



## **Florida Interscholastic Athletic Administrators Association**

### **Hall of Fame Guidelines**

#### **Article I** **Name**

Section 1 The name of this recognition program shall be the Florida Interscholastic Athletic Administrators Hall of Fame. (Hereafter referred to as the FIAAA Hall of Fame).

#### **Article II** **Purpose**

Section 1 The FIAAA Hall of Fame is organized as a means of recognizing the outstanding achievements of interscholastic athletic administrators in the State of Florida, as well as honoring the distinguished achievements of those who have attained excellence and made a positive and dynamic impact upon the FIAAA, student-athletes, high school communities, coaches and colleagues.

#### **Article III** **Governance**

Section 1 The FIAAA Hall of Fame shall be governed by the Board of Directors and the Hall of Fame Committee of the Florida Interscholastic Athletic Administrators Association.

Section 2 The dual level selection process shall be administered by the Hall of Fame Committee, and the Hall of Fame Selection Committee.

## Article IV

### Selection Process

#### Section 1 **The FIAAA Hall of Fame Committee:**

- A. Will serve as the primary organizational component yearly for the award. Will evaluate the ongoing process of the HOF, as well as evaluate and make improvements as needed.
- B. Will be the initial recipients of the nominees applications (which will be provided by the committee chair through electronic mail 1months before the Selection Committee meeting) to review applications to ensure each is properly completed, and all meet the criteria and guidelines set forth for the award.

#### Section 2 **The Selection Committee:**

- A. Comprised of the 9 members: the 7 sitting HOF Committee members in addition to two At-Large invited FIAAA Past-Presidents to be determined yearly by the HOF Committee.
  1. The committee will meet each January at the winter Board of Directors meeting to review the candidates, and vote on that year's induction class.
  2. Each committee member will receive all nomination packets and ranking forms prior to arrival at the scheduled meeting.
  3. Each member will be responsible for evaluating all of the nominees prior to the scheduled committee meeting.
  4. Each nominee will be ranked on a scale of 1-5 (a score of 1 is the best score), with decimals being allowed (ex: 1.25, 1.5, 1.75, etc.). Such data will be compiled and discussed by the Selection Committee in the yearly HOF Selection Meeting.
  5. The Selection Committee shall review nominees based on information provided by rankings, discussion, and information provided by the committee chairperson.
  6. All nominees approved by the Selection Committee will go before the Executive Board for final approval.
    - a. A nominee that is not selected shall be considered no more than three consecutive years but may be considered again after a one-year absence; however, the nominee must be re-nominated.
  7. The Selection Committee shall decide one of three options for each nominee:
    - a. Approved—Induction into the HOF set for that May.

- b. Hold for Future Consideration—in most cases, this indicates that additional information and supportive material would be helpful for future consideration.
- c. Inactive—Nominee no longer considered for induction unless re-nominated after a one-year waiting period.

B. A nominee shall be approved for induction if approved by simple majority vote (at least 6 of the 11) of the Selection Committee.

## **Article V**

### **Nominations**

#### **Section 1      Criteria:**

- A. Athletic Administrators within the State of Florida with at least 10 years of service as an Athletic Administrator.
- B. All nominees shall have merited recognition and distinction in athletic administration and long term contributions to interscholastic athletics. While many have served programs over a long and distinguished career, their accomplishments must have been worthy of state wide recognition for them to be considered. Longevity without significant accomplishments and contributions to the state athletic directors association does not constitute appropriate credentials for the FIAAA Hall of Fame consideration.
- C. All nominees must have exhibited sustained superior performance throughout their career exemplifying the highest standards of ethical conduct, integrity, moral character, service, leadership and professionalism.
- D. All nominees shall be considered on the merits of contribution and achievement to interscholastic athletic administration at all levels - local, state and national with emphasis on FIAAA involvement.

#### **Section 2      Other Specific Examples of Criteria Evaluated:**

- A. Active and innovating on state level within the FIAAA: (i.e. Presidential term, Board of Directors, Committee Chair, leadership within the organization and innovative contribution to the organization)
- B. Professionally active and has made meaningful contributions within the candidate's athletic area and region of the State of Florida: (i.e. Athletic Conference, School District, etc.).

- C. Certifications Held: (i.e. CMAA, CAA, Higher Education Degrees, etc.)
- D. Leadership Training Institute: Courses instructed (state & national level), courses taken.
- E. Innovator of new programs across all facets of athletic administration (school based, state and national AD organizations, local and state wide athletic associations)
- F. Proven Leadership within all facets of professional involvement.
- G. Other Leadership Experience (ex: State Athletic Association, State Coaches Association, etc.)
- H. Published articles in local, state, national, and other meaningful publications.
- I. NIAAA/NFHS Involvement (Board of Directors, Committees, National Conference Involvement).

**Section 3 Nominations:**

- A. Individuals may be nominated by any active or retired member of the FIAAA. Self-nominations are not accepted for this award.
- B. Posthumous inductees will be represented by a family member.

**Section 4 Submitting Form** – The official nomination form is available from the FIAAA at [www.FIAAA.org](http://www.FIAAA.org) and from district directors. The form must be completed and postmarked with appropriate support materials by December 1st of the previous year for a candidate to be considered for the following year's class. Example: postmarked by December 1, 2016 – nomination form and support material to Hall of Fame Committee, to Selection Committee – January 2017 and induction – May 2017

**Section 5 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. **Nomination Form:** A completed nomination form.
- B. **Letters of Recommendation:** A maximum of two letters of recommendation may be included.
- C. **Support Material:** The total packet must not exceed four (4) pages. (The four pages are in addition to the nomination form and the two letters of recommendation).
- D. **Photograph:** A 4" x 6" or 5" x 7" portrait style photograph should accompany the nomination form (a digital file will be accepted).

**Section 6** All actions necessary to the selection process will remain confidential after the nomination form is received by the FIAAA Hall of Fame Committee Chairman.

**Section 7** Inductees **must be present** (or represented, if deceased) at the Hall of Fame awards ceremony. If unable to attend, the inductee will be placed into the next year's induction ceremony.

## **Article VI**

### **Induction Ceremony**

**Section 1** The Hall of Fame Induction Ceremony is held each year on a date and place to be determined by the Hall of Fame Committee, which could be in conjunction with the FIAAA Annual State Conference. Inductees will be notified by February 15<sup>th</sup> of their selection.

**Section 2** When an individual who is selected for induction into the Hall of Fame cannot attend the current Induction Ceremony (unless deceased), that person will be offered the option of attending the following year's Induction Ceremony.

**Section 3** The FIAAA will pay for the banquet ticket for each of the inductees as well as one guest.

**Section 4** The Induction Ceremony will be conducted as a primary awards program if held at the Annual State Conference and if held during the Annual Awards Banquet.

## **Article VII**

### **Award**

**Section 1** Hall of Fame Plate – To be produced yearly by *Registry of Excellence*

**Section 2** Lapel Pin – To be produced yearly by *Neff Co.*

**Section 3** Ring – Will not be provided by the FIAAA, but will be designed by the organization and the inductee will be given the option for purchase.

**Section 4** Sponsor –  
A. BSN Sports will act as the inaugural sponsor for the FIAAA Hall of Fame.

1. BSN will donate \$3,000 for the startup of the award, and will serve as the primary sponsor for the first year. Each year, BSN will have the first right of refusal for sponsoring the award.