

# **REDWOOD HIGH SCHOOL** **ATHLETIC HALL OF FAME BY-LAWS**

## **ARTICLE I: NAME**

The name of this organization shall be the Redwood High School Athletic Hall of Fame (hereinafter "Hall of Fame"), a program under the auspices of the Redwood High School administration and Benchwarmers. The Hall of Fame shall be self-supporting.

## **ARTICLE II: PURPOSE**

The Hall of Fame is organized as a way of maintaining the rich heritage and tradition of successful athletic programs at Redwood High School. Many individuals have been influential in the Redwood tradition of excellence and have had exemplary accomplishments on the athletic fields. The Hall of Fame honors the contributions and accomplishments of these individuals who are worthy of recognition as examples for others to emulate.

## **ARTICLE III: GOVERNANCE**

The Hall of Fame shall be governed by a Hall of Fame Selection Committee (hereinafter "the Committee"), which shall include the Athletic Director, the Principal (or nominee) and the Benchwarmer's President and shall be comprised of at least 8 voting members. Consensus is generally required for all non-selection Hall of Fame decisions. If consensus cannot be reached, then a vote would be taken that would require a majority vote. A majority vote would be 75% of those in attendance. A quorum shall be present in order for any business to be transacted. A quorum shall be 75% of the committee (subject to the minimum requirement of 8 voting members).

## **ARTICLE IV: CRITERIA FOR SELECTING INDUCTION CLASS**

### Categories for Nomination

Individuals may be nominated representing three categories: athlete, coach and special merit. The categories are included on the nomination form for expediency in understanding the primary area(s) of a nominated individual and for consideration of one's interscholastic athletic achievements. The groupings are for screening purposes to assist those making the nominations in understanding the type of information required.

1. Athlete: Any person who distinguished himself/herself in the field of athletics during his/her tenure as a student at Redwood High School. Criteria considerations should include MCAL, NCS, All-State recognition or All-American recognition at the varsity level, professional selection, and/or college athletic scholarship recipient. Other considerations may be taken into account but may not take the place of the above criteria. The nominee must have graduated at least fifteen years prior to the date of nomination.
2. Coach: Any coach with at least five years of coaching service at Redwood High School. Criteria consideration should be based on competency, leadership and accomplishments that merit local and/or statewide recognition as well as significant contributions to the athletic programs at Redwood High School. No currently active coach will be considered. Coaches are eligible at least three years following completion of their coaching service to Redwood.

3. Award of Special Merit/Service: An individual who has made outstanding contributions to the interscholastic athletic programs at Redwood High School other than coaching and playing. An award may be presented annually.

## **ARTICLE V: SIZE OF INDUCTION CLASS**

With the exception of the inaugural class, the class of athlete inductees shall not number more than four per induction class. Coaches and Awards of Special Merit shall number no more than one each per induction class. Representation shall come from all of the boys and girls athletic teams, but shall not be limited to inclusiveness of each in any given year.

## **ARTICLE VI: REQUIREMENTS AND PROCEDURES FOR NOMINATION**

### Section 1: Requirements for Nomination

In order to maintain the integrity of the Hall of Fame, the following criteria are established for nominations.

1. Nominees must exemplify the highest standards of sportsmanship, ethical conduct, and moral character. All candidates will be judged on their significant and/or long term contributions to athletic endeavors.
2. All applications must clearly indicate the status of each candidate as it relates to the defined parameters in Article IV to allow for accurate comparison and consideration.

### Section 2: Nominations Procedures

The following procedures shall be utilized for nominations to the Hall of Fame.

1. Inductees may be nominated either:
  - a. by the Committee
  - b. by current faculty, administration, and staff
  - c. by current members of the Redwood Benchwarmers.
  - d. by alumni
2. Nomination Form
  - a. All entries must be submitted on the official Redwood High School Athletic Hall of Fame Nomination Form (as appended).
  - b. The Nomination Form shall be available through the Athletic Director's office, the Principal's office, online at [www.redwood.org](http://www.redwood.org) (under Athletics), or the Redwood Benchwarmer's.
  - c. The Nomination Form shall be completed and submitted to and received by the Athletic Director along with appropriate support materials by March 1<sup>st</sup> of each induction year for a candidate to be considered for induction in the next class. All nominations received for consideration must contain active and current address and contact information for the nominee (or family if deceased). Failure to supply support material will result in invalidating the application, consequently the nomination will not be considered,
  - d. In addition to the official nomination form, the following materials should be submitted for an individual's 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 pertinent information related to the high school career of the nominee.

2. 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.
  3. A suitable photograph, preferably black and white, for reproduction should be submitted.
3. Term of Nomination
- a. Following initial nomination, a candidate shall remain eligible for induction for the following two years. After this time has expired, the candidates name must be re-submitted on a new nomination form in order for that individual to be considered.

