



CANADIAN WATER POLO HALL OF FAME COMMITTEE

TERMS OF REFERENCE

PURPOSE

The purpose of the Canadian Water Polo Hall of Fame (CWPHOF) is to honour, celebrate, preserve, and share the outstanding achievements of those Canadians who have contributed to, brought recognition to, and made a positive impact on the sport of water polo in Canada.

The Canadian Water Polo Hall of Fame and the Committee ensure that the accomplishments of former water polo members are recognized and celebrated, thereby fostering growth of the water polo culture and enhancing the visibility of the sport in Canada. The Hall of Fame honours the outstanding achievements and contributions of Canadians in eight categories:

- Athletes
- Coaches
- Officials
- Teams
- Builders
- Clubs
- Historical Figures/Teams
- Distinguished Alumni

TERMS OF REFERENCE

MANDATE

The Canadian Water Polo Hall of Fame Committee is an operational committee of Water Polo Canada. Its main role is to promote, solicit, receive and assess nominations and to annually determine deserving inductees into the Canadian Water Polo Hall of Fame.

The Canadian Water Polo Hall of Fame Committee is a decision-making body that has the authority to make Hall of Fame selections and has the responsibility to develop, review and amend policies and criteria for nominations and inductions into the Hall of Fame.

DUTIES

In fulfilling its mandate, the Committee shall:

- 1) Develop, review and evaluate the categories, criteria, timelines, and policies, for induction into the Canadian Water Polo Hall of Fame.
- 2) Establish an annual calendar of events, tasks and timelines to be shared with Water Polo Canada.
- 3) Establish a process for soliciting and receiving nominations from provincial associations, clubs, members, alumni, and the public.
- 4) Review, assess and select inductees each year, in accordance with the Committee's established categories, policies, criteria and timelines.
- 5) Shall present the list of annually selected inductees to the Water Polo Canada Board for ratification.
- 6) Plan and manage an annual induction ceremony, including the development of a budget for the event in consultation with Water Polo Canada.
- 7) Actively promote the Hall of Fame program via communications and an online presence, in cooperation with and with the support of Water Polo Canada staff.
- 8) Preserve water polo history, photos, and other information on inductees.
- 9) Develop a plan, in conjunction with Water Polo Canada, that will allow the Hall of Fame to be self-funded.

COMPOSITION

The Canadian Water Polo Hall of Fame Committee will be comprised of a minimum of (6) six and a maximum of (9) nine volunteer members and one Water Polo Canada Board representative (the Board Liaison, appointed by the Board). Future members will be recruited by the current Hall of Fame Committee.

The Chairperson of the Canadian Water Polo Hall of Fame Committee shall be selected by the Committee. In the event of a dispute, disagreement or failure of selection regarding the Chairperson of the Committee, the Chairperson selection will be made by the President and Board Liaison of Water Polo Canada.

The Chairperson of the Canadian Water Polo Hall of Fame Committee, together with the Board Liaison, have the power to add, change or remove members as deemed appropriate.

The other Committee members shall be appointed by the Chairperson for terms of one (1), two (2) or three (3) years and shall be current members or former alumni and supporters of Water Polo Canada. Not all terms should expire at the same time.

In making these Committee appointments the Chairperson shall be mindful of:

- gender preference and diverse identity;
- geographic representation;
- individuals' background, interests and competency;
- diverse perspectives and ideas.

Members of the Canadian Water Polo Hall of Fame Committee shall understand and have knowledge of the history of the sport of water polo in Canada. Committee members should be knowledgeable and (formerly or currently) connected with the Canadian water polo community at large so that they can identify potential nominees for recognition and induction.

Committee members shall:

- Serve (1) one, (2) two or (3) three-year terms as appointed by the Chairperson, from the date of appointment and may serve consecutive terms;
- Work collaboratively to achieve the mandate, goals, and objectives of the Committee.

MEETINGS

The Canadian Water Polo Hall of Fame Committee shall meet at the call of the Chairperson. The Committee will meet in person, or by teleconference or video conference not less than two times annually.

The Chairperson, with support from other Committee members (and support staff as may be assigned by Water Polo Canada), will organize the work of the Committee including:

- 1) Establishing meeting dates.
- 2) Setting the agenda.
- 3) Chairing the meetings.
- 4) Assigning nominations for submission, writing, review to Committee members as needed.
- 5) Ensuring nominations are assessed according to the Committee's established policies, criteria, and timelines.
- 6) Compiling final recommendations for immediate selection and/or carry forward to future years.
- 7) Record keeping of minutes, documents, policies, decisions and awards history statistics.

- 8) Establishing fundraising and donations programs in accordance with Water Polo Canada/Non-Profit status regulations, communications programs and alumni databases, with the support of the Water Polo Canada staff.

The Committee works by consensus. If voting is required, Robert's Rules of Order shall guide meetings, and each member shall be equal and have equal voting rights.

RESOURCES

Canadian Water Polo Hall of Fame Committee will receive the necessary resources from Water Polo Canada to fulfill its mandate.

ACCOUNTABILITY

The Committee is accountable to and shall report to the Water Polo Canada Board of Directors through the Committee member appointed by the Board of Directors.

Reports shall include:

- Minutes of Committee meetings;
- Progress towards the achievement of the duties and mandate including a report on annual inductions.
- An annual report shall be provided in writing to the membership for the Annual Meeting.

The Committee is not entitled to contract on behalf of or bind Water Polo Canada.

EVALUATION

These Terms of Reference shall be reviewed every two years by the Committee members, and by the Water Polo Canada Board of Directors.

INAUGURAL HALL OF FAME COMMITTEE (2021)

David Hart (Chairperson)

Bill Meyer (Water Polo Canada Board of Directors representative)

Mark Block

Marie-Claude Deslières

Noah Miller

Christine Robinson

Bill Shaw

Marilyn Thorington