

POLICY- OPERATING PROCEDURES FOR THE DAWAHARES/KHSAA HALL OF FAME

The Kentucky High School Athletic Association entered into an agreement with the Dawahares clothing stores for that company to sponsor the Dawahares/Kentucky High School Athletic Association Hall of Fame. Since that time, more than 500 individuals have been inducted into this special group of athletes, coaches, officials and contributors to interscholastic athletics in the Commonwealth.

SEC. 1) NAME

Until such time as a new title sponsor is obtained requiring a change, the name of this program shall be the Dawahares/KHSAA High School sports Hall of Fame (hereinafter "Hall of Fame"), a program of the KHSAA under the jurisdiction of the Board of Control, and shall be located in Lexington, Kentucky.

SEC. 2) TITLE SPONSORSHIP

- a) For the period covering the induction classes of 1988 through 2012, such title sponsorship was contracted with Dawahares, Inc.
- b) The Association continues to seek a new title sponsor for this project.
- c) The Association may approve a "presenting sponsor" to appear following the title of the event in published references.

SEC. 3) BASIC PURPOSE

- a) The Hall of Fame is organized as a means of recognizing, preserving and promoting the heritage of interscholastic sports in Kentucky.
- b) Many individuals have made extraordinary contributions and have had superb accomplishments in high school sports.
- c) The Hall of Fame honors the contributions and accomplishments of these individuals who are worthy of statewide recognition as examples for others to emulate.

SEC. 4) GOVERNANCE

- a) The KHSAA Board of Control shall govern the Hall of Fame through these policies.
- b) The two-level selection process shall be governed and under the control of the Hall of Fame Screening Committee and the Hall of Fame Selection Committee as directed by the Commissioner.

SEC. 5) CATEGORIES FOR NOMINATION

- a) Individuals may be nominated representing four categories. The categories of Athlete, Coach, Official and Contributor are included on the nomination form for expediency in understanding the primary area in which an individual is to be considered for one's achievements in interscholastic athletics.
- b) The grouping is for screening purposes to assist those making the nominations in understanding the type of information required as detailed below:
 - (1) Athlete: A former high school athlete whose achievements as a high school athlete were extraordinary and merit statewide recognition. Such athlete shall have completed high school eligibility in all sports at least ten years prior to being eligible for induction. Athletes who are being nominated are to be considered solely for their achievements in interscholastic athletics in this state.
 - (2) Coach: Age 55 or over, or retired and inactive as a coach for three consecutive seasons, coach whose accomplishments as a high school coach merit statewide comparison and recognition. Coaches would be considered on the merits of their high school coaching achievements alone.
 - (3) Contest Official: A former high school contest official, or current official who qualifies for fee-free licensing (more than 25 years in a single sport), whose contributions as a high school contest official merit statewide recognition. Contest officials are to be considered solely on the basis of their service as a high school official.
 - (4) Contributor: An individual who has made outstanding contributions to interscholastic athletics on a statewide scale in some capacity other than Athlete, Coach or Official, including such areas as athletic administration, state association administration, sports medicine and sports media.

SEC. 6) DESIRED BALANCE OF DEMOGRAPHICS IN SELECTION CLASS

- a) In addition to the nomination criteria and classes listed in Section 5, the Board of Control has as a stated objective, other criterion

to fulfill the desire of proper and adequate representation.

- (1) Senior: An individual who is deceased, or at the time of consideration, has reached the age of 65.
- (2) Sections: For purpose of the selection process, the sections of the state shall be bounded by the regional tournament boundaries in basketball. Section 1 shall be regions 1-4, Section 2 shall be regions 5-8, Section 3 shall be regions 9-12, and Section 4 shall be regions 13-16.
- (3) Underrepresented Populations: It shall be the objective of this project to seek to identify, nominate and select a balance of individuals including those from previously underrepresented populations. Such populations shall include female participants in all categories in Section (a) of this Article and minority (African American and others) participants in all categories in Section 5, subsection (b).

