

# **Cambridge City Schools**

## **ATHLETIC HALL OF FAME GUIDELINES**

### **ARTICLE I: Title**

The name of this organization shall be the Cambridge High School Athletic HALL OF FAME, a program under the jurisdiction of the Athletic Department of Cambridge City Schools.

### **ARTICLE II: Purpose**

The Hall of Fame has been organized as a way of maintaining the rich heritage and tradition of successful athletic programs at Cambridge High School. In addition it will serve as a means of recognizing, preserving and honoring the athletes, coaches and individuals who made significant contributions to the athletic programs at Cambridge High School. The Hall of Fame acknowledges the contributions and accomplishments of the individuals who are worthy of recognition and examples for others to emulate.

### **ARTICLE III: Selection Committee**

The Hall of Fame shall be governed by the hall of Fame Selection Committee including; the Superintendent, the High School Principal, the Athletic Director, a retired Coach, Administrator or alumni athlete, and a representative of the local media. Former athletes on the committee shall be 10 years removed from Cambridge High School and former coaches shall have 5 years coaching experience with the Cambridge City Schools athletic program and must be 2 years removed from Cambridge High School. Consensus would be needed for all decisions regarding policy and procedure changes. If a consensus cannot be reached then a vote would be taken that would require a majority vote. A quorum shall be present order for any business to be transacted. A quorum shall be 5/6 of the committee present with no proxy voting. No member of the committee will be eligible for induction while serving on the selection committee. Any changes to the guidelines must be approved by the Cambridge Board of Education prior to being enacted.

## **ARTICLE IV: CRITERIA FOR NOMINATION OF CANDIDATES**

A candidate must be someone who demonstrated character, citizenship, success, and leadership during and after his/her affiliation with Cambridge High School as determined by the committee and must meet the guidelines in one of the following categories;

### **Athletes**

1. The nominee must be an alumnus of Cambridge High School. Extenuating circumstances will be considered by the committee.
2. Eligible persons must have earned a varsity letter while attending Cambridge High School.
3. Moral character, good citizenship, and academic performance during high school and post high school years shall be a consideration.
4. Nominees into the Cambridge High School Athletic Hall of Fame shall have graduated a minimum of five years prior to being inducted.
5. No member of the committee will be eligible for induction while serving on the committee.

### **Coaches**

1. Five years must elapse after completion of their tenure as a coach at the Cambridge City School District before consideration is given for selection.
2. Demonstration of good character and citizenship will be considered.
3. Factors that will influence selection of a coach:
  - a. Will have coached at least 5 years in the Cambridge City School District.
  - b. Contributions to respective sport and the Cambridge Athletic Program.

### **Honorary Community Members**

1. For those individuals who have made an outstanding contribution to the Cambridge City Schools athletic program other than coaching or playing.
2. Length of time they have contributed to the Cambridge athletic program will be considered.
3. Projects that have made an impact on the athletic program for the Cambridge City School District.
4. Demonstration of good character and citizenship will be considered.
5. Continued support of the Cambridge City Schools athletic program.

### **Team Induction**

1. For those Teams who have made an outstanding contribution to Cambridge City Schools.
2. Final regular season records, post season appearances and post season success will be considered as priority rationale for induction

*\*\*The Selections Committee reserves the right to make exceptions to these guidelines for special circumstances.*

## **ARTICLE V: SIZE OF INDUCTION CLASS**

The Athletic Hall of Fame will induct all athletes with banners hanging in the gym and the 1994 State Championship Golf team. Every year thereafter, there will be a maximum of 3 (three) inductees and/or 1 team.

## **ARTICLE VI: REQUIREMENTS AND PROCEDURES FOR NOMINATION**

In order to maintain the integrity of the Hall of Fame the following criteria has been established for nominations. Nominee must exemplify the highest standards of sportsmanship, ethical conduct and character. All candidates will be judged on their significant and or long-term contributions to Cambridge High School athletics.

