

CARSON CITY - CRYSTAL AREA SCHOOLS ATHLETIC HALL OF FAME GUIDELINES

ARTICLE I

The name of this organization shall be the Carson City – Crystal High School Athletic Hall of Fame, a program under the jurisdiction of the Athletic Department of Carson City - Crystal Area Schools.

ARTICLE II

The Hall of Fame has been organized as a way of maintaining the rich heritage and tradition of successful athletic programs at Carson City-Crystal High School. In addition it will serve as a means of recognizing, preserving and honoring the athletes, coaches and individuals who made significant contributions to the athletic programs at Carson City-Crystal High School, Carson City High School or Crystal High School. The Hall of Fame acknowledges the contributions and accomplishments of the individuals who are worthy of recognition and examples for other to emulate.

ARTICLE III

The Hall of Fame shall be governed by the Hall of Fame Selection Committee including; the Athletic Director, a School Board Member, and any three combination of the following: a retired Coach, Administrator and/or Alumni Athlete. Former athletes on the committee shall be 10 years removed from Carson City-Crystal High School and former coaches shall have 10 years coaching experience and be 2 years removed from Carson City-Crystal High School. 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 from Carson City-Crystal High School.

1. **ATHLETE:** Any person or team who distinguished himself/herself in the field of athletics while a student at Carson City-Crystal High School.
2. **COACH:** 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 accomplishments that merit statewide recognition or significant contributions to the athletic programs at Carson City-Crystal High School.
3. **CONTRIBUTOR:** An individual who has made outstanding contributions to the interscholastic athletic programs at Carson City-Crystal High School other than coaching and playing.

ARTICLE V; SIZE OF INDUCTION CLASS

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

ARTICLE VI; REQUIREMENTS AND PROCEDURES FOR NOMINATION

In order to maintain the integrity of the Hall of Fame the following criteria has been established for nominations. Nominees must exemplify the highest standards of sportsmanship, ethical conduct and character. All candidates will be judged on their significant and or long-term contributions to Carson City-Crystal High School athletics.

Nomination Procedures.

1. Inductees may be nominated by;
 - a. The Selection Committee
 - b. Current or former faculty, administration or staff
 - c. An alumnus
2. Nomination Form
 - a. All entries must be submitted on the Carson City-Crystal 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 Athletic Office or on-line at the district web site (www.carsoncity.k12.mi.us)
 - 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. Other supporting materials, newspaper articles, certificates, historical records, letters, film footage ect.
3. Term of Nomination
 - a. Following the initial nomination, a candidate shall remain eligible for induction for the following five years. The Athletic Director will keep the nomination forms and information on file. After five years a person may be re-nominated.

ARTICLE VII: PROCEDURES FOR SELECTING THE INDUCTION CLASS

The Selection Committee

The Carson City-Crystal High School Hall of Fame Selection Committee will meet annually to select candidates based on the criteria.

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

1. Attend the regular scheduled selection 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 Carson City-Crystal High School.
4. Evaluate and update the policies and operational procedures of the Carson City-Crystal High School Athletic Hall of Fame on an annual basis.
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. Each committee member shall rank candidates in order of desired induction preference with their top choice received the higher number.
4. The inductees are determined by totaling the number of votes for each candidate. The individuals or teams with top three highest scores shall be inducted into the Hall of Fame the following year.
5. The annual voting of the Selection Committee will be confidential.
6. Inductees will be announced at a predetermined 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 halftime of said game. Inductees will be notified by August 10 if selected for the current year's class.

CARSON CITY-CRYSTAL HIGH SCHOOL
ATHLETIC HALL OF FAME
NOMINATION FORM

Nominees name

Phone

Current Address

Date of Birth

City, State, Zip

Nomination Category: Athlete _____ Coach _____ Contributor _____

If Deceased:

Name of Spouse or Closest Living Relative

Phone

Address

Year(s) Graduated/Coached/Contributed to Carson City-Crystal High School:

Achievement(s) Summary

Individual Submitting Nomination

Name

Contact #

Address

Signature

Date

Return to: Athletic Office/Hall of Fame Selection Committee
Carson City-Crystal High School
115 E Main St, PO Box 780
Carson City, MI 48811

NOMINATIONS FOR THE 2014 – 2015 CLASS ARE DUE APRIL 1, 2015