

Washington-Nile Local Schools Athletic Hall of Fame Guidelines

Article I

The name of this organization shall be the Portsmouth West High School Athletic Hall of Fame, a program under the jurisdiction of the Athletic Department of Washington-Nile Local Schools.

Article II

The Hall of Fame will be organized as a way of maintaining the heritage and tradition of successful athletic programs at Portsmouth West High School. It will also serve as a means of recognizing, preserving, and honoring the athletes, coaches, and individuals who have made significant contributions to the athletic programs at Portsmouth West High School.

Article III

The Hall of Fame shall be governed by the Hall of Fame Selection Committee including; the Superintendent, the High School Principal, the Athletic Director, Board President, and a former (retired) coach or athlete. Former athletes on the committee shall be 10 years removed from Portsmouth West High School and former coaches shall have 10 years coaching experience and be removed 2 years from Portsmouth West High School, and community members and four (4) community members will be chosen by the superintendent to serve on the board. 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 in order for any business to be transacted. A quorum shall be 80% of the committee.

Article IV

Criteria for selection

Individuals and teams may be nominated from three categories. The nominee, if an alumnus must be five years removed (graduated) from Portsmouth West High School.

1. Student Athlete: any person or team who distinguished himself/herself in the field of athletics while a student at Portsmouth West High School.
2. Coach/Educator: any coach with at least 10 years coaching experience. The nominee must be inactive and removed from the coaching staff for 5 years. Criteria for consideration should be based on character, ethics, accomplishments, and significant contributions to the athletic program at Portsmouth West High School.

3. Contributor: An individual who has made outstanding contributions to the interscholastic athletic programs at Portsmouth West High School other than coaching and playing.

Article V

Size of Induction Class

A class of inductees shall not number more than 3 per year.

Article VI

Requirements and Procedures for Nominations

In order to maintain the integrity of the Hall of Fame, the following criteria have been established for nominations. Nominees must exemplify the highest standards of sportsmanship, ethical conduct, and character.

Nomination Procedures

1. Inductees may be nominated by;
 - A. The Selection Committee
 - B. Current or former faculty, administration, staff
 - C. An Alumnus of Portsmouth West High School
2. Nomination Form
 - A. All entries must be submitted on the Portsmouth West 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 Portsmouth West Athletic Office.
 - C. The nomination form shall be completed and submitted to the Athletic Director by April 1st for the candidate to be considered for induction in the following school year. All nominations received must contain active and current address 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 teams consideration.
 1. 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.
 2. A suitable photograph for reproduction
 3. Any other supporting materials

3. Terms of Nomination
 - a. Following the initial nomination, a candidate shall remain eligible for induction for the following 5 years. The Athletic Director will keep the nomination forms and information on file. After 5 years the person may be re-nominated.

Article VII

Procedures for Selecting the Induction Class

The Selection Committee

The Portsmouth West High School Hall of Fame Selection Committee will meet annually to select candidates based on the criteria. The committee will select a chair to serve a one-year term.

The duties and responsibilities of the Hall of Fame Selection Committee shall be as follows:

1. Attend the regular scheduled meetings.
2. Annually evaluate the nominations of individuals submitted who fulfill the requirements for consideration.
3. Approve only those individuals who had significant and or long term contributions to athletic accomplishments at Portsmouth West High School.
4. Evaluate and update the policies and operational procedures of the Portsmouth West High School Hall of Fame.
5. Validate and approve all worthy candidates for induction.
6. Keep all action of the Selection Committee confidential.

The voting procedures of the Hall of Fame Selection Committee shall be as follows:

1. The committee shall review candidates based on information available at time of the April meeting.
2. After open discussion about candidates, a vote will be conducted for the purpose of choosing inductees.
3. The inductees are determined by totaling the number of votes for each candidate. The individuals or teams with the highest scores shall be inducted into the Hall of Fame the following year.
4. The annual voting of the Selection Committee will be confidential.
5. 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 half time of said game. Inductees will be notified by June 1st if selected for the current year's class.

Individual Submitting Nomination

Name

Phone

Address

City, State, Zip

Signature

Date

Portsmouth West High School
Athletic Department
15332 US Hwy 52
West Portsmouth, Ohio 45663