SEC. 7) DESIRED SIZE AND DEMOGRAPHICS OF INDUCTION CLASS

- a) The Selection Committee shall select the induction class for the following year. Each group of inductees shall include at least:
 - (1) A selection class consisting of a minimum of eight (8) inductees that shall be the pre-determined desired number each year;
 - (2) A minimum of one representative from each section as defined in subsection (2) of Section 9; and
 - (3) An appropriate demographic balance of all populations including those defined in subsection (3) of Section 9 with a minimum of one from each category.

SEC. 8) REQUIREMENTS FOR NOMINATION

- a) In order to maintain the integrity of the program, the following criteria are established for nominations.
 - (1) Nominees shall exemplify the highest standards of sportsmanship, ethical conduct and moral character at the time of their participation in interscholastic athletics and activities.
 - (2) All candidates shall be judged on their significant or long-term contributions to interscholastic athletics.
 - (3) Candidates whose careers ended 50 or more years ago and who are deceased shall be considered against the accomplishments of their contemporaries, as much as is possible. It is suggested that additional support material be included, such as letters from individuals who had some involvement with the nominee.
 - (4) All applications shall clearly indicate the status of each candidate as it relates to the defined categories in subsection (b) of Section 5 to allow for accurate comparison and consideration.

SEC. 9) NOMINATIONS PROCEDURES

- a) The following procedures shall be utilized for nominations to the Hall of Fame.
 - (1) The Official Nomination Form shall be completed and submitted to and received by the KHSAA along with appropriate support materials three weeks prior to the meeting of the Screening Committee each school year for a candidate to be considered for the following year's class. Any nomination received by the Association that does not contain active and current address and contact information for the nominee (or family if deceased) shall not be considered.
 - (2) In addition to the Official Nomination Form, the following materials may be submitted for an individual to be considered for induction.
 - a. Letters of Recommendation. A completed nomination form may be accompanied by letters of recommendation from the person making the nomination, and other letters of support from appropriate individuals from the nominee's related high school career;
 - b. In cases where other support material is difficult to obtain, additional letters may be in order to substantiate the individual's accomplishments or contributions. Letters of recommendation for other awards of honors may not be used as substitute for this requirement;
 - c. A limited number of newspaper clippings, magazine articles, copies of scorebooks and statistics may be included to help substantiate the accomplishments and contributions of the nominee. These materials shall focus on high school accomplishments and contributions and be listed in

chronological order; and

- d. A head and shoulders photograph, preferably black and white, is to be submitted with the nomination form.
- (3) Additional information and support documentation may be submitted with this form or may be requested by Association staff in order to process the nomination;
- (4) All support material is to be submitted with the nomination in order to be considered at the next screening session.
- (5) The completed nomination form and support materials may be submitted online
- (6) Once the information forms are received by the KHSAA, all actions necessary to the selection process shall remain confidential.
- (7) The Hall of Fame shall retain all information submitted.

SEC. 10) NOMINATION ELIGIBILITY

- a) Nomination of the Hall of Fame may be made by:
 - (1) Representatives of Kentucky High School Athletic Association member schools;
 - (2) Appropriate Coaches, Officials, Administrators and Athletic Director Associations or members;
 - (3) Anyone else with connection or relation to the high school community or with knowledge of the nominee's background and data; or
 - (4) A representative of the KHSAA staff or Board of Control.
- b) Nomination of Board of Control/Staff Members
 - (1) A currently seated member of the KHSAA Board of Control shall not be eligible for induction until such time as their term in office has expired.
 - (2) A currently employed member of the KHSAA staff shall not be eligible for induction until such time as they are no longer employed.
 - (3) Any such member of the Board of Control or staff that has been nominated for the Hall of Fame shall have the materials retained by the KHSAA, and the processing of the nomination, including all deadlines, shall be held in abeyance until the member is eligible to be considered. This period of abeyance shall not be included in any time periods that would result in the expiration of a nomination.
- c) Term of Nomination
 - (1) Following initial nomination, a candidate shall remain eligible for induction for the following five years (July to June).
 - (2) After this time has expired, the candidate's name shall be required to be re-submitted on a new nomination form in order for that individual to be considered.
 - (3) Any nomination that does not meet the required criteria detailed in Section 5(b) shall have the materials retained by the KHSAA, and the processing of the nomination, including all deadlines, shall be held in abeyance until the nominee is eligible to be considered. This period of abeyance shall not be included in any time periods that would result in the expiration of a nomination.

