

## POLICIES AND OPERATING PROCEDURES DAWAHARES/KHSAA HALL OF FAME

### Background of Agreement.

The Kentucky High School Athletic Association has entered into an agreement with the Dawahares clothing stores for that company to sponsor the Dawahares/Kentucky High School Athletic Association Hall of Fame. The agreement called for a ten year, \$150,000.00 (\$15,000 per year) commitment beginning in 1988 from the Dawahare family. (October, 1987 meeting.)

As a result of the construction of the new headquarters building, the Dawahare family agreed to prepay the entire amount of their sponsorship to assist in construction of the new office building. In addition, the sponsorship was extended an additional five (5) years with the donation of \$50,000 to pay for office furniture at the new building, and an in kind donation of selected furniture items for the facility.

During the 1999-2000 school year, the Association reached final agreement to extend the term of the contract an additional ten years (through the 2012 induction banquet) in exchange for a financial renewal from Dawahares.

### ARTICLE I: NAME AND TITLE SPONSORSHIP

#### Section 1: Name

The name of this program shall be the Dawahares/KHSAA High School Sports Hall of Fame (hereinafter "Hall of Fame"), a program of the KHSAA under the jurisdiction of the Board of Control, and shall be located in Lexington, Kentucky.

#### Section 2: Title Sponsorship

Title Sponsorship of this program shall be approved by the Association through the Board of Control and is under contract with the Dawahare family, headquartered in Lexington. For the period covering the induction classes of 1988 through 2012, such title sponsorship is contracted with Dawahares, Inc. The Association reserves the right to seek additional sponsors should the Dawahares decline to continue as the primary sponsor.

### ARTICLE II: PURPOSE

#### Section 1: Basic Purpose

The Hall of Fame is organized as a means of recognizing, preserving and promoting the heritage of interscholastic sports in Kentucky. Many individuals have made extraordinary contributions and have had superb accomplishments in high school sports. The Hall of Fame honors the contributions and accomplishments of these individuals who are worthy of statewide recognition as examples for others to emulate.

### ARTICLE III: GOVERNANCE

#### Section 1: Governance

The KHSAA Board of Control in compliance with signed sponsorship agreements shall govern the Hall of Fame. The two-level selection process shall be governed and under the control of the Hall of Fame Screening Committee and the Hall of Fame Selection Committee.

### ARTICLE IV: CRITERIA FOR SELECTING INDUCTION CLASS

#### Section 1: Categories for Nomination

Individuals may be nominated representing four categories. The categories of Athlete, Coach, Official and Contributor 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. The grouping is for screening purposes to assist those making the nominations in understanding the type of information required.

1. Athlete: A former high school athlete whose achievements as a high school athlete were extraordinary and merit statewide recognition. Such athlete shall have completed high school eligibility in all sports at least ten years prior to being eligible for nomination. Athletes who are being nominated are to be considered solely for their achievements in interscholastic athletics in this state.
2. Coach: A current (age 65 or over) coach whose accomplishments as a high school coach merit state recognition or former high school coach who has been inactive as a coach for a minimum of three school years whose accomplishments as a high school coach merit statewide recognition. Coaches would be considered on the merits of their high school coaching achievements alone.
3. Contest Official: A former high school contest official whose contributions as a high school contest official merit statewide

recognition. Contest officials are to be considered solely on the basis of their service as a high school official.

4. Contributor: An individual who has made outstanding contributions to interscholastic athletics on a statewide scale in some capacity other than Athlete, Coach and/or Official, including such areas as athletic administration, state association administration, sports medicine and sports media.

### Section 2: Desired Balance of Demographics in Selection Class

In addition to the nomination criteria and classes listed in Section 1, the Board of Control has as a stated objective, other criterion to fulfill the desire of proper and adequate representation.

1. Senior: An individual who is deceased, or at the time of consideration, has reached the age of 65.
2. Sections: For purpose of the selection process, the Sections of the state shall be bounded by the regional tournament boundaries in basketball. Section 1 shall be Regions 1-4, Section 2 shall be Regions 5-8, Section 3 shall be Regions 9-12, and Section 4 shall be Regions 13-16.
3. Underrepresented Populations: It shall be the objective of this project to seek to identify, nominate and select a balance of individuals including those from previously underrepresented populations. Such populations shall include female participants in all categories in Section 1 of this Article, minority (African American and others) participants in all categories in Section 1 of this Article, and an adequate number of seniors as defined in this section.

