

## Charter of the Baseball Queensland Heritage Advisory Council

### **Purpose**

The purpose of the Baseball Queensland (BQ) Heritage Advisory Council is to enrich our heritage by recognising on-field personnel, including players, coaches and umpires who have made outstanding and impactful, on-field contribution(s) to the game of baseball. Baseball has a long and rich history and has significantly contributed to the fabric of the State of Queensland. Enshrining “our best”, preserves and promotes our heritage to the sporting landscape and community of Queensland.

### **Governance**

1. The Baseball Queensland Heritage Advisory Council (BQHAC) is the body responsible for managing all aspects of the Baseball Queensland Hall of Fame (BQ HOF) under the authority and approval of the BQ Board.
2. The BQHAC has responsibility for the creation and maintenance of the Baseball Queensland Heritage Advisory Council charter, supporting policies, guidelines and procedural documentation, with additional responsibility for the preservation of BQ Hall of Fame (BQ HOF) history and memorability, the BQ HOF nomination, BQ HOF voting and induction processes, and developing and maintaining award and recognition protocols for inductees.
3. The BQ Heritage Advisory Council will develop and submit operating budgets and plans to the BQ Board of Management annually in May and from time to time as the need arises. Baseball Queensland will operate and maintain a bank account for use by the BQHAC to facilitate transactions required to execute BQHAC operations. The BQHAC Chair and Treasurer will be provided “view only” access to this account with all financial transactions requiring authorization from the BQ CEO.
4. The BQ CEO will be responsible for managing and implementing all agreed actions as requested by the BQHAC relevant to BQ HOF administration, with the support of the BQHAC as required.
5. BQ recognises the national significance and place of the Baseball Australia HOF, and places importance on positioning QLD’s HOF as a complementary State-based program underpinning the National HOF scheme.
6. This Charter, policies, procedures and schedules will be reviewed and updated as required by the BQHAC annually.

### **Conflict of Interest**

It is vital that where there is a conflict of interests or even the potential for a conflict of interest, that members concerned need to immediately disclose their conflict of interest to the committee, redact themselves from the issue and the conversation and record the matter in the Committee’s conflict of interest register. The minutes of the meeting need to reflect this redaction by the member at all times.

### **Membership of the Heritage Advisory Council**

The Baseball Queensland Heritage Advisory Council consists of a minimum of five (5) and a maximum of seven (7) voting members. The term of an elected Committee member is two (2) years. At the conclusion of each summer season, 50% of the members of the Heritage Advisory Council must retire from office, but are eligible, on nomination, for re-election.

## **Electing/Appointing the Heritage Advisory Council**

The Chair will be the Director responsible for the Heritage Advisory Council. To ensure membership with appropriate expertise, the Heritage Advisory Council will be comprised of several working groups, which may periodically change to align with the focus of the work being undertaken. Initially the three working groups will be for i) Hall of Fame; ii) Event Planning; and iii) Event delivery.

Each working group will have up to 10 members, who will be identified through a variety of strategies including expression of interest, direct approach and recommendation to the chair. Appointments will be made by the Chair, in consultation with the Board of Management.

## **Committee Member Duties**

The committee will resolve (via majority vote) at the first meeting following any BQHAC election/appointment the following roles:

BQHAC Chair, BQHAC Secretary, BQHAC Treasurer, BQHAC Event Coordinator.

## **Attendance at Meetings**

The BQHAC may invite members of the baseball community, including BQ Board Members and BQ staff, as and when required to be able to use individual skills to achieve the best outcome for the BQHAC. These invited persons will attend but will not be eligible to vote on any matter.

## **Meetings**

The Committee will meet as often as is reasonably required but no less frequently than quarterly. In addition, the Chair will call a meeting, if so requested by any Committee member. The Committee may convene Committee member-only sessions and decide on attendees to these sessions.

The Committee may hold meetings, or permit Committee members to take part in meetings, by telephone, video conference, or any other form of communication that allows reasonably contemporaneous and continuous communication between the Committee members taking part in the meeting.

A quorum for the Committee is a majority of the elected voting Committee members. If a quorum is not present within 15 minutes after the time set for a meeting, the meeting is adjourned and may be convened to such place and time as the Committee members present decide. The Committee members will be advised of the new time and place of the meeting.

If the Chair is unavailable to attend a meeting, those Committee members present shall elect a Chair for the duration of the meeting.

Committee members are required to act responsibly and declare any real, potential or perceived conflicts of interest at each Committee meeting.

The Chair will determine the manner in which a meeting of the Committee will be conducted. A decision of the Chairman on any matter relating to the conduct of a meeting is final.

All resolutions are to be carried by at least a quorum of members. A resolution may be made by the Committee, other than at a Committee meeting, if a quorum of Committee Members gives written agreement to the resolution. The resolution is taken to have been made on the day that sufficient affirmative responses are received to reflect a quorum.

