

Policies and Operating Procedures

National High School Hall of Fame

ARTICLE I—NAME

Section 1 The name of this organization shall be the National High School Hall of Fame, a program of the National Federation of State High School Associations (NFHS), located in Indianapolis, Indiana.

ARTICLE II—PURPOSE

Section 1 The National High School Hall of Fame is organized as a means of recognizing, preserving and promoting the heritage of interscholastic sports and performing arts in the United States. Many individuals have made extraordinary contributions and have had superb accomplishments in high school sports and performing arts. The National High School Hall of Fame honors the contributions and accomplishments of these individuals who are worthy of national recognition as examples for others to emulate.

ARTICLE III—GOVERNANCE

Section 1 The National High School Hall of Fame shall be governed by the NFHS Board of Directors. The two-level selection process shall be governed by the Hall of Fame Screening Committee and the Hall of Fame Selection Committee.

ARTICLE IV—HALL OF FAME SCREENING COMMITTEE

Section 1 **Voting Members**—The Hall of Fame Screening Committee shall have 10 voting members as follows:

- a. One Chairperson.
- b. One member representing NFHS Sections 1 and 4.
- c. One member representing NFHS Sections 2 and 6.
- d. One member representing NFHS Sections 3 and 7.
- e. One member representing NFHS Sections 5 and 8.
- f. One member representing the NFHS Board of Directors.
- g. One member representing the NFHS Coaches Association.
- h. One member representing the NFHS Officials Association.
- i. One member representing the National Interscholastic Athletic Administrators Association (NIAAA).
- j. One member representing the performing arts.

Section 2 **Non-Voting Member**—The Hall of Fame Screening Committee shall have one non-voting member as follows:

- a. The director of the National High School Hall of Fame.

Section 3 **Term of Office**

- a. All elected members shall serve four-year terms, and vacancies on the committee are filled through the normal NFHS committee structure process.
- b. Vacancies for the NFHS Coaches Association, NFHS Officials Association and NIAAA positions are filled through nominations from the respective organizations, with approval by the NFHS Board of Directors.
- c. Any vacancies that occur on the Screening Committee prior to conclusion of terms will be handled by the NFHS Board of Directors.

Section 4 **Duties/Responsibilities**—The duties and responsibilities of the Hall of Fame Screening Committee shall be as follows:

- a. To attend the annual meeting of the Screening Committee.
- b. To annually evaluate nominations of individuals submitted to the NFHS by the prescribed deadline date.
- c. To approve only those individuals who had significant and/or long-term contributions or accomplishments in high school sports or performing arts and who are worthy of national recognition. Those deemed worthy of recognition will be approved and forwarded to the Hall of Fame Selection Committee.
- d. To evaluate and establish induction guidelines on an annual basis. After approving all worthy nominees, the Screening Committee will determine the number of candidates in each category that will be inducted. These quotas will be used to select the induction class after voting by the Selection Committee.
- e. To keep all action of the Screening Committee confidential.

Section 5 **Voting Procedures**—The voting procedures of the Hall of Fame Screening Committee shall be as follows:

- a. Discussion will be held by category—athlete, coach, official, administrator, performing arts and other. After discussing a candidate, voting will take place by show of hands. Secret ballots may be used if the situation warrants.
- b. The Screening Committee shall decide one of three options for each nominee:
 1. **Approved**—Send on to the Selection Committee.

2. **Hold for Future Consideration**—In most cases, this indicates that additional information and supportive material would be helpful for future consideration.
 3. **Inactive**—Nominee no longer considered for induction unless renominated after a one-year waiting period.
- c. A nominee shall be approved and sent on to the Selection Committee if approved by two-thirds of the Screening Committee present.
 - d. The Screening Committee shall review candidates based on information provided by the NFHS staff liaison.
 - e. All nominees approved by the Screening Committee and forwarded to the Selection Committee who do not receive the necessary votes from the Selection Committee for induction will be retained in the Hold for Future Consideration file. The nominee may receive future consideration by the Screening Committee, unless the nominee is withdrawn by the respective state association. A candidate shall be considered no more than three consecutive years but may be considered again after a one-year absence; however, the candidate must be renominated.
 - f. If nominees from the same state but in different categories are approved by the Screening Committee, and if both nominees receive the necessary votes from the Selection Committee for induction, the nominee with the top rating from the Selection Committee will be inducted since a state may have only one inductee annually. The other individual will be placed in the “Hold for Future Consideration” file and would be considered again the following year (unless it was the candidate’s third year for consideration) by the Screening Committee, pending the approval of the state association that nominated the individual. The next individual in the voting in that category would move up and be eligible for induction – pending his or her confirmation of attending the Induction Ceremony. An exception would be that if a state has a candidate approved in the Performing Arts category and one other category, the state would be permitted two inductees. Also, if a candidate (in another category) from the same state of an NFHS nominee was approved, that state would be permitted two inductees.

