



SOUTH AUSTRALIAN ATHLETIC LEAGUE

BAY SHEFFIELD HALL OF FAME AND BAY SHEFFIELD LEGEND STATUS NOMINATION AND SUB COMMITTEE APPOINTMENT POLICY

1. Purpose

The purpose of this policy is to establish a clear, fair and consistent process for the nomination, consideration, approval and announcement of individuals for induction into the **Bay Sheffield Hall of Fame** and for the awarding of **Bay Sheffield Legend Status**.

This policy is to be read in conjunction with the separate **Bay Sheffield Hall of Fame and Bay Sheffield Legend Status Selection Criteria**, which outlines the eligibility and assessment criteria to be applied when considering nominees.

2. Scope

This policy applies to all nominations for:

- Induction into the Bay Sheffield Hall of Fame; and
- Awarding of Bay Sheffield Legend Status.

The policy applies to all SAAL members, the SAAL Management Committee, the Bay Sheffield Hall of Fame and Legend Status Committee, and any other person involved in the nomination or selection process.

3. Annual Call for Nominations

Before 30th **September of each year**, the SAAL will issue a general notice to its membership inviting nominations for induction into the Bay Sheffield Hall of Fame and consideration for Bay Sheffield Legend Status.

The notice will:

- Advise members that nominations are open;
- Provide or refer members to the applicable selection criteria;
- Specify the required format for nominations;
- State the closing date for nominations; and
- Provide instructions on how nominations are to be lodged.

Nominations must be submitted in writing and provide sufficient information to allow the nominee to be properly considered against the relevant selection criteria.

4. Bay Sheffield Hall of Fame and Legend Status Sub Committee

Following the close of nominations, all eligible nominations will be referred to the **Bay Sheffield Hall of Fame and Legend Status Sub Committee** for consideration.

The Sub Committee will consist of **five persons nominated by the SAAL Management Committee**.

The Sub Committee must include:

- The SAAL President;
- The SAAL Executive Officer; and
- Three additional nominees appointed by the SAAL Management Committee.

Of the three additional nominees, **at least one must be a woman**.

Where possible, the additional nominees should have a strong knowledge of the history, traditions, athletes, officials, administrators and significant contributors associated with the Bay Sheffield and the South Australian Athletic League.

5. Consideration of Nominations

The Bay Sheffield Hall of Fame and Legend Status Sub Committee will meet annually to consider all nominations received.

The Sub Committee will assess each nomination against the separately approved **Bay Sheffield Hall of Fame and Bay Sheffield Legend Status Selection Criteria**.

The Sub Committee may seek additional information regarding a nominee where it considers this necessary to make an informed recommendation.

The Sub Committee may choose to consider previous nominees.

The Sub Committee is not obliged to recommend the maximum number of inductees in any year and may determine that no nominee sufficiently satisfies the required criteria.

6. Annual Maximum Recommendations

In any one year, the Bay Sheffield Hall of Fame and Legend Status Sub Committee may recommend to the SAAL Management Committee:

- A maximum of **two persons for induction into the Bay Sheffield Hall of Fame**; and
- A maximum of **one person for Bay Sheffield Legend Status**.

The awarding of Bay Sheffield Legend Status is intended to recognise exceptional achievement or contribution at the highest level and should therefore remain a particularly distinguished honour.

7. Recommendation to the SAAL Management Committee

Following its consideration of nominations, the Bay Sheffield Hall of Fame and Legend Status Sub Committee will provide its recommendations to the SAAL Management Committee.

The recommendation should include sufficient information to demonstrate how each recommended nominee satisfies the applicable selection criteria.

The Bay Sheffield Hall of Fame and Legend Status Committee's role is advisory. Final approval rests with the SAAL Management Committee.

8. Approval by the SAAL Management Committee

All recommendations for induction into the Bay Sheffield Hall of Fame or the awarding of Bay Sheffield Legend Status must be considered and voted upon at a meeting of the SAAL Management Committee.

This meeting must occur **no later than 31st October each year**.

A nominee will only be inducted into the Bay Sheffield Hall of Fame or awarded Bay Sheffield Legend Status following approval by the SAAL Management Committee.

Voting will be undertaken in accordance with the SAAL's normal governance and voting procedures.

Members of the Management Committee should treat nominations and deliberations as confidential until the official announcement has been made.

9. Confidentiality

All nominations, Management Committee and Bay Sheffield Hall of Fame Sub Committee discussions, recommendations and voting outcomes are to remain confidential until the official announcement of successful inductees.

Nominees who are unsuccessful will not ordinarily be publicly identified.

This confidentiality is intended to protect the reputation of nominees and maintain the integrity of the selection process.

10. Announcement of Inductees

Successful Bay Sheffield Hall of Fame inductees and recipients of Bay Sheffield Legend Status will be officially announced **on the final morning of the Bay Sheffield Carnival**.

The SAAL may determine the appropriate method of announcement, which may include:

- A formal presentation or ceremony;
- Public announcements at the Bay Sheffield;
- Publication through SAAL social media and digital platforms;
- Inclusion in the Bay Sheffield program;
- Media releases; and
- Recognition on the Bay Sheffield Hall of Fame honour roll or other permanent record.

11. Recognition

The SAAL will maintain an official record of all Bay Sheffield Hall of Fame inductees and recipients of Bay Sheffield Legend Status.

The form of recognition provided to successful recipients may be determined by the SAAL Management Committee and may include certificates, plaques, medals, trophies, honour boards or other forms of permanent recognition.

12. Unsuccessful Nominations

A nomination that is not successful in a particular year may be submitted again in a subsequent year.

Previous nomination or consideration does not automatically guarantee reconsideration unless a new nomination is submitted in accordance with the annual nomination process.

13. Conflicts of Interest

Any member of the Bay Sheffield Hall of Fame and Legend Status Sub Committee or SAAL Management Committee who has an actual, potential or perceived conflict of interest in relation to a nominee must declare that conflict.

The SAAL President, or where the President has a conflict the appropriate meeting chair, will determine how the conflict is to be managed.

This may include requiring the affected member to withdraw from discussion, assessment or voting in relation to that nominee.

14. Review of Policy

This policy may be reviewed from time to time by the SAAL Management Committee to ensure that the Bay Sheffield Hall of Fame and Bay Sheffield Legend Status nomination and appointment process remains fair, transparent and appropriate.

Any amendments to this policy must be approved by the SAAL Management Committee.

15. Annual Process Summary

August/September

General notice issued to SAAL members inviting nominations.

September/October

Nominations received and referred to the Bay Sheffield Hall of Fame and Legend Status Sub Committee.

October

The Sub Committee meets, assesses nominations and prepares recommendations.

By 31st October

SAAL Management Committee considers and votes on recommendations.

Bay Sheffield Carnival

Bay Sheffield Hall of Fame inductees and recipients of Bay Sheffield Legend Status are formally announced on the final morning of the Bay Sheffield.

Policy Owner: South Australian Athletic League Management Committee

Approved By: SAAL Management Committee

Adopted: 23/09/2026