



# Canadian Football Hall of Fame and Museum

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## SELECTION COMMITTEE TERMS OF REFERENCE

**As adopted May 11, 1991  
Amended November 19, 1991, November 27, 1992, November 26, 1993,  
February 12, 1996, February 7, 2001, February 24, 2004, November  
19, 2004, and November 25, 2005, January 16, 2008,  
April 12<sup>th</sup>, 2010**

**58 Jackson Street West, Hamilton, Ontario L8P 1L4**



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# Canadian Football Hall of Fame and Museum



## 1.01 Establishment of Guidelines

The following are the terms of reference under which a person shall be selected for induction into the Canadian Football Hall of Fame and Museum.

## 1.02 Categories

There shall be two categories in which a person may be elected as a Member of the Canadian Football Hall of Fame and Museum.

- 1) Player Category -
  - a) CFL Player
  - b) Veteran Player
  - c) Amateur Player
- 2) Builder Category -
  - a) Professional
  - b) Amateur

## 1.03 Eligibility

### 1) Player CFL Player

- a) Any person who has played a minimum of five years of professional football in Canada, and who has achieved outstanding and extraordinary success as a player. The qualities of character, playing ability, and the player's contribution to his team; contribution to the game of football in general, shall be considered in selecting a candidate.
- b) Player must not have participated as a player within the three (3) year period preceding the meeting of the Selection Committee.
- c) Player must have participated as a player within the twenty-five (25) year period preceding the meeting of the Selection Committee.

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d) If a Player has not exceeded the twenty-five (25) year eligibility period and has been previously considered, he may be re-considered if endorsed by two (2) selection committee members and achieves 75% vote of the Committee of the Whole, then that player shall be placed back on Ballot One. The Candidate will only be considered once; if that Candidate is unsuccessful he will then remain on the Past Player List.

e) If a player exceeds the twenty-five year eligibility period and is no longer eligible to be inducted in the CFL Player Category, the Player becomes eligible for the Veteran Player Category.

### **Veteran Player**

a) Any person who has played a minimum of five years of professional football in Canada, and who has achieved outstanding and extraordinary success as a player. The qualities of character, playing ability, and the player's contribution to his team; contribution to the game of football in general, shall be considered in selecting a candidate.

b) Player must have exceeded his twenty-five year eligibility in the CFL Player Category and must be re-introduced into the Veteran Category by the Veterans Subcommittee in order to be reconsidered for induction into the Hall of Fame.

### **Amateur Player**

a) An amateur player must have shown extensive involvement in amateur football as a player and shown outstanding and extraordinary success as that player. The qualities of character, playing ability; the player's contribution to his team; contribution to the game of football in general, shall be considered in selecting a candidate.

b) Player must not have participated as a player within the three (3) year period preceding the meeting of the Selection Committee.

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## 2) Builder

a) Any person who has made an outstanding contribution to football in Canada other than as a player. This category shall include former coaches, either amateur or professional, an active or inactive club executive or administrator, or a contributor to the game such as a former official, or any other person concerned with a team or league operation.

3) Members of the Selection Committee are eligible for induction.

4) Any eligible nominee who has been considered but not selected to the Hall of Fame shall be eligible for future consideration and election thereafter, subject to the limitations outlined above.

## 1.04 Selection Committee

1) The Commissioner of the Canadian Football League shall appoint the persons who will serve on the Selection Committee. The number of persons so appointed shall not be fewer than eleven (11) nor greater than fifteen (15). In appointing a member, the Commissioner shall consider the importance of national representation. The Commissioner or his designate shall serve as the Chairman.

2) The qualifications of a member of the Selection Committee shall include a general knowledge of football in Canada and a specific knowledge of the individuals (Players and Builders) involved in Canadian football. This is to ensure the fair and impartial assessment of the qualities of the nominees submitted for consideration and that they meet the qualifications defined herein.

3) An appointment to the Selection Committee shall be made within sixty (60) days following the annual selection committee meeting. The term of appointment shall be for a term of three (3) years and the same person shall be eligible for reappointment. Selection Committee members can serve a maximum of three (3) consecutive terms. When considering a reappointment, the Commissioner shall be guided by the past attendance and the importance of continuity. The Commissioner also reserves the right to remove a member of the Selection Committee at anytime if he deems it necessary.

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- 4) An appointment to the Selection Committee may be made at any time to fill a vacancy occasioned by resignation, death, or unavailability. In the event that a Committee member is temporarily unavailable, the Commissioner may appoint a substitute on an ad hoc basis.
  