ARTICLE V—HALL OF FAME SELECTION COMMITTEE

Section 1 **Membership**—The Hall of Fame Selection Committee shall be composed of individuals representing the following groups or organizations:

- a. High School Male Coach
- b. High School Female Coach
- c. High School Contest Official
- d. Former High School Athlete

- e. State Association Executive Director
- f. State Association Governing Board Member
- g. State Association Information Director/Assistant Director
- h. Media Representative
- i. NASSP Representative (National Association of Secondary School Principals)
- j. NSBA Representative (National School Boards Association)
- k. High School Activities Administrator
- l. High School Performing Arts Coach/Administrator

Section 2 **Term of Office**—Hall of Fame Selection Committee members shall serve four-year terms. Names of Selection Committee members shall be kept confidential.

Section 3 **Structure**—The Hall of Fame Selection Committee does not meet as a group. Selection Committee members complete rating sheets and return them to the NFHS.

Section 4 **Voting Procedures**—Selection Committee members shall rate each candidate approved by the Screening Committee on a scale of 1 to 5, with 1 being the highest rating possible and 5 being the lowest rating possible. In the event of ties, a tie-breaker system shall be used as follows: Among those tied, the individual with the most 1's will be selected; if a tie still exists, the most 2's, and so forth. Selection Committee members receive the same background information on the candidates as that provided the Screening Committee. The annual voting results of the Selection Committee will be confidential. Results will be kept on file at the NFHS with the full intent to assist the Screening Committee in determining future consideration of nominees.

Section 5 **Determination of Induction Class**—The induction class is determined by totaling the votes for each candidate and applying the quotas established by the Screening Committee. Inductees will be announced following the final selection process and after the individuals have been contacted and indicated that they will be present at the induction ceremony. The maximum number of inductees annually shall be 12, as mandated by the NFHS Board of Directors. Prior publicity concerning nominees is not appropriate.

ARTICLE VI—NOMINATIONS

Section 1 Nominations for the National High School Hall of Fame may be made by:

- a. state high school associations
- b. NFHS national office
- c. state coaches, officials and athletic/activity director associations

d. local high schools

e. anyone else within the high school community.

Section 2 The Official Nomination Form produced by the NFHS and available from the NFHS and its member state associations shall be completed and submitted with appropriate support materials by November 15 of each year for a candidate to be considered for the following year's class. The Nomination Form is also available on the NFHS website in an interactive Word template.

Section 3 Individuals may be nominated in one of six categories:

- a. Athlete—a former high school athlete whose achievements as a high school athlete were extraordinary and merit national recognition.
- b. Coach—a current or former high school coach whose accomplishments as a high school coach merit national recognition.
- c. Contest Official—a current or former high school contest official whose contributions as a high school contest official merit national recognition.
- d. Administrator – a former high school athletic director or a state or national administrator involved in high school athletics whose contributions as an administrator merit national recognition. Administrators must be retired by November 15 of the applicable year to be nominated. State association administrators must be retired for three years by November 15 of the applicable year to be nominated.
- e. Other—an individual who has made outstanding contributions to interscholastic athletics on a national scale in some capacity other than Athlete, Coach and Official, including such areas as sports medicine and sports media.
- f. Performing Arts—a current or former high school debate/speech coach or music director/adjudicator, or a former high school performing arts participant whose contributions or achievements merit national recognition.

Section 4 The categories of Athlete, Coach, Official, Administrator, Performing Arts and Other 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 or performing arts programs. The grouping is for screening purposes to assist those making the nominations in understanding the type of information required.

Section 5 **Criteria**

- a. All nominees shall be at least 35 years of age prior to November 15 of the applicable year in order to be considered for induction. In the Administrator category, nominees must be retired by November 15 of the applicable year to be nominated. State association administrators must be retired for three years by November 15 of the applicable year to be nominated.