## **ARTICLE VII: PROCEDURES FOR SELECTING INDUCTION CLASS**

### The Selection Committee

The Hall of Fame Selection Committee will meet annually or bi-annually, as determined by the Committee, to select candidates based on the criteria presented in this document.

The Hall of Fame Selection Committee shall ideally have voting members representing the spectrum of athletic groups active at Redwood High School. The Principal, in conjunction with the Athletic Director, who will also serve as a member of the committee, shall appoint the committee. The committee will select their Chairperson. The committee will also select a recording secretary at the annual meeting who maintain records, record and distribute minutes of meetings. Committee members may serve multiple terms. The Athletic Director will nominate replacements, as necessary, for any vacancy that shall occur prior to the conclusion of a term to be confirmed by the Principal.

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

1. Attend the regular scheduled selection meetings.
2. Evaluate the nomination of individuals submitted which fulfill the requirements for consideration.
3. Approve only those individuals who had significant and or long term contributions or athletic accomplishments consistent with Article IV at Redwood High School.
4. Evaluate and update the policies and operational procedures of the Redwood High School Athletic Hall of Fame. This is to be undertaken on an annual basis.
5. Validate and approve all worthy candidates for induction into the Redwood High School Athletic Hall of Fame. This is to be accomplished under the parameters set forth in these by-laws.
6. Keep all actions of the Committee confidential.

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

1. The Committee shall review nominee candidates based on information available at the time of the meeting.
2. The Hall of Fame Selection Committee must meet as a group.
3. After open discussion about candidates, a vote will be conducted for the purposes of choosing inductees.
4. Each committee member shall rank candidates in order of desired induction preference, with the top listed candidate receiving the lower number of points.
5. The induction class is determined by totaling the number of votes for each candidate. The rank order shall be number one for the top candidate and sequential ranking through the submitted nominees. There is no requirement that four candidates be elected for any given induction class.
6. The voting of the Committee will be confidential.

7. 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.
8. Prior publicity concerning nominees is not appropriate. The Committee shall release to the press pertinent information concerning the inductees.

#### **ARTICLE VIII: INDUCTION CEREMONY**

The Hall of Fame Induction Ceremony shall be held each year, or every other year, as determined by the Committee. Ceremonies shall be held at a Redwood High School Athletic Hall of Fame Dinner on a date and venue to be determined by the Committee.

#### **ARTICLE IX: AWARDS**

1. Each inductee will be awarded a souvenir bearing the Redwood Athletic Hall of Fame logo.
2. The Committee will propose suitable recognition to be displayed at Redwood High School with the inception of the program.

#### **ARTICLE X: MODIFICATION OF BY-LAWS**

Initial adoption and subsequent modification of these by-laws shall be submitted to the Tamalpais Union High School District Board of Trustees for approval upon recommendation of a majority vote of the Redwood Athletic Hall of Fame Committee. (See Article III for voting and quorum requirements.)

## Redwood High School Athletic Hall of Fame Nomination Form

Name of Nominee: \_\_\_\_\_  
*(Athlete nominees must have graduated from Redwood High School a minimum of fifteen years prior to the date of nomination. Coaches must have completed their coaching service a minimum of one year prior to the date of nomination.)*

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

: \_\_\_\_\_  
 Home phone                      Work Phone                      E-mail Address

Name of Nominator: \_\_\_\_\_  
 Address: \_\_\_\_\_

\_\_\_\_\_

: \_\_\_\_\_  
 Home phone                      Work Phone                      E-mail Address

Nominator's Signature: \_\_\_\_\_

Current age or year of death, if applicable: \_\_\_\_\_  
 Category: (mark all that apply)    Athlete \_\_\_\_\_    Coach \_\_\_\_\_    Special Merit \_\_\_\_\_  
 Years Attending Redwood HS or Coaching \_\_\_\_\_    Year of Graduation, if applicable \_\_\_\_\_

List all Varsity Sports Participation *(note if Athletic letter earned)*

Freshman    Sport \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Sophomore    Sport \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Junior    Sport \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Senior    Sport \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Please consult with nominee or yearbooks to ensure accurate and complete information.*

List every League, District, Regional and State honor. Indicate sport, year, award, and level for each award.

Sport	Year	Award	Level

Other athletic honors, awards and distinctions earned while attending or coaching at Redwood HS

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College and/or professional athletic accomplishments

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Other factors for consideration

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Check-off the required attachments accompanying this form: Applications must be no longer than ten pages including the application plus the photograph.

- Portrait-style photograph for press release/display
- Letter(s) of Recommendation/Support
- Media clippings
- Other materials (append additional information as appropriate)

Deadline for Submissions: March 1<sup>st</sup> of each year for the following year. The next class will be inducted in Fall, 2010.

Drop off or mail forms to: Athletic Director,  
Redwood High School  
395 Doherty Drive  
Larkspur CA 94939

Forms may also be e-mailed to: [athletics@redwood.org](mailto:athletics@redwood.org)