- 5) The Executive Director of the Canadian Football Hall of Fame and Museum shall be the Secretary of the Selection Committee. Should that person be unavailable for a meeting, the Commissioner may designate an individual from his League Office staff to act as Secretary. In either event, the Secretary shall not have a vote.
  
- 6) Each member of the Selection Committee, including the Chairman, shall have one vote on each ballot of the election proceedings.

## 1.05 Nomination Procedures

- 1) Nominations shall be made in writing and sent to the Executive Director of the Canadian Football Hall of Fame and Museum (hereafter referred to as the Secretary).
  
- 2) Any member of the Selection Committee may submit, without limitation, names of persons to be considered in the categories of Player and/or Builder. Such nominations must have the endorsement of at least one other member of the Selection Committee.
  
- 3) Any person, other than a Selection Committee member, may nominate someone for consideration. Such nominees must have the endorsement of at least two members of the Selection Committee.
  
- 4) Any recommendation for nomination sent to a member of the Selection Committee should be forwarded to the Secretary, with or without that member's personal endorsement.
  
- 5) Each nomination shall contain the fullest possible data concerning the record and merits of the candidate.

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6) The Deadline for nominations in any calendar year shall be September 30<sup>th</sup>, in the year prior to the annual meeting. The Secretary shall notify the Committee members of the deadline and shall provide information regarding nominations from other than Selection Committee members, not earlier than forty-five (45) days or later than thirty (30) days prior to the said deadline for nominations.

7) The Secretary shall, thirty (30) days prior to the annual meeting, provide each Committee member with a complete list of nominees, together with available information on each nominee and the identity of the nominator.

## 1.06 Election Procedures

1) The Election of candidates shall take place annually in January at a time and place determined by the Commissioner.

2) The Secretary shall, not later than thirty (30) days prior to the date of the meeting, send to each member of the Committee a notice of the meeting, designating the date, time and place thereof, inviting each member to respond promptly with confirmation of attendance otherwise.

3) The elections shall be held not later than one hundred and twenty (120) days following the close of nominations, or such other date that the Commissioner may determine.

4) A quorum shall be a majority of the Selection Committee members appointed by the Commissioner.

5) A minimum of five (5) persons to a maximum of seven (7) persons shall be selected annually.

6) In the Player Category, a maximum of five (5) players shall be inducted. Of that total, three (3) to four (4) former CFL players shall be inducted annually and up to two (2) players may be inducted from a combination of the Amateur and/or Veteran Categories.

7) In the Builder Category, one to two builders shall be elected annually.

8) A subcommittee of five (5) members of the Selection Committee shall be created to identify Amateur players who shall be considered for induction. Up to three (3) names shall be forwarded annually to the Selection Committee of the Whole for consideration. The Committee of the Whole will use the rank order voting procedures to choose a candidate for induction.

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- 9)** A subcommittee of five (5) members of the Selection Committee shall be created to identify Veteran players (those who are outside the twenty-five (25) year window of eligibility in the CFL Player Category) and who shall be reconsidered for induction. Up to three (3) names shall be forwarded annually to the Selection Committee of the Whole for consideration. The Committee of the Whole will use the rank order voting procedures to choose a candidate for induction.
- 10)** Subcommittee membership will be at the invitation of the Chairman. The Chairman of the Selection Committee may also serve on both subcommittees if he desires.
- 11)** By way of a Special Request Clause, either the Board of Directors of the Canadian Football Hall of Fame and Museum or the Selection Committee, may request a special exception to the rule of a minimum of five (5) to a maximum of seven (7) persons inducted annually. If the Board of Directors or the Selection Committee feel that there is a specific individual, an individual with serious health concerns, or a group of Players or Builders who should be considered for induction in a particular year and that there are extraordinary circumstances that warrant an exception to this rule, then the Board of Directors of the Canadian Football Hall of Fame and Museum has the option to grant this request at anytime. The decision to allow or deny such a change to the rule, under this Special Request Clause, would be voted on by the Board of Directors of the Canadian Football Hall of Fame and Museum. This Special Request Clause, if granted by the Board of Directors, would not require a change to the Terms of Reference. Otherwise, if voted down, the Selection Committee is bound by the terms outlined in points #5, #6, and #7 above.

