



Clearview Township Culture & Sports Hall of Fame



CLEARVIEW

Amanda Murray

CLEARVIEW TOWNSHIP – COMMUNITY CULTURE &
TOURISM

UPDATED VERSION: JANUARY 2020

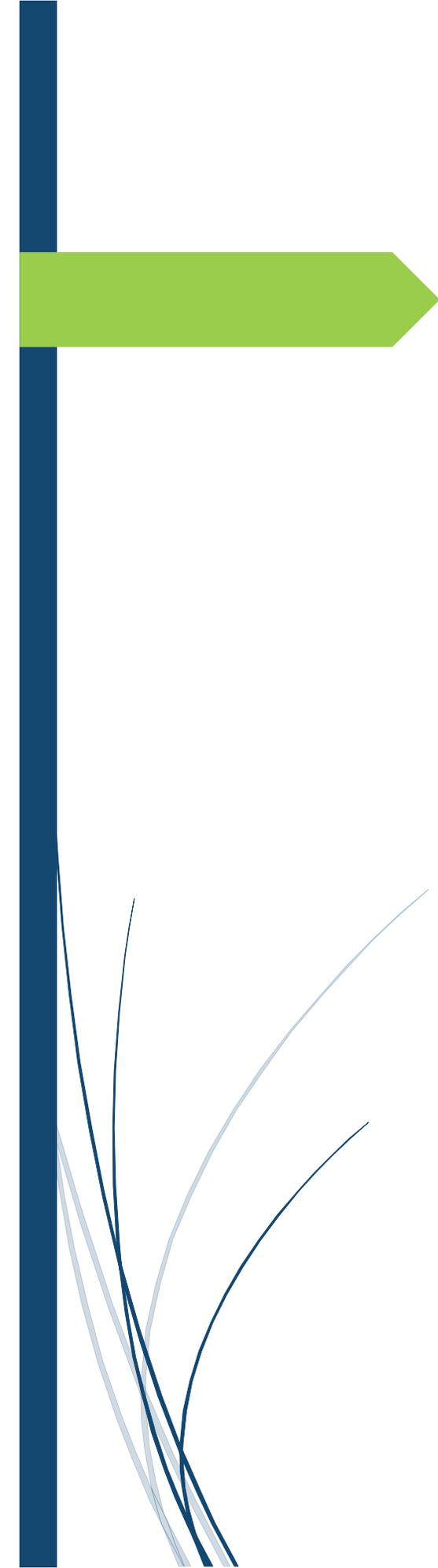


Table of Contents

Section A: Terms of Reference	2
Objectives:	2
Value Statement:	2
Committee Representatives	2
Roles and Responsibilities.....	2
Section B: Hall Inductees	2
1. Sports Classifications.....	2
2. Culture Classifications.....	3
2. Recognition.....	4
a. Commemorative Awards.....	4
b. Clearview Township Culture and Sports Hall of Fame Digital Archive	4
c. Awards	4
3. Personal Information and Privacy Rights	4
Section C: Nomination Procedures and Guidelines.....	5
1. Recognized Sports.....	5
2. Recognized Arts and Culture.....	5
3. Geographical Boundaries and Restrictions	5
4. Waiting Periods	6
5. Nomination Process.....	7
a. Forms.....	7
b. Annual Timeline	7
Section C: Hall Election Procedures and Guidelines.....	8
1. Quota and Limitations	8
2. Criteria for the Election of Nominees	8
3. Election Process	10
4. Confidentiality	11
5. Posthumous Election	11
6. Approval of all Inductees.....	12
7. Removal of an Inductee	12
8. Approval and Date	12

Section A: Terms of Reference

Objectives:

To establish a method for honoring individuals or groups who have made a positive and exemplary impact on the sports and cultural community in Clearview Township;

To promote citizenship, excellence and to preserve the sports and cultural accomplishments of our community.

Value Statement:

Recognizing and preserving the past serves a valuable educational and civic function.

Committee Representatives

General Manager, Parks, Culture and Recreation
Community, Culture and Tourism Coordinator
Recreation Clerk
Three Members of Council

Roles and Responsibilities

Administrative support is provided by the Community, Culture and Tourism Coordinator.

Nomination Responsibilities– advertise and distribute the forms each year; review nominations to ensure all forms are fully completed;

Banque Responsibilities – assist with the banquet, including tickets, venue and arrange for the guest speaker.

Awards Responsibilities– order gifts for the inductees; arrange the engraving on plaques

Archives Responsibilities – work with the inducted members or family/team to collect archives and memorabilia.