SEC. 11) AMENDING THE INDUCTION CRITERIA

The Board of Control may amend or otherwise revise the induction criteria at any time prior to the convening of the Hall of Fame Screening Committee.

SEC. 12) HALL OF FAME SCREENING COMMITTEE

- a) The Hall of Fame Screening Committee shall meet annually to screen candidates based on the criteria approved by the Board of Control to be submitted to the Hall of Fame Selection Committee.
- b) The Hall of Fame Screening Committee shall have voting members as follows:
 - (1) Up to nine (9) members of the KHSAA Board of Control, appointed annually by the President. It shall be the normal practice that Board of Control members in their first year, and rising to the third year of their term on the Board, serve on the Screening Committee. Only in the event of a vacancy on the Board of Control can a member serve on both the Screening and Selection Committees;
 - (2) At least three (3) members of the KHSAA executive staff appointed by the Commissioner with sufficient historical knowledge to participate in the process shall serve on the Screening Committee;
 - (3) At least eight (8) current or long-serving former members of

the media; and

- (4) The Commissioner shall replace any vacancies that occur on the Screening Committee prior to the conclusion of terms, or resulting from any termination of Screening Committee membership.
- c) The duties and responsibilities of the members of the Hall of Fame Screening Committee shall be as follows:
 - (1) Attend the annual meeting of the Screening Committee, either in person or by electronic conference;
 - (2) Annually evaluate nominations of individuals submitted to the KHSAA by the prescribed deadline date;
 - (3) Approve only those individuals who had significant and or long-term contributions or accomplishments in high school sports and who meet the defined criteria;
 - (4) Evaluate and recommend changes to the induction criteria and guidelines on an annual basis
 - (5) After approving all worthy nominees, the Screening Committee shall recommend any changes to the numbers of candidates in each category, for both selection and screening, to the Board of Control; ; and
 - (6) Keep all action of the Screening Committee confidential. Violation of this provision shall result in removal from the committee.
- d) The voting procedures of the Hall of Fame Screening Committee shall be as follows:
 - (1) KHSAA staff shall provide to the Screening Committee members a compilation of all nominees eligible for consideration and all support material at the upcoming Screening Committee meeting;
 - (2) Such listing of nominees shall be listed in a format where categorical representation is easily recognized;
 - (3) These listings shall be cross-referenced to ensure that each person eligible is listed in all applicable categories;
 - (4) This listing shall be provided to the members of the Screening Committee not less than fourteen (14) days prior to the Screening Committee meeting to allow for ample time to consider all candidates;
 - (5) Screening Committee members shall rank candidates in order of desired screening preference, with the top listed person receiving the higher number of points;
 - (6) The Screening Committee shall review candidates based on information available at the time of the Screening Committee meeting;
 - (7) The Screening Committee shall meet at a time and place designated in conjunction with a spring Board of Control meeting to conduct the screening process;
 - (8) The Screening Committee, provided adequate numbers of non-inducted nominees exist, shall forward not less than twenty-four (24) names (including those that remain eligible having been screened before) to the Hall of Fame Selection Committee for final consideration. It shall be the objective of this committee to keep the total number of screened individuals at or near the desired twenty-four (24) in order to offer continual consideration given the turnover in screening committee membership and expiration of nominations;
 - (9) The Screening Committee, by majority vote or consensus, may forward groups of individuals en masse in an effort to meet the requirements of subsection 3 of Section 6. If this step is taken in order to ensure a balanced pool of nominees to be considered by the selection committee, then the Screening Committee shall by majority vote or consensus, determine how this group screening impacts the policy of having twenty-four (24) forwarded to the Selection Committee; and
 - (10) No candidate shall be considered who is not part of the material distributed as detailed in item 1 above.
- SEC. 13) HALL OF FAME SELECTION COMMITTEE
 - a) The Hall of Fame Selection Committee shall conduct balloting annually to select candidates based on the list of candidates forwarded by the Screening Committee.
 - b) The Hall of Fame Selection Committee shall have voting members as follows:
 - (1) Up to nine (9) members of the KHSAA Board of Control, appointed annually by the President. It shall be the normal practice that Board of Control members rising to the second