- b. All nominees must exemplify the highest standards of sportsmanship, ethical conduct and moral character.
- c. All nominees shall be considered on the merits of contributions and achievements to high school sports or performing arts; however, success in later life cannot be discounted entirely.
- d. All nominees in the Coach, Official, Administrator, Performing Arts and Other categories shall have significant and/or long-term contributions to interscholastic athletics or performing arts. Longevity without significant accomplishments does not constitute appropriate credentials for Hall of Fame consideration.
- e. In the Administrators category, the following additional criteria for **state association administrators** have been developed and approved by the NFHS Board of Directors:
- Must be retired for three years by November 15 of the applicable year to be nominated.
 - Extended service as state association administrator.
 - Viewed as innovative leader within respective state.
 - Statewide accomplishments beyond “simply doing the job.”
 - National impact on high school activity programs
 1. Service to NFHS should include the following, for example:
 - a) member of NFHS rules committees
 - b) member of other NFHS committees
 - c) member/president of NFHS Board of Directors
 - d) speaker at NFHS conferences, meetings
 2. Involvement with NFHS exceeded normal service opportunities, for example:
 - a) national impact on playing rules
 - b) viewed as leader nationally among state executives
 3. Impact on high school activities beyond NFHS service, for example:
 - a) national speaking engagements
 - b) expert in certain field; i.e., technology, Title IX, etc.
 - c) accomplishments as state CEO received national attention
 - Longevity as state association administrator without major and innovative accomplishments at the state and national levels does not constitute appropriate credentials for Hall of Fame induction.
 - Serving on the NFHS Board of Directors and as NFHS President without major and innovative accomplishments at the national level does not constitute appropriate credentials for Hall of Fame induction.
- f. In the Performing Arts category, the following guidelines have been developed to help in nominating individuals. These are merely guidelines and not hard-and-fast criteria:
1. Overall contributions – high school, college, professional career description (background pertaining to professional involvement in the performing arts: speech/theatre/debate/music activities); performing or

professional career positions or any training/teaching positions, tenure, years of service, publications.

2. Service both to the performing arts/curricular and/or co-curricular activities.
3. Contributions/organization and continuance of an activity program.
4. Significant and ongoing contributions to the field.
5. Contributions to the profession both in and out of the state – national presence.
6. Personal and professional achievements.
7. Leadership in state and national organizations and professional organizations.
8. Value in arts and athletics.
9. Continuation in the profession – education, politics, entertainment, literalist, performer, director, coaching, teaching, other.

Section 6 **Requirements for Consideration**—In addition to the Official Nomination Form, the following materials should be submitted for an individual to be considered for induction:

- a. Letters of Recommendation. A completed nomination should be accompanied by letters of recommendation from the nominator, the respective state high school association, or NFHS in the case of a “national nominee,” and not more than three individuals from the nominee’s related high school career. 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 or honors should not be used as a substitute for this requirement.
- b. Support Material. A limited number of newspaper clippings, magazine articles, copies of scorebooks and statistics should be included to help substantiate the accomplishments and contributions of the nominee. These materials should focus on high school accomplishments and contributions and be listed in chronological order.
- c. Color Photograph.

Section 7 Candidates whose careers predate more contemporary nominees will be considered against the accomplishments of nominees from their time period, as much as it is possible. It is suggested that additional support material be included, such as letters from individuals who had some involvement with the nominee. The Screening Committee may identify potential candidates for an “Old-Timers” category after the screening process has been completed for the purpose of forwarding individuals to the Selection Committee.

Section 8 In the cases of those individuals nominated by someone other than the state high school association, state association endorsement of the nominee will be requested by the director of the Hall of Fame after the nomination form has been received by the NFHS. An exception would be that the NFHS staff may nominate a former (retired) staff member. A letter of recommendation from the NFHS executive director would be required. If the candidate formerly served in a state association office, a letter of endorsement from that association’s executive director would be required as well. If

the candidate served in several states and was approved for induction, he or she could choose a specific “induction state.” If a candidate (in another category) from the same state was approved, that state would be permitted two inductees. All actions necessary to the selection process will remain confidential after the nomination form is received by the NFHS.

- Section 9 A state shall have only one inductee annually, with that inductee meeting the requirement of state association endorsement. An exception would be that if a state has a candidate approved in the Performing Arts category and one other category, the state would be permitted two inductees. Another exception would be if a candidate (in another category) from the same state of an NFHS nominee was approved, that state would be permitted two inductees. Each state may nominate one individual in each category on an annual basis (See Article IV, Section 5-f). In submitting nominations, please remember that the National High School Hall of Fame requires that all inductees attend the annual Induction Ceremony.

ARTICLE VII—INDUCTION CEREMONY

- Section 1 The Hall of Fame Induction Ceremony is held each year in conjunction with the NFHS Summer Meeting. Inductees will be notified by March 1 of their selection.
- Section 2 When an individual who is selected for induction into the Hall of Fame cannot attend the current Induction Ceremony because of a scheduling conflict, that person will be offered the option of attending the following year’s Induction Ceremony. If the individual cannot attend the following year, he or she will be dropped from consideration and placed in the Inactive File.

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