Section B: Hall Inductees

1. Sports Classifications

There are five (5) classes of inductees: Athlete of the Year Award, Athlete Achievement Award, Builder Award, Team Award, and Young Leaders (Sport) Award. With the appropriate achievements individuals can be inducted into more than one classification.

a) Athlete of the Year Award

An outstanding athlete who has represented Clearview Township commendably by attaining exceptional results regionally, provincially, nationally or internationally and whose example of sportsmanship has brought credit to the sport and high regard for the individual during the previous calendar year.

b) Athlete Achievement Award

An outstanding athlete who has represented Clearview Township commendably by attaining exceptional results regionally, provincially, nationally or internationally and whose example of sportsmanship has brought credit to the sport and high regard for the individual.

c) Builder Award

Shall include league or team officials, referees, umpires, sponsors, executives, trainers and coaches etc. who's work for sports in Clearview Township, regionally, provincially, nationally or internationally over an extended period of time and has been outstanding. Individuals who have given a prolong and meritorious service to sports and recreation in the Township of Clearview.

d) Team Award

Teams who have excelled on the regional, provincial, national and/or international sports scene over an extended period of time. Clearview-based teams or 3 or more members of one team, with exceptional results and whose example of sportsmanship has brought credit to the sport and high regard for the individuals.

e) Young Leader in Sports Award

A special award to recognize the outstanding contribution or performance made as a leader in the sport community, including high school or collegiate level athletics, under the age of 30 years of age.

2. Culture Classifications

There are four (4) classes of inductees: Artist Achievement Award, Festival/Event Award, Young Leader (Culture) Award and Community Volunteer of the Year Award. With the appropriate achievements individuals can be inducted into more than one classification.

a) Artist Achievement Award

An outstanding individual who, through creative, visual, theatrical, dance, music or other artistic professional has brought credit to Clearview and has had a distinguished artistic career.

b) Festival/Event of the Year Award

A festival or community event that excels in the community, is well-known and may attract tourists or support community initiatives.

c) Community Volunteer Award

An individual who has contributed countless hours and have distinguished themselves by virtue of their service in the Township of Clearview for cultural or sports organizations. This award recognizes the person who has helped to significantly improve the quality of life through culture and/or sports over the last year through initiative, innovation or by acting as a role model.

d) Young Leader in Culture Award

A special award to recognize the outstanding contribution or performance made as a leader in the culture community, including high school or collegiate level athletics, under the age of 30 years of age.

2. Recognition

Each newly elected member shall be formally inducted into the Clearview Township Culture & Sports Hall of Fame at an official induction ceremony and banquet. Inductees or family representatives will be invited to be present at the Induction Ceremony.

a. Commemorative Awards

Commemoration in the Clearview Township Culture and Sports Hall of Fame shall be in the form of a plaque, with the induction year. Each team named to the Clearview Township Culture and Sports Hall of Fame shall be recognized in an appropriate manner. Where appropriate, archival materials, such as footage, photographs, personal artifacts and memorabilia will be on display.

b. Clearview Township Culture and Sports Hall of Fame Digital Archive

Members will be added to the Digital Archive, which may also include other archival documents and career highlights.

c. Awards

Each inductee to the Clearview Township Culture and Sports Hall of Fame, or the Family of deceased inductees, shall receive an individual award. Team members will also receive an individual award.

3. Personal Information and Privacy Rights

The committee respects the personal information and privacy rights of the Inductees. The committee will limit the collection, use and disclosure of personal information to that which is agreed to by the individuals entering

the Clearview Township Culture and Sports Hall of Fame. The committee also gives the individuals the right to request any correction of their personal information.

Section C: Nomination Procedures and Guidelines

1. Recognized Sports

Athlete and Team nominees must have participated in a recognized sport. The sport must be a member of, or is affiliated with, a provincial or national sport governing association. The sport must be on the current Ontario Recognized Provincial and Multi Sport Organizations list of recognized sports.

2. Recognized Arts and Culture

The Creative City Network of Canada defines Arts as “The arts include the visual arts (painting, print-making, drawing, sculpture, crafts, photography, film and video), theatre, music and song, literary arts and dance. The arts encompass original, creative interpretation and facsimile reproduction and distribution. Cultural industries - publishing, film, sound recording, video and audio-visual broadcasting - are included”

3. Geographical Boundaries and Restrictions

Membership in the Clearview Township Community and Sports Hall of Fame is limited to Clearview Township. The Clearview Township municipal boundaries, established in 1994, are the boundaries used to define Clearview Township.