and fourth year of their term on the Board, serve on the Selection Committee. Only in the event of a vacancy on the Board of Control can a member serve on both the Screening and Selection Committees

- (2) At least three (3) additional members of the KHSAA executive staff appointed by the Commissioner with sufficient historical knowledge to participate in the process shall serve on the Selection Committee. A staff member may be appointed to both the Screening and Selection Committees;
 - (3) At least eight (8) current or long-serving former members of the media;
 - (4) Other members may be added as necessary to ensure the integrity of the process including sponsor representatives; and
 - (5) The Commissioner shall ensure that the balloting is conducted in an anonymous fashion.
- c) The Selection Committee shall utilize the following voting procedures:
- (1) At the discretion of the Commissioner and President of the Board of Control, the Hall of Fame Selection Committee may meet as a group or may choose to do its balloting by proxy ranking;
 - (2) Hall of Fame Selection Committee members complete rating sheets which shall be viewed as preliminary notes to the process and return these to the KHSAA for tabulation or such may be done by any other form of electronic balloting;
 - (3) No candidate failing to be forwarded by the Screening Committee shall be considered;
 - (4) Selection Committee members shall rank candidates in order of desired induction preference, with the top listed person receiving the higher number of points;
 - (5) After the initial tabulation of results, additional candidates beyond the desired class maximum size may be selected to ensure that each of the desired populations is represented;
 - (6) Totaling the votes for each candidate and applying the ratios established by the Screening Committee determines the induction class;
 - (7) The annual voting results of the Selection Committee shall be confidential;
 - (8) Inductees shall 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; and
 - (9) Prior publicity concerning nominees is not appropriate and may result in elimination from future involvement in any phase of the selection process.

SEC. 14) APPOINTMENT AND PROCEDURES FOR VETERANS COMMITTEE

- a) At the discretion of the Commissioner and President of the Board of Control, a Veterans Committee shall be appointed to review the list of those candidates selected for induction.
- b) This committee shall review the list of persons selected for induction, as well as those screened and eligible for nomination.
- c) The Veterans Committee shall ensure that at least two (2) individuals are selected to the induction class whose career as a participant (as a coach, player, official or contributor) includes the time period of fifty (50) or more years prior to the induction ceremony.
- d) The Veterans Committee, from the list of screened and eligible nominations, has the authority to select these individuals and add them to the selection class prior to the formal announcement of the induction class.

SEC. 15) AMENDING THE SELECTION PROCEDURES

The Board of Control may amend or otherwise revise the selection procedures at any time for future classes.

SEC. 16) INDUCTION CEREMONY

- a) The Hall of Fame Induction Ceremony is held each year at a pre-determined date.
- b) Inductees shall be notified in writing if selected for the following year's class.

SEC. 17) PAST INDUCTEES

Information about the past induction ceremonies of the Dawahares/KHSAA Hall of Fame can be found on the KHSAA website, www.khsaa.org.