GUIDELINES FOR NOMINATIONS TO FOXCROFT SPORTS HALL OF FAME

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 Foxcroft School athletics.

ELIGIBLE CANDIDATES

INDIVIDUAL ATHLETES

1. Athlete must be graduated from Foxcroft, been a varsity (or equivalent) competitor at Foxcroft, and been out of school for at least 10 years, and
2. Athlete must have distinguished herself by her outstanding athletic participation at Foxcroft (All-State, Conference MVP/All-Star, individual champion, etc.), and
3. Athlete must have continued her sport in college or as a member of a U.S. team, or coached the sport on a high school, college or professional level. Thus, achievements and awards obtained during the athlete’s college career and/or contributions to the sport beyond college, such as coaching or playing, are considered, and
4. Athletes must serve as examples of outstanding character, courage and leadership which Foxcroft seeks to develop in its athletic program.

COACH

The nominee must be inactive and removed from the Foxcroft coaching staff for 10 years. Criteria for consideration should be based on accomplishments that merit statewide recognition or significant contributions to the athletic programs at Foxcroft School.

PIONEER

An individual who has made outstanding contributions to the interscholastic athletic programs at Foxcroft School prior to 1972.

TEAMS

Teams which have distinguished themselves on the playing field, such as outstanding win-loss record or league championship (Independent School League/Delaney Athletic Conference).
NOMINATION PROCEDURES

- Yearly nominations for Hall of Fame membership will be accepted and a maximum of three nominees per group will be considered for induction at yearly awards ceremony.
- In any year when nominations exceed the allowable inductees, nominees with the earliest dates of participation or service shall be given first preference.
- Any nominees that are not selected will automatically be considered for five years, after which they must be re-nominated if not selected.
- Nominations received after July 1 will be considered for the following year.
- An individual must be nominated by someone other than herself, and all nominations must be signed.
- Nominations must contain a rationale for consideration.

REQUIREMENTS AND PROCEDURES FOR NOMINATION

1. Inductees may be nominated by:
   a) The Selection Committee
   b) Current or former faculty, administration or staff
   c) An alumna
   d) An alumna’s parent(s)
   e) An alumna’s colleague

2. Nomination Form
   a) All entries must be submitted on the Foxcroft School Sports Hall of Fame nomination form. Nomination forms must be filled out accurately and completely for consideration.
   b) Forms shall be available through the Athletic Office and online at the school’s website (www.foxcroft.org).
   c) The nomination form shall be completed and submitted to the Selection Committee Chairperson 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 should be submitted for an individual’s 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 and other contributions of the nominee.
      2) A photograph suitable for reproduction.
      3) Other supporting materials, newspaper articles, certificates, historical records, letters, film footage etc.
3. Term of Nomination

Following the initial nomination, a candidate shall remain eligible for induction for the following five years. The Selection Committee Chair will keep the nomination forms and information on file. After five years a person may be re-nominated.

PROCEDURES FOR SELECTING THE INDUCTION CLASS

The Selection Committee will meet annually to select candidates based on the criteria. The Committee Chair will be appointed by the Head of School and will serve a one-year term. The Committee shall consist of 7 members plus the Committee Chair. Committee members are asked for a commitment of two years of service. Ex-Officio members shall be Foxcroft’s Athletic Director and the Director of Riding. Alumnae and/or former Foxcroft coaches interested in serving on the Committee are encouraged to contact the Committee Chair. 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 Foxcroft School.
4. Evaluate and update the policies and operational procedures of the Foxcroft School Sports Hall of Fame on an annual basis.
5. Validate and approve all worthy candidates for induction.
6. Keep all actions of the Selection Committee confidential.

VOTING PROCEDURE

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 meeting.
2. After open discussion about candidates, a vote will be conducted for the purpose of choosing inductees.
3. The inductees are determined by an affirmative vote of at least 5 of the 7 Committee members.
4. The Committee Chair may participate fully in the discussion, but does not vote.
5. The annual voting of the Selection Committee will be confidential.
6. Inductees will be announced at a pre-determined 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.

INDUCTION CEREMONY

The Hall of Fame Induction Ceremony shall be held each year in conjunction with Fox/Hound Field Hockey Weekend. Inductees will be notified by June 30 if selected for the current year’s class.
NOMINATION FORM

Nominees Name and Phone____________________________________________________________

Current Address_____________________________________________________________________
_________________________________________________________________________________
City   State    Zip

Nomination Category:     Athlete____   Coach____   Pioneer Contributor ____   Team____

If Nominee is Deceased,
___________________________________________________________________________

Name of Spouse or Closest Living Relative             Phone
___________________________________________________________________________

Relatives Address

Year(s) Graduated / Coached / Contributed to Foxcroft School________________________________

Achievement(s) Summary (use additional page, if necessary)
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

INDIVIDUAL SUBMITTING NOMINATION

__________________________________________________________________________________

Name      Phone     Email
__________________________________________________________________________________

Address
__________________________________________________________________________________

Signature     Date

Please return signed form to:
Athletic Office/Hall of Fame Selection Committee, Foxcroft School, PO Box 5555, Middleburg, VA 20118