

**Policies and Operating Procedures  
Ripon High School Hall of Fame**

**ARTICLE I—NAME**

Section 1     The name of this organization shall be the Ripon High School Hall of Fame.

**ARTICLE II—PURPOSE**

Section 1     The Ripon High School Hall of Fame is organized as a means of recognizing, preserving and promoting the heritage of Ripon High School Sports. Many individuals have made extraordinary contributions and have had superb accomplishments in high school sports. The Ripon High School 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**

Section 1     The Ripon High School Hall of Fame shall be governed by the RHS Hall of Fame Committee. 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 Ripon High School Hall of Fame Screening Committee shall have ten voting members as follows:

- a. One Chairperson.
- b. Three members representing the RHS coaches.
- c. One member representing the RHS athletic director.
- d. Five Community Members that are Alumnus of RHS.

Section 2     **Duties/Responsibilities**—The duties and responsibilities of the Hall of Fame Screening Committee shall be as follows:

- a. To attend all meetings of the Screening Committee.
- b. To annually evaluate nominations of individuals submitted to the Ripon High School Hall of Fame 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 and who are worthy of recognition. Those deemed worthy of recognition will be approved and forwarded to the RHS Hall of Fame Selection Committee.

d. To keep all action of the Screening Committee confidential.

Section 3 **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, 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**—Sent 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 re-nominated after a one-year waiting period.

c. A nominee shall be approved and sent on to the Selection Committee if approved by 60% of the Screening Committee present.

d. The Screening Committee shall review candidates based on information provided by the Ripon High School Hall of Fame staff.

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 will receive future consideration by the Screening Committee. 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 re-nominated.

## **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. Current Coaches at Ripon High School

- b. Current Athletic Director at Ripon High School
- c. Former Ripon High School Alumni
- d. Former Ripon High School Athletes
- h. Current Media Representatives

- Section 2 Names of Selection Committee members shall be kept confidential by the Ripon High School Hall of Fame Committee.
- 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 Ripon High School office, Attn: Hall of Fame.
- Section 4 **Voting Procedures**—Selection Committee members shall rate each candidate approved by the Screening Committee on a scale of 1 to 10, with 1 being the highest rating possible and 10 being the lowest rating possible. In the event of ties, a tiebreaker 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 Ripon High School Hall of Fame office with the full intent to assist the Screening Committee in determining future consideration of nominees.
- Section 5 **Determination of Induction Class**—The size of the induction class will be determined by the Selection Committee.

## **ARTICLE VI—NOMINATIONS**

- Section 1 Nominations for the Ripon High School Hall of Fame may be made by:
- a. Anyone within the Ripon High School Community.
  - b. Must be an Alumni of Ripon High School.
  - c. Anyone else within the high school community
- Section 2 The Official Nomination Form produced by the RHS and available from the Ripon High School shall be completed and submitted with appropriate support materials by a date determined by the RHS staff to be considered for induction.
- Section 3 Individuals may be nominated in one of three categories:
- a. Athlete—a former high school athlete whose achievements as a high school athlete were extraordinary and merit recognition.
  - b. Coach—a current or former high school coach whose accomplishments as a high school coach merit recognition.

c. Other—an individual who has made outstanding contributions to Ripon High School athletics in some capacity other than Athlete, Coach or played four years of College athletics.

Section 4 The categories of Athlete, Coach, 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. 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 25 years of age prior to the nomination deadline of the applicable year in order to be considered for induction.

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; however, success in later life cannot be discounted entirely.

d. All nominees in the Coach and Other categories shall have significant and/or long-term contributions to interscholastic athletics. Longevity without significant accomplishments does not constitute appropriate credentials for Hall of Fame consideration.

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 no more than three letters of recommendation.

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. Black-and-White or 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.

**ARTICLE VII—INDUCTION CEREMONY**

Section 1     The Hall of Fame Induction Ceremony will be held every other year beginning in the fall of 2010.

Section 2     It is the hope of the Ripon High School Hall of Fame inductees will be able to attend the Hall of Fame Ceremony. In those cases where this is not possible a family member may accept the award on behalf of the inductee.