



Awards & Recognition Committee

1. TERMS OF REFERENCE

1.1 Background Information

At the Annual General Meeting in 2005, Canada Basketball introduced a new governance model to lead the organization, and the amateur level of the sport, into the 21st century.

Under the new structure the Awards & Recognition Committee is a sub committee of Canada Basketball and its Board of Directors.

1.2 Mission Statements

Canada Basketball Mission Statement

“To exercise a leadership role in the promotion and development of basketball in Canada through programs and services”

Awards & Recognition Committee Mission Statement

“To adequately and effectively recognize, honour, immortalize and enshrine the contributions to the development and advancement of basketball in Canada or internationally.”

1.3 Purpose of the Awards and Recognition Committee

- a) To recognize, honour and pay tribute to Canadian individuals and teams who have attained extraordinary achievement in the sport of basketball in Canada and/or internationally.
- b) To recognize, honour and pay tribute to those Canadian individuals who have given distinguished service and who have made a major contribution to the development and advancement of the sport of basketball in Canada and/or internationally.
- c) To encourage the development of all aspects of the sport of basketball by permanently recording the achievements and history of the sport of basketball in Canada.
- d) To carry out these objectives by establishing and maintaining an official archive for basketball and thereby giving public prominence to the achievement of individuals and teams in and for the sport of basketball in Canada.
- e) To assist and provide feedback towards the operation of the Canadian Basketball Hall of Fame when requested.

1.4 Awards and Recognition Committee Goals and Objectives

- a) To review all awards and Hall of Fame processes and procedures to ensure they are consistent with the goals and objectives of Canada Basketball.
- b) To review and maintain a comprehensive document that clearly articulates the general administration and operational aspects of the Awards & Recognition Committee, including; awards, eligibility criteria, nomination procedures and selection processes.
- c) To recommend annually a ballot of candidates for consideration by the selection panel for induction into the Hall of Fame.
- d) To recommend to Canada Basketball's Board of Directors the individuals and or teams who should be considered for various awards and recognition.
- e) To assist in identifying the selection panel for the Hall of Fame.
- f) To review and maintain an effective and efficient nomination process for Hall of Fame candidates.
- g) To assist Canada Basketball in the planning of the annual Awards and Hall of Fame induction ceremony as requested.

2. CANADA BASKETBALL BOARD OF DIRECTORS

2.1 Level of Authority

The Board of Directors is ultimately responsible for Canada Basketball's actions and shall have the final decision on all issues.

3. CANADA BASKETBALL

3.1 Level of Authority

Canada Basketball shall be responsible for the general administration, operation and execution of the Hall of Fame Induction Ceremony/Dinner and is accountable to the Board of Directors via the Chair of the Award and Recognition Committee.

Canada Basketball shall have, in its sole discretion and from time to time, the authority to bestow awards and recognition upon individuals, teams, groups, associations and organizations who have given extraordinary service and/or have made a contribution to the development of the sport of basketball in Canada and/or internationally (e.g. President's Award, Award of Merit, Award of Distinction, etc) . All decisions regarding awards and recognition shall be subject to review by the Awards & Recognition Committee and subsequent recommendation to the Board of Directors for final approval.

4. Awards and Recognition Committee

4.1 Level of Authority

Appointed by the Board of Directors of Canada Basketball, the Awards and Recognition Committee shall be responsible for the reviewing and approving the ballot of candidates for consideration by the selection panel for induction into the Hall of Fame. After the ballots have been collected, the Awards and Recognition Committee shall submit the results and recommend to the Board of Directors.

4.2 Composition of the Awards and Recognition Committee

The Awards and Recognition Committee shall be comprised of:

- A chairperson, who shall be a member of the Canada Basketball Board of Directors,
- A staff representative of Canada Basketball,
- A representative of the Naismith Foundation

5. Hall of Fame Selection Panel

5.1 Level of Authority

The Selection panel shall vote inductees into the Hall of Fame from the ballot of candidates presented by the Awards & Recognition Committee.

5.2 Composition of the Hall of Fame Selection Panel

The returning members of the Selection Panel shall be confirmed by the Awards & Recognition Committee and shall be announced at the appropriate time. If the need for replacements exists, potential applicants may be appointed by members of the Board of Directors and shall be invited to submit their interest to serve on the Selection Panel for a two (2) year term.