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## 1.07 Election Order of Business

- 1) Confirmation of quorum
- 2) Appointment of a Scrutineer to assist in the tabulation of votes.
- 3) Review of the Voting Procedures
- 4) Builder Voting
- 5) Player Voting
  - a) Former CFL player voting
  - b) Amateur and Veteran player voting
- 6) Confirmation of the number of Players and Builders to be elected and recommended for induction

## 1.08 Voting Procedures

- 1) Ballot One will be presented to the Committee. Ballot One is a list of new nominees, certified by the Secretary as having been duly nominated, endorsed and eligible for selection. The presentation of the list will be followed by discussion and advocacy for each of the nominees.
- 2) Ballot One voting will take place in secret. Each voting member present should vote for any player or builder he believes is deserving of Hall of Fame induction. If a nominee achieves support from 75% of the voting members present, his name will proceed to the next ballot and stand for election. If a nominee does not achieve 33% support on Ballot One, his name will not be considered further, and he will go on the Past Player / Builder list.
- 2) Ballot Two will be presented to the committee. Ballot Two is a list of those who remain eligible for consideration from previous years, as well as any additions based on Ballot One results of voting of 75% support. The presentation of the list will be followed by discussion and advocacy for each of the nominees.

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- 4) Ballot Two voting will take place in secret. Each voting member present should rank the nominees in his order of preference for induction. When tallying the vote, the top candidate would generate the most votes and the lowest ranked candidate would generate one vote. e.g. If there are 15 candidates, then the top nominee would generate fifteen (15) points down to the last choice who would receive one (1) point.
- 5) The Secretary, Chairman, and Scrutineer should tally and re-check the point totals for the candidates on Ballot Two and present a list in order of points scored to the Committee.
- 6) If a nominee does not receive 33% support on Ballot Two, he will be removed from this ballot and revert to Ballot One for consideration next year.
- 7) **Builder Voting**
  - a) One (1) to two (2) Builders shall be elected annually, no more than one from each of the categories below.

**Professional:** Any person who has made an outstanding contribution to football in Canada other than as a player. This category shall include former coaches, an active or inactive club executive or administrator, a contributor to the game such as a former official, or any other person concerned with a team or league operation.

**Amateur:** Any person who has made an outstanding contribution to football in Canada other than as a player. This category shall include former coaches, an active or inactive club executive or administrator, a contributor to the game such as a former official, or any other person concerned with a team or league operation.
  - b) The Committee as a Whole shall elect Builders using the method described in the Voting Procedures for Ballot One and Ballot Two.

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### 8) Player Voting

- a) A minimum of four (4) to a maximum of (5) players will be elected annually, including a minimum of three (3) former CFL players to a maximum of four (4) former CFL players. Up to two (2) players may be elected from a combination of the Amateur and/or Veteran Categories.
- b) **CFL Players:** Three (3) or Four (4) players may be elected, depending on the number of Builder, Amateur, and/or Veteran Player inductees previously determined earlier in the Selection Committee meeting.
- c) The Committee of the Whole shall elect CFL Players using the method described in the Voting Procedures for Ballot One and Ballot Two.
- d) **Veteran Players:** Up to three (3) Veteran players may be presented to the Committee, identified and endorsed by the Veteran Player Subcommittee.
- e) **Amateur Players:** Up to three (3) amateur players may be presented to the Committee, identified and endorsed by the Amateur Player Subcommittee.
- f) The Committee of the Whole may elect up to two (2) players from the Amateur and/or Veteran Categories using the rank order voting procedures.

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## 1.09 Confirmation of Inductees

- 1) The Board of Directors of the Canadian Football Hall of Fame and Museum shall be asked to confirm the candidates recommended for induction at the earliest opportunity subsequent to the Selection Committee meeting.

## 1.10 Invitation for Induction and Publication

- 1) The Commissioner or his designate shall contact the nominees and confirm with them their acceptance of election to the Canadian Football Hall of Fame and Museum. Should an individual refuse acceptance, his selection shall be nullified, forthwith. The Commissioner shall, in conjunction with the Canadian Football Hall of Fame and Museum, authorize the release of the names of persons selected for induction at a time and place to be determined.

## 1.11 Confidentially

- 1) The Selection Committee, the Board of Directors of the Hall of Fame and Museum, together with the staff, shall not disclose the results or divulge any other particulars of the voting in advance or the media release by the Hall of Fame and the Commissioner.

Please check the box if you have read the above terms of reference

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## Nomination Form Contact Information

### Contact Information

Name of Nominee: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_

Province / State: \_\_\_\_\_

Postal Code / Zip Code: \_\_\_\_\_

Current Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Candidate Category: **Player** \_\_\_\_\_ **Builder** \_\_\_\_\_

Name of Nominator: \_\_\_\_\_

Current Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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