The following variations apply to the nominees:

- Born in Clearview Township and spent their formative years here.
- Not born in Clearview Township but moved here and lived a minimum of ten (10) years before or during their sporting accomplishments.
- An athlete or team member from an outlying area that rightfully participated with and represented a recognized Clearview Township Sport Association or Cultural Organization for a minimum of five (5) years.
- A person who has been employed and/or been instrumental in the development of culture and sporting accomplishments in Clearview Township.

Those mentioned above may be considered even if they eventually move away from the area.

4. Waiting Periods

a. Athlete of the Year Award

The Athlete of the Year must have been actively involved in the previous calendar year.

b. Athlete Achievement Award

There shall be no waiting period and can either be retired or presently active in their respective sport.

c. Builder Award

There shall be no waiting period and will be eligible at any time and may still be involved in an active role.

d. Team Award

Team nominees may be either active or inactive at the time of their selection.

e. Artist Achievement Award

There shall be no waiting period and will be eligible at any time and may still be involved in an active role.

f. Festival/Event of the Year Award

The Festival/Event of the Year shall be in existing for a consecutive 3 or more years. Special Events, as defined as one-time celebrations (ie: Celebrating incremental anniversary years 25 year or more) or provincial/national or international events are eligible to apply.

g. Community Volunteer of the Year Award

The Community Volunteer of the Year must have been actively involved in the previous calendar year.

h. Young Leaders Award (both Culture and Sports Award)

There shall be no waiting period for Young Leaders; however, the inductee must be under the age of 30 years old during the Hall of Fame year.

5. Nomination Process

The committee includes staff from the Parks, Culture and Recreation Department, shall solicit nominees from the community at large. Anyone may submit a nomination for any person meeting the eligibility criteria. All nominations shall follow the nomination procedure. The Clearview Township Culture and Sports Hall of Fame nominations are free to enter.

A subcommittee of Council comprised of three councillors will make the final approval for the Induction into the Clearview Culture & Sports Hall of Fame.

a. Forms

Staff will design and make available an online form to be completed by those making nominations. A hardcopy will be available for pick up at the Clearview Administration Centre.

Nomination packages will be accepted either electronically or hardcopy providing all attached documents are included.

Nominations are based on the achievements from the previous year or longer as per the Criteria.

b. Annual Timeline

- In the Inaugural Year, Call for Nominations will start upon Council Approval
- During the second year and beyond, A call for nominations will happen in January.
- Nominations are due by March 31
- Committee Review will take place in April
- Clearview Township Culture and Sports Hall of Fame Ceremony will take place annually in June.

Section C: Hall Election Procedures and Guidelines

1. Quota and Limitations

The number of inductees elected to the Clearview Township Culture and Sports Hall of Fame each term is at the discretion of the Subcommittee appointed by Council. Inductees as members of Teams shall be limited to players, coaches, trainers and managers (i.e. Carded Members of team or part of an Official Roster). There shall only be one (1) inductee for Athlete of the Year, Event/Festival of the Year and Community Volunteer of the Year.

2. Criteria for the Election of Nominees

Nominees elected into the Clearview Township Culture and Sports Hall of Fame will have demonstrated a number of common desirable attributes. They will have exemplary values and personal characteristics of integrity, character, citizenship, success, leadership and community involvement. The individual, team or event organization have represented Clearview Township commendably by attaining exceptional results.

To assist in formulating their decisions the Committee members will take into consideration any acknowledged variants between each sport and levels of competitions to help in their individual selection and ranking of the nominees.

a. Athlete

- Athletes will be chosen on the basis of their playing ability.
- Have excelled on the regional, provincial, national and/or international sports scene over an extended period of time.
- Have brought recognition to Clearview Township through their athletic achievements.
- Have achieved extra-ordinary distinction in an amateur or professional career.
- Have made a major contribution to the development and advancement of their sport.

b. Builder

- Builders may include officials, sponsors, executive, trainers, owners, coaches, etc.
- Their work over an extended period in Clearview Township, regionally, provincially, nationally or internationally has been outstanding in

providing a consistently high level of contribution to the sports community.