The Selection Panel shall be comprised of:

- Four (4) representatives of the PSO's/TSO's
- A representative of CABO
- A representative of the Associate Members
- A representative of the Affiliate Members (excluding the Naismith Foundation)
- A representative of the Naismith Foundation
- 4 representatives from the Media, ensuring regional representation
- 2 previous Hall of Fame inductees
- 2 representatives from the Council of Excellence
- 4 members at large

5.3 Selection Panel - Key Attributes

Members of the Hall of Fame Selection Panel shall:

- Have a strong understanding of the history of basketball in Canada.
- Have a basic understanding of the operations of Canada Basketball and knowledge of amateur basketball at the international and national level.
- Have a good understanding of Canada Basketball's missions, values and objectives.
- Have an experience and/or interest in basketball development, advancement, equity, and accessibility issues.
- Be a team player that understands their role in relation to the others around them.
- Be open-minded and conscientious in the execution of their duties.
- Be objective and free of all biases, specifically in the areas of race, gender, time periods, regions and eras.
- Not be a member of the Hall of Fame Awards & Recognition Committee.

5.4 Minimum Requirements

- Must sign and adhere to Canada Basketball's Confidentiality and Conflict of Interest policies.
- Must adhere to functions and responsibilities as outlined by the organization.
- Must adhere to the by-laws and all other policies and procedures as approved by the Board of Directors.
- Must submit their votes into the Awards and Recognition Committee by the announced deadline.
- Must refrain from attempting to influence the voting process of other selection committee members.

5.5 Length of Term

Selection Committee members shall hold their position for two processes and, if selected by the chairperson to serve longer, may do so subject to board approval. At the end of each Hall of Fame event, Canada Basketball and the chairperson shall conduct a review of all the selection committee members.

Canada Basketball and the Awards and Recognition Committee chairperson reserves the right to conduct an immediate review of any Selection Committee member for any act(s) which are considered detrimental to the ideals, values and objectives of the Canadian Basketball Hall of Fame, Canada Basketball, the Awards and Recognition Committee, the Selection Committee or any of its member or affiliate organizations, and the sport of Basketball.

5.6. Time Commitment

Selection committee members are expected to take the time to thoroughly review all the nomination packages and submit their votes by the previously announced deadline.

If a committee member does not submit their vote in on time, without a reasonable excuse, their status will be immediately reviewed at the conclusion of the Hall of Fame event. If a committee member fails to submit their vote on time for a second time over two consecutive processes such committee member shall be deemed to have resigned and a written notice shall be given to the Board of Directors of such resignation at the next regular meeting.

5.7 Compensation Level

Selection Panel members do not receive wages, stipends, or honorariums. The organization will provide compensation for reasonable expenses incurred during the performance of committee or organization duties. These expenses must follow the guidelines established by the Finance Committee and approved by the Board of Directors.

6. Canadian Basketball Hall of Fame - Operations

Subject to the nomination criteria, any person is eligible for election as an Honoured Member of the Canadian Basketball Hall of Fame who has achieved an outstanding record of excellence, in the following categories:

Athletes Teams Coaches Officials Builders

6.1 Categories of Membership

The five categories of membership in the Canadian Basketball Hall of Fame are defined as follows:

- a) *Athletes*: Athletes are individuals who, while Canadian citizens, have participated as a player at an elite level and have achieved outstanding and extraordinary success as a player in the sport of basketball at the amateur and/or professional level.
- b) *Teams*: Teams are made up of athletes who represent Canada, a province, a municipality or a Canadian organization or corporation that have accomplished outstanding or extraordinary results nationally and/or internationally that has brought prominence to the sport of basketball in Canada.
- c) *Coaches*: Coaches are individuals whose tireless efforts and expertise in the development and training of basketball athletes has made an outstanding and extraordinary contribution to the sport of basketball in Canada and/or internationally.
- d) *Officials*: Officials are individuals who have exhibited outstanding and extraordinary skill and expertise as referees, as evidenced by their participation at an elite level of competition, nationally and internationally. Such individuals must also have contributed significantly to the training and development of basketball officials in Canada.
- e) *Builders*: Builders are individuals who have made outstanding and extraordinary contributions towards the promotion, development and advancement of basketball in Canada, and without restricting the generality of the foregoing may include administrators, officials, trainers, managers, coaches and doctors. Such contribution should be national in scope.