### Section 3: Desired Size and Demographics of Induction Class

The Selection Committee shall select the induction class for the following year. Each group of inductees must include at least:

1. A selection class consisting of a minimum of twelve (12) inductees that shall be the pre-determined desired number each year;
2. Two inductees who are either deceased or 65 years old or older;
3. A minimum of one representative from each section as defined in Section 2 (b) of this Article; and
4. An appropriate demographic balance of all populations including those defined in Section 2 (c) with a minimum of two from each category.

### Section 4: Requirements for Nomination

In order to maintain the integrity of the program, 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 interscholastic athletics.
2. Candidates whose careers ended 50 or more years ago and who are deceased will be considered against the accomplishments of their contemporaries, as much as is possible. It is suggested that additional support material be included, such as letters from individuals who had some involvement with the nominee.
3. All applications must clearly indicate the status of each candidate as it relates to the defined categories in Sections 1 and 2 of this article to allow for accurate comparison and consideration.

### Section 5: Nominations Procedures

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

#### Nomination Form

1. The Official Nomination Form approved by the KHSAA Board of Control and available from the KHSAA and its member schools shall be completed and submitted to and received by the KHSAA (Attn: Director of Promotions and Media Relations) along with appropriate support materials by November 1 of each year for a candidate to be considered for the following year's class. Any nomination received by the Association that does not contain active and current address and contact information for the nominee (or family if deceased) will not be considered.
2. In addition to the Official Nomination Form, the following materials should be submitted for an individual to be considered for induction.
  - Letters of Recommendation. A completed nomination form may be accompanied by letters of recommendation from the

person making the nomination, and other letters of support from appropriate 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 of honors should not be used as substitute for this requirement.
  - 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. These materials should focus on high school accomplishments and contributions and be listed in chronological order.
  - A 5x7 photographs, preferably black and white, should be submitted with the nomination form.
3. Additional information and support documentation may be submitted with this form or may be requested by Association staff in order to process the nomination and all support material is to be submitted to and received by the KHSAA on or before December 15 in order to be considered at the next screening session.
4. The completed nomination form and support materials should be sent to:  
Dawahares/KHSAA Hall of Fame  
2280 Executive Drive  
Lexington, Kentucky 40505
- Once the information forms are received by the KHSAA, all actions necessary to the selection process shall remain confidential.  
The Hall of Fame shall retain all information submitted. It is advisable to include a limited number of newspaper articles, magazine articles and other supportive materials that would be helpful to the Hall of Fame Screening Committee.

#### 5. Nomination Eligibility

Nomination of the Hall of Fame may be made by

- Representatives of Kentucky High School Athletic Association member schools
- Appropriate Coaches, Officials, Administrators and Athletic Director Associations or members
- Anyone else with connection or relation to the high school community
- A representative of the KHSAA staff or Board of Control

#### 6. Term of Nomination

Following initial nomination, a candidate shall remain eligible for induction of the following five years. After this time has expired, the candidate's name may be required to be re-submitted on a new nomination form in order for that individual to be considered. This provision does not apply to candidates who are defined as "Seniors" in section 2.

### ARTICLE V: PROCEDURES FOR SELECTING INDUCTION CLASSES

#### Section 1: Hall of Fame Screening Committee:

The Hall of Fame Screening Committee will meet annually to screen candidates based on the criteria approved by the Board of Control to be submitted to the Hall of Fame Selection Committee.

#### Screening Committee Voting Members

The Hall of Fame Screening Committee shall have voting members as follows:

1. Four to five members of the KHSAA Board of Control, appointed annually by the President. It shall be the normal practice that Board of Control members rising to the third year of their term on the Board shall serve on the Screening Committee;
2. The President of the Board of Control shall serve as chairman of the Selection Committee or may designate another member to serve in this capacity;
3. The Commissioner shall serve on the Screening Committee;
4. Two additional members of the KHSAA state association staff appointed by the Commissioner;
5. Three members of the media, one representing print outlets, one representing radio outlets and one representing television outlets. The KHSAA Media Advisory Committee should select these members on an annual basis. In the absence of such committee action, these positions should be solicited from the

statewide organizations (Kentucky Press Association, Kentucky Broadcasters Association, etc.) that represent the desired groups. The Board of Control at its November meeting shall approve these nominations annually;

6. One member appointed by the representatives of the program title sponsor.

The KHSAA Board of Control will replace any vacancies that occur on the Screening Committee prior to the conclusion of terms, or resulting from any termination of Screening Committee membership.