- Have been instrumental in the development of sport and sporting accomplishments in Clearview Township.
- Have made a major contribution, other than as a competitor, to the development and advancement of amateur or professional sport through their outstanding and extraordinary contribution to sports in general, in managerial, in promotional, or through their influential capacities.

c. **Team**

- Must have excelled on the regional, provincial, national and/or international sports scene.
- Level of competition and degree of difficulty will be considered.
- The competition must be an open event sanctioned by a sport's governing body.
- Has brought recognition to Clearview Township through their athletic achievements.

d. **Artists**

- Must have excelled on the regional, provincial, national and/or international arts and cultural sphere.
- Level of achievement and artistic quality will be considered.
- Has brought recognition to Clearview Township through their artistic and cultural achievements.

e. **Festival/Event**

- Must be a unique festival/event that distinguishes Clearview Township among other region, provincial, national and/or international festivals and events.
- In existence for greater than 3 years, unless defined as a one-time special commemorative event.
- Has brought recognition to Clearview Township through their community initiatives or tourism/destination attraction.

f. Community Volunteer of the Year

- Have brought recognition to Clearview Township through their community development and volunteerism achievements.
- Improved the quality of life in Clearview Township through initiative, innovation or by acting as a role model
- Have made a major contribution to the development and advancement of Clearview Township within the past 12 months

g. Young Leaders Award (for both Culture and Sports)

- Young Leaders may include any of the nomination categories, athlete, builder, artist or member of the Festival/Event organization, etc.
- Their work over an extended period in Clearview Township, has been outstanding in providing a consistently high level of contribution to the community.
- Have been instrumental in the development of cultural or sporting accomplishments in Clearview Township.
- They are under the age of 30 years old for the present year.

3. Election Process

a. Evaluation and discussion

When the committee members have had appropriate time to evaluate and discuss the nominees the General Manager will commence the selection. This will avoid non-bias opinion and conflicts of interest. The Subcommittee of Council will comprise of three (3) councillors and the discussion and final decision will be confidential.

b. Criteria Discrepancy

If any committee member queries if the standard for Clearview Township Cultural and Sports Hall of Fame Induction has been met a discussion must take place followed by a vote which must pass by a minimum of two thirds (67) percent of the committee. The nomination can be re-activated in a subsequent cycle upon the submission of new material or correction to support the candidate's worthiness for induction into the Clearview Township Sports Hall of Fame.

c. Ranking

Only the nominees achieving the required criteria are considered. Ranking will be done by the point system. The point system will be applied to all categories. All nominations meeting the required criteria are to be scored out of a maximum of 100 points based upon judgments made in the following five categories and with corresponding points. The candidates with the highest ranking of points, within the quota, will be declared Clearview Township Culture and Sports Hall of Fame Inductees for that induction year. If there is a tie for the final position a second vote of those tied will determine the final position.

The Point System

Level/Significance of Achievement/Contribution	45 points
Difficulty in Achieving Success	20 points
Consistency/Dedication over Time	15 points
Membership Vote	15 points
Personal/Team Characteristics	5 points

d. Automatic Inclusion 'Carry Forward' Clause

In the event that the Nomination was not successful, the nomination package will be kept on file and automatically included the following year for consideration. This will prevent the Nominator from having to re-apply the following year. This "Carry Forward" would only be limited to one additional year. The nominator can withdraw at any time.

e. Declaration of Pecuniary Interest/Conflict of Interest

A Committee member must consider all nominees and determine if they have a conflict of interest. A conflict of interest is a situation in which a person has a private or personal interest sufficient to appear to influence the matter being considered. If a conflict of interest is established the committee member shall excuse themselves from the room during any discussion surrounding that nominee. They will not participate in the ranking of that nominee.

4. Confidentiality

No member of the committee shall divulge or disclose the results or other particulars of the balloting. Official announcement of successful nominees to the Clearview Township Culture and Sports Hall of Fame is made by the Mayor. Any questions related to the balloting must be directed to the General Manager.

5. Posthumous Election

A Posthumous Election may be granted by the committee.

6. Approval of all Inductees

Clearview Township Council will pass a resolution to adopt the recommendation by the General Manager for the nominees to be inducted in the Clearview Township Culture and Sports Hall of Fame.

7. Removal of an Inductee

The committee reserves the right to remove an Inductee from the Clearview Township Culture and Sports Hall of Fame. Removal is a serious action that should only be considered in cases of extraordinary undesirable and detrimental conduct reflecting poorly on the Clearview Township Culture and Sports Hall of Fame. Clearview Township Council will pass a resolution to remove the inductee.

8. Approval and Date

Clearview Township Culture Sports Hall of Fame Induction Guidelines were approved by Council in 2017.

Revisions have been included in this current Master Plan as per:

PCR-018-2019 Culture & Sports Hall of Fame Program Changes