6.2 Nominations for Awards or Recognition

- a) All nominations for Awards or for induction into the Hall of Fame shall be submitted to the National Office, or other such office as may be determined from time to time and at the sole discretion of Canada Basketball and the Board of Directors, before the established deadline for submissions.
- b) Nominations will be accepted from the following:
 - The Board of Directors
 - Any member in good standing
 - Any citizen of Canada, provided that the nomination has been signed by 10 individuals and receives the signed approval of either the Board of Directors of Canada Basketball or an Active Member Association prior to the submission to the Hall of Fame.
 - Any Canadian media representative provided that the nomination is received on official letterhead of the media source and is signed by an official representative of any member in good standing of Canada Basketball.
- c) All nominations shall be in writing and shall contain a complete record of the merits and achievements of each candidate
- d) All submitted nominations must be professional in nature and include, at a minimum, the following information in order to be considered for onto the Hall of Fame ballot:
 - Cover letter (maximum 1 page) – brief overview of the reason why the nominee(s) should be considered for the Hall of Fame and how this nominee(s) reflect the values of Canada Basketball:
 - Purpose - We are principled, focused and strategic in pursuing our vision.
 - Excellence - We are innovative, performance-driven and results oriented.

- Team - We believe in the power of "team" on the court, in our communities and across the country.
- Nation - We take pride in representing Canada to the world.
- Biography (maximum 4 pages) - A complete and detailed biography of the nominees accomplishments (Please include birth date, date of death (if applicable), birthplace, and current personal or family contact information).
- Letters of Support (3-5 letters) - At least three letters of support from members in good standing who have direct knowledge of the value and impact of the nominee's achievement and who support the nomination; no more than five letters.

Additional Material - Statistical information, copies of news clippings, photos and other supporting documents (if available) during the nominees era.

e) Failure to provide this information will result in the non-consideration of the nominated candidate.

6.3 Criteria for Nomination

a) General

Nominees must be:

- 1) a Canadian Citizen, or
- 2) a resident of Canada for a minimum of 3 years, or
- 3) born in Canada, or
- 4) made their distinguished contribution to the game of basketball in Canada.

b) Specific Criteria

Athletes:

- Players must be retired from playing status at their highest level of competition (i.e. CIS , National Team etc.) for 5 years before they are eligible for nomination.
- Voting for players must be based on the player's record, playing ability, integrity, sportsmanship, character, and contribution to the teams on which the player participated. The player's overall contribution to the game of basketball in general must also be considered.

Teams

- For teams to be eligible for nomination, five (5) years must have elapsed from the date of the significant milestone which forms the basis for the nomination.

Coaches

- For coaches to be eligible for nomination, the nominee must be retired from professional coaching activity for 2 years, or 1 year if 65 or older, or have been an active coach for at least 25 years. .

Officials

- Officials must be retired from actively officiating for 2 years, or 1 year if 65 or older, in order to be eligible for nomination.

Builders

- Builders are exempt from specific timelines with respect to nomination.

6.4 Process for Nomination :

- a) By authorization of the Board of Directors of Canada Basketball, on or about (DATE) every year, submissions are requested for nomination into the Canadian Basketball Hall of Fame.
- b) Deadline for closing of nominations (including supporting documents) is no later than the (DATE) in that year.
- c) At the conclusion of the nomination period the Canada Basketball staff representative shall forward all nominations to the Awards & Recognition Committee for verification of the nomination against the published criteria.
- d) The Awards and Recognition Committee reserves the right to exclude nominees from consideration for nomination for any act(s) which are considered detrimental to the ideals and objectives of the Canadian Basketball Hall of Fame, Canada Basketball, or any of its member or affiliate organizations, and the sport of Basketball.
- e) The Awards and Recognition committee may also reserve the right to exclude nominees from consideration if it is deemed by a majority vote that their criteria does not reflect the values and ideals of the Hall of Fame.
- f) Once verified, the complete list of the nominees and support documents are circulated by mail, e-mail or fax under the signature of the Chair of Awards & Recognition Committee to the members of the Selection Panel with a Hall of Fame ballot.
- g) Ballots must be signed and returned within 15 days after the ballots are issued or are deemed invalid.
- h) The ballot is tabulated by Canada Basketball. The results are reviewed and approved by the Awards & Recognition Committee and presented to the Board of Directors of Canada Basketball for approval.
- i) Successful and non-successful candidates shall be notified of their induction via telephone before an official announcement is made. At the discretion of the Chair, a successful candidate may be notified by:
 - i) The Chair of the Awards & Recognition Committee,
 - ii) The Chair of the Awards and Recognition Committee in conjunction with a representative of the Naismith Foundation,
 - iii) A current member of the Hall of Fame, as identified by the Chair of the Awards and Recognition Committee in conjunction with a representative of the Naismith Foundation, who has a significant connection with the inductee,
 - iv) Canada Basketball President & C.E.O.
- j) The official announcement shall be made at the most suitable time each year as determined by Canada Basketball and the Awards & Recognition Committee.
- k) At the conclusion of the announcement all nominators shall be notified of the status of their nominee.

