

# ***Highland High School Athletic Hall of Fame Guidelines***

## **ARTICLE I - NAME**

**The name of this organization shall be the Highland High School Athletic Hall of Fame, a program sponsored by the Highland Athletic Booster Club in conjunction with the Highland Athletic Department.**

## **ARTICLE II - PURPOSE**

**The Hall of Fame has been organized as a way of maintaining the heritage and tradition of successful athletic programs at Highland 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 Highland High School. The Hall of Fame acknowledges the contributions and accomplishments of the individuals who are worthy of recognition and examples for others to emulate.**

## **ARTICLE III - GOVERNANCE**

**The Hall of Fame shall be governed by the Hall of Fame selection committee including: the High School Principal and/or Athletic Director, a Highland Athletic Booster Club representative, and Highland community representatives. This committee will include eight voting members. The highland school district principal/Athletic Director will not be a voting member.**

**Committee Members Include:**

**Amy Esser  
Marty Gundlach  
Dave Laufenberg  
Ryan Munz  
Gary Pustina  
Tom Welsh  
Becky Wienkes  
Doloris Yager**

**\*Josh Tarrell (Principal) or (Athletic Director)**

**\*Not a voting member**

**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 changes in the guidelines to be transacted. A quorum shall be five of the eight members of the committee. Committee members can place votes by proxy for any voting required other than a guideline change.**

#### **ARTICLE IV – CRITERIA FOR SELECTION**

**Individuals and teams may be nominated from four categories. The nominee, if an alumnus, must be ten years removed from Highland High School.**

- 1. ATHLETE: The nominee must have graduated from Highland High School and a graduate of five years or more. A person who distinguished himself/herself in the field of athletics while a student at Highland High School. Examples include state champion, state participants/qualifier, multiple letterwinner, all state performer, all-conference performer, school record holder, etc.**
- 2. COACH: 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 Highland High School.**
- 3. CONTRIBUTOR: An individual who has made outstanding contributions to the interscholastic athletic programs at Highland High School other than coaching and/or playing.**
- 4. TEAM: The nominee(s) must have graduated from Highland High School and a graduate of five years or more. Any team that has distinguished itself as being an outstanding performer for Highland High School.**

**Note: Any extenuating circumstances may allow the committee to waive provisions for induction.**

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

**With the exception of the inaugural class, the class of inductees shall be limited, with final determination decided at the annual meeting**

#### **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 Highland High School Athletics.**

**Note: The Hall of Fame selection committee has the right to remove members from the Hall of Fame, if a member fails to uphold nominating criteria.**

### **Nomination procedures**

#### **1. Inductees may be nominated by:**

- a. The selection committee**
- b. Current faculty, administration or staff**
- c. An alumnus**
- d. Community Member**

#### **2. Nomination form**

- a. All entries must be submitted on the Highland High School Hall of Fame nomination form. Nominations forms must be filled out accurately and completely for consideration.**
- b. Forms shall be available through the Highland High School Athletic Department, online at the district website ([www.highland.k12.wi.us](http://www.highland.k12.wi.us)).**
- c. A nomination shall be submitted to the school designee between April 1<sup>st</sup> and May 31<sup>st</sup> 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 can be submitted for an individual or team'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 information related to the high school career or contributions of the nominee.**
  - 2. Other supporting materials, newspaper articles, certificates, historical records, letters, film footage, etc.**
- e. If inducted, the nominee (or nominating person) shall provide a suitable photograph for reproduction.**

### **3. Term of Nomination**

- a. Following the initial nomination a candidate shall remain eligible for induction indefinitely. The Athletic Director or school designee will keep the nomination form and information on file.**

## **ARTICLE VII – PROCEDURES FOR SELECTING THE INDUCTION CLASS**

### **The Selection Committee**

**The Highland High School Hall of Fame Selection Committee will meet annually to select candidates based on the criteria. The Principal, Athletic Director or school appointed designee must be on the committee. The Highland Booster Club also must be represented. The committee will select a chair at this meeting.**

**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 Highland High School.**
- 4. Evaluate and update the policies and operational procedures of the Highland High School 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 annual 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 receiving the higher number.**

- 4. The inductees are determined by totaling the number of votes for each candidate. The individual or teams with the 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. All information will be released to media upon contact completion.**

#### **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 Josh Tarrell if selected for the current year's class.**