Nomination Procedure:

1. Inductees may be nominated by;
  - a. The Selection Committee
  - b. Current or former faculty, administration or staff
  - c. An alumnus
  
2. Nomination Form
  - a. All entries must be submitted on the Cambridge High School Hall of Fame nomination form. Nomination forms must be filled out accurately and completely for consideration.
  - b. Forms shall be available through the Cambridge High School Athletic Office and the District website.
  - c. The nomination form shall be completed and submitted to the Athletic Director by April 1<sup>st</sup> for the candidate to be considered for induction in the following school year. All nominations received must contain active and current addresses and contact information for the nominee (or family if deceased)
  - d. In addition to the official nomination form, the following materials should be submitted for an individual or team consideration.
    - i. A letter of recommendation from the person making the nomination and other letters of support from appropriate individuals who can validate or substantiate information related to the high school career or contributions of the nominee.
    - ii. A suitable photograph for reproduction.
    - iii. Other supporting materials, newspaper articles, certificates, historical records, letters, film footage, etc. These should be copies. There is no expectation of being returned.
  
3. Terms of Nomination
  - a. Following the initial nomination, a candidate shall remain eligible for induction for the following five years. The Athletic Director will keep the nomination forms and information on file. After five years a person may be re-nominated.

## **ARTICLE VII: PROCEDURES FOR SELECTING THE INDUCTION CLASS**

1. The Selection Committee
  - a. The Cambridge City Schools Athletic Hall of Fame Committee will meet annually to select candidates based on the criteria within these guidelines. The Committee will select a chair to serve a one-year term.
2. The duties and responsibilities of the Hall of Fame Selection Committee shall be as follows:
  - a. Attend the regular scheduled selection meetings.
  - b. Annually evaluate the nominations of individuals submitted who fulfill the requirements for consideration.
  - c. Approve only those individuals who had significant and or long-term athletic contributions to Cambridge City Schools
  - d. Evaluate and update the policies and operational procedures of the Cambridge City Schools Athletic “Hall of Fame” on an annual basis. Provide recommendation for consideration to the Cambridge Board of Education.
  - e. Validate and approve all worthy candidates for induction.
  - f. Keep all action of the Selection Committee confidential.
3. The voting procedures of the Hall of Fame Selection Committee shall be as follows:
  - a. The Committee shall review candidates based on information available at time of the April meeting.
  - b. After open discussion about candidates, a vote will be conducted for the purpose of choosing inductees.
  - c. Each committee member shall rank candidates in order of desired induction preference with their top choice receiving the higher number.
  - d. The inductees are determined by totaling the number of votes for each candidate. The individuals or teams with the top scores shall be inducted into the Hall of Fame the following year.
  - e. The annual voting of the Selection Committee will be confidential.
  - f. The inductees will be announced at a pre-determined time following the final selection process and after the individuals have been contacted and indicated that they will be present or represented at the induction ceremony.

## **ARTICLE VIII: INDUCTION CEREMONY**

The Hall of Fame Induction Ceremony shall be held each year in conjunction with a home athletic event. Ceremonies shall be done at halftime of said game. Inductees will be notified by June 1<sup>st</sup> if selected for the current year’s class.

**ANY OF THE ABOVE HONORS CAN BE DENIED BY THE HALL OF FAME COMMITTEE IF AN INDIVIDUAL IS INVOLVED WITH CONDUCT THAT DOESN’T SERVE IN THE BEST INTEREST AND IDEAS OF THE TEAM AND/OR SCHOOL.**

**CAMBRIDGE CITY SCHOOLS ATHLETIC HALL OF FAME  
NOMINATION FORM**

\_\_\_\_\_  
**Nominees Name**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Date of Birth**

\_\_\_\_\_  
**City, State and Zip Code**

**Nomination Category:**     **Athlete** \_\_\_\_\_

**Coach** \_\_\_\_\_

**Team** \_\_\_\_\_

**Contributor** \_\_\_\_\_

**If deceased:**

\_\_\_\_\_  
**Name of Spouse or Closed Relative**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Address**

**Year(s) Graduated/Coached/Contributed to Cambridge High School** \_\_\_\_\_

**Achievement(s) Summary: Please attach additional pages if needed**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Individual Submitting Nomination**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Return to:**

**Athletic Office/Hall of Fame Selection Committee  
Cambridge High School  
1401 Deerpath Drive  
Cambridge, Ohio 43725**