7. Rules for Election

Each member of the selection panel shall receive a Hall of Fame Ballot comprised of those candidates nominated to the Canadian Basketball Hall of Fame by the Board of Directors, the membership of Canada Basketball, the public at large or the Canadian Media, which has been verified by the Awards & Recognition Committee.

7.1 Hall of Fame Entry Criteria

- a) A total of 2 rounds of voting will be conducted.
- b) In the preliminary round, each member of the Selection Panel must vote for 5 nominees on a ballot. Members of the Selection Panel must use all five of their votes. The 10 nominees who have received the most ballots will move on to the final round.

- c) In the final round, each member of the Selection Panel must vote for 5 nominees on a ballot. Members of the Selection Panel must use all 5 of their votes. A minimum of 70% or 14 of 20 votes of the selection committee is required to earn entry into the Canadian Basketball Hall of Fame.
- d) Recommendation of the Board of Directors, Canada Basketball and/or the Awards & Recognition Committee, for outstanding and meritorious distinction may occur in extreme cases only (i.e. illness or death). Each recommendation must receive support from the Awards & Recognition Committee in order to pass.
- e) More than five votes shall invalidate the ballot in question.
- f) The Board of Directors shall have the final decision in all special cases relating to voting procedures and minimum vote requirements.
- g) Any inductee elected to a National Hall of Fame (e.g. COC, Canadian Sports, etc.) shall be automatically recommended to the Awards & Recognition Committee for inclusion on the ballot for consideration by the Canadian Basketball Hall of Fame selection panel at the next nomination period.

7.2 Status of the Hall of Fame Ballot Once Election Has Been Completed:

- a) Nominees who receive no votes in 2 consecutive processes are removed from the ballot and referred to the Veterans Category when eligible for consideration.
- b) Nominees who receive no more than 14 total votes in 5 processes shall be removed from the ballot and referred to the Veterans Category when eligible for consideration.
- c) Nominees who have not gained entry into the Hall of Fame after 10 processes on the ballot shall be referred to the Veterans Category when eligible for consideration.

8. Veterans Category

8.1 Veterans Committee

- a) The Awards and Recognition Committee shall act as the Veterans Committee or will appoint the Veterans Committee consisting of seven voting members, all of whom shall be members of the Hall of Fame. Individuals appointed to the committee shall be those who have knowledge and experience regarding the history of basketball in Canada. Appointments to the Committee shall be for a period of three years. Individuals can be reappointed to the Committee by the Awards and Recognition committee.

8.2 Criteria for Nomination

Veterans are:

- a) Those nominees whose career or contribution to basketball was completed 25 years ago or later, and;
- b) Those nominees who have been removed from the Hall of Fame due to insufficient votes as prescribed by the rules in section 7.2, provided they meet the 25 years criteria.
- c) Veterans need not to be nominated in the normal fashion but can be put forward at any time and added to the veterans ballot for consideration by the Veterans Committee.

8.3 Membership/Criteria for Voting:

- a) Veterans must receive a minimum of 70% or 5 of 7 votes to be selected for induction into the Canadian Basketball Hall of Fame.
- b) Members of the Veterans Committee may vote for a maximum two nominees on the Veterans ballot.
- c) Ballots with more than two votes shall be invalid.
- d) Nominees in the Veterans category who do not receive a minimum of 5 votes over a 5 year period shall be removed from the Veterans ballot and can only be renominated via Section 7.2.

