Goals of the BHS HoF
2. Criteria for nominations
3. Influences for selection of nominees
4. Committees for nomination process
5. Procedures for election process
6. Formal induction ceremonies

GOALS

1. Selection of the most outstanding athletes from Beavercreek High School.
2. Selection of the most outstanding Contributors be it a Coach, Athletic Director, Individual or organization supporting BHS athletics
3. Establish a fair and consistent process for establishing a ballot and voting process for election into the BHS Athletic HoF.
4. Schedule and conduct an induction ceremony honoring elected HoF members and introduce said new members at a high school athletic event.
5. Contact all possible local news media outlets with the names and athletic backgrounds of such newly elected members.
6. A plaque will be given to the inductee. Recognition of the inductee will be prominently displayed at the Beavercreek High School location.
7. All inductees will be included on the Touchscreen HoF monitor adjacent to the HoF wall in the gymnasium lobby.
8. Strive to raise appropriate funds so as to support expenses which the Executive Committee may budget for its current projects and ceremonies.

Criteria for Nomination

1. No Athlete shall be eligible for nomination and possible inclusion into the HoF until after ten years from their date of graduation from high school.
2. Athletic Directors, Coaches and other Contributors may be eligible at any time with the formal approval of the Executive Committee. Guidelines for such approval may vary with each individual's situation and as such the discretion and approval of the Executive Committee is needed to place such person on the ballot for nomination into the HoF.

3. Once a nomination is placed on the ballot that individual will remain on the ballot for a period of four years unless information is presented to the Executive Committee which would make such person ineligible for HoF membership. If not selected after four consecutive elections then such nominee will be removed from the ballot and can be returned to future ballots at the discretion of the majority of the Executive Committee.
4. Process to finalize a ballot will include the approval of the Executive Committee of the number of nominees in all categories (ie. Athlete, Coach or Contributor). A member of the Executive Committee will perform an appropriate background check and all such information will be presented to the Executive Committee. The current Athletic Director will then present all approved nominees to the Beavercreek Board of Education for their approval or rejection of any nominee.
5. The BHS Athletic Hall of Fame operates under the guidelines of the Beavercreek Boosters organization and as such the Beavercreek Board of Education has complete control and jurisdiction of its goals, members, and operating procedures.

Criteria for Selection to Athletic HoF

Some of the important criteria are but not limited to:

1. Individual Achievements such as BHS records set and/or held, personal statistics, League, Area, State and All-American Honors.
2. Team Achievements and contributions to such as League championships, District, Regional and State Championships
3. Varsity Letters
4. Character/Spirit-BHS degree, honors, Positive Influence, GPA

Special Nominees

At the Executive Committee's discretion the Hall of Fame Executive Committee has the ability to waive any number of the requirements for nomination to the Hall of Fame with a 2/3 majority vote of the Committee. The following athletes, coaches and sports contributors shall be eligible for nomination:

1. Selection into any State or National Hall of Fame
2. Achievement of a world record
3. Participation in the Olympics, World Games etc. representing the United States
4. Player or participation in a national or professional championship.
5. Winner of a State Athletic title.

Guidelines for HoF Election

1. Mainly Beaver Creek High School achievements should be considered for importance as to election to the HoF.
2. Evaluation criteria must be flexible according to the sport and decade of participation. For example candidates playing in earlier years (1910-1940) would not have received league honors since the Western Ohio League had not been formed. Additionally, it should be noted that competitive women's sports programs evolved in approximately the 1970s and thereafter, thus limiting the league awards for female athletes due to a lack of historical records.
3. The final number of nominees on a ballot for any year should not be excessive and thus determined by the Executive Committee.

Nomination Process

Anyone in the school system or community can nominate an individual, coach or contributor for consideration to be included on the HoF ballot. A standard form is available either online from the HoF website or available in the BHS Athletic office. This form should be completed (digitally, if possible) in its entirety with as much detail (i.e. supporting statistics, newspaper articles, coach's recommendations, etc). The Executive Committee will do its best to research and verify the information on the nomination form and as such it may request verification of some details such as awards, honors and statistics from the nominee. The integrity of the HoF is dependent upon verifiable information as to the nominee's accomplishments.

The current Athletic Director will solicit input from head coaches, administrators and staff as to potential HoF candidates at the end of each sports season. The AD will keep on file the digital HoF form in the athletic office any nomination form which has been appropriately completed. Each year the Executive Committee will initiate and complete the process of developing a ballot for the election process which will be completed before the end of the school year. The number of eligible nominees will and can vary from year to year and it is possible that some years no inductees will be voted upon.

Voting Committee

This committee shall consist of all current Hall of Fame members, past and present school administrators, teachers, coaches and local residents who may have knowledge of Beaver Creek High School athletics and a desire to further the goals of the Hall of Fame.

The Executive Committee will determine the method of voting be it all by responses from internet or a meeting date where the voting committee attends and secret ballots are cast by such method as the Executive Committee prescribe.

A packet of information including all completed nomination forms of all nominees will be provided to the voting committee prior to the initial voting round.

No voting committee member shall participate in the voting process if a relative appears on the ballot.

Upon completion of the voting, the totals will be presented to the Executive Committee for determination as to how many nominees will be inducted into the HoF that year.

After the Executive Committee certifies the election results, each nominee will be contacted personally before any names are released to the public or press.

The future inductee will be informed of their election to the HoF and asked to provide an action photo from their high school playing, a driver's license type photo for use on their plaque, and all up to date contact information including phone numbers and email address. They will also be informed of the date and location of the upcoming induction ceremony.

Removal of HoF Member

A HoF member may be removed from the HoF by a majority vote of the Executive Committee. Criteria for removal may include but is not limited to, any actions by the member that reflect negatively on the individual or Beavercreek High School.