#### SCREENING COMMITTEE DUTIES/RESPONSIBILITIES

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

1. Attend the annual meeting of the Screening Committee.
2. Annually evaluate nominations of individuals submitted to the KHSAA by the prescribed deadline date.
3. Approve only those individuals who had significant and or long-term contributions or accomplishments in high school sports and who meet the defined criteria.
4. Evaluate and recommend changes to the induction criteria and 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 numbers will be used to select the induction class after voting by the Selection Committee.
5. Keep all action of the Screening Committee confidential. Violation of this provision will result in removal from the committee.

#### SCREENING COMMITTEE VOTING PROCEDURES

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

1. KHSAA staff will provide to the Screening Committee members a compilation of all nominees eligible for consideration and all support material at the upcoming Screening Committee meeting.
2. Such listing of nominees shall be listed in a format where categorical representation in accordance with Sections 1 and 2 of Article IV is easily recognized.
3. These listings shall be cross-referenced to ensure that each person eligible is listed in all applicable categories.
4. This listing shall be provided to the members of the Screening Committee on or before March 1 to allow for ample time to consider all candidates.
5. Discussion will be held by each category and ensuring that all eligible candidates receive due consideration.
6. The Screening Committee shall review candidates based on information available at the time of the Screening Committee meeting.
7. The Screening Committee shall meet at a time and place designated in conjunction with the April Board of Control meeting to conduct the screening process.
8. The Screening Committee, provided adequate numbers of non-inducted nominees exist, shall forward not less than thirty-six (36) names (including those that remain eligible having been screened before) to the Hall of Fame Selection Committee for final consideration. It shall be the objective of this committee to keep the total number of screened individuals at or near the desired thirty-six (36) in order to offer continual consideration given the turnover in screening committee membership. This list shall be provided to the Hall of Fame Selection Committee on or before May 1 of each year. The Screening Committee, by majority vote or consensus, may forward groups of individuals en masse in an effort to meet the requirements of Section 3, parts (2), (3) or (4). If this step is taken in order to ensure a balanced pool of nominees to be considered by the selection committee, then the Screening Committee shall by majority vote or consensus, determine how this group screening impacts the policy of having thirty (36) forwarded to the Selection Committee.
9. All individual 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 shall remain "screened" for five years, after which time the discussion and nomination procedure would begin anew. If the Screening Committee should decide to screen a group en masse

as described in subsection 8 above, members of these groups that do not receive the necessary votes from the Selection Committee for induction shall remain “screened” for three years, after which time the discussion and nomination procedure would begin anew.

10. No candidate shall be considered who is not part of the material distributed as detailed in item 1 above.

### **Section 2: Hall of Fame Selection Committee**

The Hall of Fame Selection Committee will conduct balloting annually to screen candidates based on the list of candidates forwarded by the Screening Committee. This balloting shall be held in May near the time of the spring KHSAA Board of Control meeting.

#### **Selection Committee Voting Members**

The Hall of Fame Selection Committee shall have voting members as follows.

1. The elected and appointed members of the Board of Control;
2. The Commissioner and three Assistant Commissioners;
3. The Director of Promotions and Media Relations;
4. One member appointed by the representatives of the program title sponsor.

The President of the Board of Control shall serve as chairman of the Selection Committee or may designate another member to serve in this capacity.

#### **Voting Procedures**

1. At the discretion of the chair, the Hall of Fame Selection Committee may meet as a group or may choose to do its balloting by proxy ranking.
2. Hall of Fame Selection Committee members complete rating sheets which shall be viewed as preliminary notes to the process and return these to the KHSAA for tabulation.
3. No candidate failing to be forwarded by the Screening Committee shall be considered.
4. Selection Committee members shall rank candidates in order of desired induction preference, with the top listed person receiving the higher number of points.
5. After the initial tabulation of results, additional candidates beyond the desired class maximum size may be selected to ensure that each of the desired populations is represented.
6. Totaling the votes for each candidate and applying the ratios established by the Screening Committee determine the induction class.
7. The annual voting results of the Selection Committee will be confidential.
8. 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.
9. Prior publicity concerning nominees is not appropriate and may result in elimination from future involvement in any phase of the selection process.

### **ARTICLE VI: INDUCTION CEREMONY**

The Hall of Fame Induction Ceremony is held each year at a pre-determined date. Inductees will be notified in writing if selected for the following year’s class.

#### **PAST INDUCTEES**

Information about the past induction ceremonies of the Dawahares/KHSAA Hall of Fame can be found on the KHSAA web site, [www.khsaa.org](http://www.khsaa.org).