- e) At the conclusion of the Hall of Fame balloting, the complete list of veterans and support documents are circulated by mail, e-mail or fax under the signature of the Chair of Awards & Recognition Committee to the members of the Awards committee panel with a veterans ballot.
- f) Ballots must be signed and returned within 7 days after the ballots are issued or are deemed invalid.
- g) The ballot is tabulated by Canada Basketball. The results are reviewed and approved by the Awards & Recognition Committee and presented to the Board of Directors of Canada Basketball for review.
- h) Successful candidates shall be notified of their induction via telephone before an official announcement is made. At the discretion of the Chair, a successful candidate may be notified by:
 - i) The Chair of the Awards & Recognition Committee,
 - ii) The Chair of the Awards and Recognition Committee in conjunction with a representative of the Naismith Foundation,
 - iii) A current member of the Hall of Fame, as identified by the Chair of the Awards and Recognition Committee in conjunction with a representative of the Naismith Foundation, who has a significant connection with the inductee,
 - iv) Canada Basketball President & C.E.O.
- i) The official announcement shall be made at the most suitable time each year as determined by Canada Basketball and the Awards & Recognition Committee.
- j) The Awards and Recognition Committee reserves the right to exclude veterans from consideration for nomination for any act(s) which are considered detrimental to the ideals and objectives of the Canadian Basketball Hall of Fame, Canada Basketball, or any of its member or affiliate organizations, and the sport of Basketball.
- k) The Awards and Recognition committee may also reserve the right to exclude veterans from consideration if it is deemed by a majority vote that their merits do not reflect the values and ideas of the Hall of Fame.

8.4 Status of the Hall of Fame Ballot Once Election Has Been Completed:

- a) Candidates in the veteran's category who do not receive support (a minimum of 4 votes from the members of the Awards & Recognition Committee over a 5 year period) shall be removed from the veteran's roster.

9. Removal from the Hall of Fame:

- a) Members and nominees can be removed from the Hall of Fame for unceremonious or criminal acts detrimental to the ideals and objectives of the Canadian Basketball Hall of Fame, Canada Basketball, or any of its member or affiliate organizations, and the sport of basketball.
- b) The Awards and Recognition Committee reserves the right to exclude nominees from consideration for nomination for any act(s) which are considered detrimental to the ideals and objectives of the Canadian Basketball Hall of Fame, Canada Basketball, or any of its member or affiliate organizations, and the sport of Basketball.
- c) Removal from the both the ballot and Hall of Fame can be a recommendation from a member of Canada Basketball in good standing to the Awards & Recognition Committee, the recommendation must include supporting information for the rationale.
- d) The Awards & Recognition Committee shall review the recommendation and may proceed to dismiss the recommendation or may advise the Board of Directors that they endorse the recommendation for removal.
- e) Should the recommendation for removal be ratified by the Board of Directors, the Awards & Recognition Committee shall notify the Hall of Fame Member in writing of the decision for removal. The member having so notified, must be given an opportunity to appeal the decision to the Board of Directors in a timely manner.

- f) The appeal of the removal from the Hall of Fame shall be carried out in accordance with the association's appeal policy.
- g) The results of the appeal shall be presented to the membership of Canada Basketball.

10. Guidelines for Procedure of Awards Announcements:

- a) Canada Basketball is responsible for the announcement of the award recipients or successful Hall of Fame candidate(s) to the Board of Directors.
- b) Successful candidates shall be notified of their induction via telephone before an official announcement is made. At the discretion of the Chair, a successful candidate may be notified by:
 - i) The Chair of the Awards & Recognition Committee,
 - ii) The Chair of the Awards and Recognition Committee in conjunction with a representative of the Naismith Foundation,
 - iii) A current member of the Hall of Fame, as identified by the Chair of the Awards and Recognition Committee in conjunction with a representative of the Naismith Foundation, who has a significant connection with the inductee, ,
 - iv) Canada Basketball Executive Director
- c) An official press release shall be issued by Canada Basketball upon notification of all award recipients and Hall of Fame inductees.

11. Awards and Hall of Fame Induction Ceremony and Dinner

- The Hall of Fame Induction Ceremony shall be determined by Canada Basketball, with input from the Naismith Foundation, and approved by the Board of Directors.
- The budget for the Hall of Fame shall be in accordance with Canada Basketball's approved financial policies.

12. Non-Disclosure

No member of the Awards & Recognition Committee, the Selection Panel, the Board of Directors or any other party involved in the processing of nominations shall at any time divulge or disclose the results or other particulars of the balloting except as obligated by this policy.

13. Amendments

Amendments to this document may, from time to time, be made by Canada Basketball, with input from the Dr. James Naismith Foundation and the Awards & Recognition Committee, with approval from the Board of Directors of Canada Basketball.

14. Governing and Language

In the case of a discrepancy, the English version shall prevail.

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