

Water Polo Canada  
Hall of Fame Committee

**Purpose**

- To ensure that the accomplishments of Water Polo Canada teams, athletes, coaches, officials, clubs and builders are recognized and celebrated, thereby fostering growth of water polo culture and enhancing the sport's visibility in Canada.

**Terms of Reference**

Mandate

- The Hall of Fame Committee is a standing committee of the Board of Water Polo Canada (the "Board"). It shall help the Board ensure that the individuals who have made invaluable contributions to the sport of Water Polo in Canada are honored for their dedication and achievements, and their ongoing value to the Canadian Water Polo Community is acknowledged.

Key Duties

- In fulfilling its mandate, the Hall of Fame Committee will perform the following key tasks:
  - Establish and uphold Hall of Fame induction criteria and nomination process.
  - Identify and appoint a Chairperson in each Region of Canada where water polo is played. The boundaries of each Region will be established and updated from time to time by this Committee.
  - Work together with the WPC's Manager of Marketing and Communications to develop an online home for the Hall of Fame.
  - Advertise and oversee the nomination process for the Hall of Fame.
  - Based on defined evaluation criteria, annually select inductees from the list of nominees.
  - Organize and host annual Hall of Fame Induction Ceremonies.
  - Operate under a plan (developed in conjunction with Water Polo Canada) that will allow the Hall of Fame to be self-funding within three years of its inception.

Authority

- o The Hall of Fame Committee is not entitled to contract on behalf of or bind the Board or WPC. The Hall of Fame Committee will exchange information with the Board in accordance with its mandate and key duties.

#### Policy Responsibility

- o The Hall of Fame Committee shall be responsible for oversight of those organizational policies that may be assigned to it by the Board from time to time.

#### Composition

- o The Hall of Fame Committee shall consist of between six and eight members. At its inception, the Committee will consist of acclaimed individuals who are passionate about the project. Half of these individuals will serve two-year terms, while the other half will serve three-year terms. Within three calendar years, all members of the Committee will hold elected positions. Further stipulations concerning these individuals include:
  - There must be a minimum of three men and three women on the Committee at all times.
  - The Committee must include at least one representative born in the following decades: 1950s, 1960s, 1970s, 1980s and 1990s.
- o WPC's Manager of Marketing and Communications
- o A Board Liaison

#### Election

- o The first election will take place two years after the Committee is first established.
- o Any individual listed in the WPC alumni database is eligible to run for a position on the Committee.
- o All alumni in the Water Polo Canada database will be given the opportunity to cast their vote in the election.
- o Hall of Fame Committee members shall be elected for two-year terms.
- o Hall of Fame Committee shall call for interested candidates by February 1 of each calendar year, with interested candidates to submit their names by no later than March 1.
- o A list of interested candidates shall be circulated to all eligible members by no later than March 15, with email or mail in votes to be submitted by no later than March 30.

#### Meetings

- o The Hall of Fame Committee will meet by telephone or in person, as required. Meetings will be as called by the Chair of the Hall of Fame Committee. Minutes shall be taken at all official meetings.
- o Every effort will be made to schedule one face-to-face meeting of the Committee every calendar year.

#### Resources

- o Following an initial funding period of three years, the Hall of Fame Committee will be responsible for the generation of all financial resources.
- o The President of Water Polo Canada will appoint a member of the Board to act as a liaison to the Hall of Fame Committee. This liaison will be present at all meetings and will report back to the Board regarding any official decisions/concerns of the Committee. The liaison will also be responsible for passing communications from the Board of Directors along to the Committee via email (if urgent), or presenting these communications at the next scheduled meeting of the Committee.

#### Objectives/Deliverables

- o This section must be completed by the Hall of Fame Committee annually. The objectives must be simple, measurable and time-bound.

#### Evaluation

- o The Board will evaluate the performance of the Hall of Fame Committee which shall be assessed against the accomplishment of yearly objectives/deliverables. This review will take place immediately prior to the Annual General Meeting.

#### Reporting

- o The Hall of Fame Committee will report to the Board, in writing, at the request of the Board, but not less than once per calendar year. This will include a breakdown of the budget. The Hall of Fame Committee will report to the Members at the Annual General Meeting, in the form of a written report.

#### Review and Approval

- o The Board of Directors will review these terms of reference every two years.