### **Resignation, Removal or vacation of office of BQHAC Committee Member.**

A member of the Committee may resign from the committee by giving written notice of resignation to the secretary.

(1) The resignation takes effect at:-

- (a) the time the notice is received by the secretary; or
- (b) if a later time is stated in the notice - the later time.

(2) At the next Committee meeting, following the non-attendance of any Committee Member for two (2) consecutive meetings, the Committee shall consider the removal from office of the Committee member that has failed to attend meetings, in the absence of a satisfactory reason.

(3) Any Committee member may be removed from office on an Ordinary member's resolution at any general meeting of the BQHAC provided that there is seventy five percent (75%) or greater vote in favour of that resolution.

(4) The Chair shall, within seven (7) days of the Committee meeting at which a Committee member's continuing status was resolved, advise the Committee member concerned of the Committee's decision.

### **Casual vacancies on the Heritage Advisory Council.**

A casual vacancy on the Heritage Advisory Council means a vacancy that happens when a Committee member resigns, dies or otherwise stops holding office.

If a Committee member resigns, is removed or becomes unable or unwilling to act, a suitable candidate may be appointed to a casual vacancy on the BQHAC. The position filled on a casual vacancy basis will be one of the elected positions to be filled at the next election of the Committee.

### **Policies**

The Committee will create and follow policies as and where required.

1. The Committee will review their practices and policies annually and make changes where required. Any changes to Policy documents must be approved by the BQ Board of Management.

### **Reporting**

The Committee shall ensure that the Committee members receive any information relating to committee matters which the members require in order to make informed decisions. Minutes of the BQHAC meetings shall be forwarded to the Board Secretariat for noting and inclusion in the next Board meeting pack.

### **Secretariat Matters**

A Secretary will be appointed by the Committee and shall be responsible for keeping minutes of meetings of the Committee and circulating them to Committee members. The Secretary shall also be responsible for keeping records of the Committee's reports and recommendations.

The Chair must ensure that minutes of the meetings and records of the Committee's reports and recommendations are kept, and a copy of any of them signed by the Chair is taken to be a true record unless the contrary is proved.

The Secretary, in conjunction with the Chair, will draw up an agenda that will be circulated with the papers at least five working days prior to each meeting. All material must be in a form stipulated by the Committee.

### **Subcommittees**

The Committee has full authority to form and delegate authority to one or more subcommittees consisting solely of one or more members of the BQHAC or other suitable members as it deems appropriate.

### **Charter Review**

At a minimum, the Charter will be reviewed each calendar year and proposed amendments to the Charter will be submitted to the Board for its consideration.

### **Criteria for Hall of Fame Nomination**

Entities considering nominating a player, coach or umpire to the BQ HOF, should ensure their respective candidate meets the following criteria:

1. Selection is based primarily upon on-field excellence, as opposed to long and loyal service to the game. For on-field personnel, excellence and impact will be evidenced by regular representation at State and National levels, individual awards, and/or outstanding success and achievement on the international stage or professional baseball.
2. In recognition of the importance of statistics to the history of baseball, statistical evidence of outstanding performance, applicable to playing and coaching records, must be provided as supporting evidence for BQ HOF nomination.
3. In the absence of available statistical evidence, potential inductees should be supported through written testimonials and/or oral histories (documented) from multiple sources.
4. Nominees must have participated in a competition, league or team as a registered player of a BQ Club, State Team or Queensland based ABL team for a minimum period of 3 years (seasons).
5. On-field personnel will only be considered for nomination if they have been retired from their on-field roles for 3 years. On-field personnel are considered “retired” if they have not played at A Grade/ Division 1 (or above levels) for 3 or more years.
6. Inductees must meet acceptable standards of integrity, character and sportsmanship, and must not have brought the sport of baseball into disrepute.
7. The BQHAC reserves the right to crosscheck information provided in support of nominees at its discretion as part of the validation process.

## **Hall of Fame Nomination Guidelines**

### **Nomination by Era**

The history of baseball is categorised into distinctive eras; this work was completed in 2005 by the Baseball Australia Heritage Advisory Council. These same eras are used by the BQ HOF in alignment with the National HOF.

Chronologically, these eras include:

- Pre-1900
- 1900 – 1918 (rapid expansion of the game and regular interstate competition)
- 1919 – 1946 (the start of the Claxton Shield and beginning of American influence)
- 1947 – 1967 (Claxton Shield and post war American influence)

Nominees from the above eras will be assessed solely by the BQHAC. Nominees who participated in the post 1967 eras defined below, will be assessed by the BQHAC and referred to the BQ HOF Voting Panel for a vote.

- 1968 – 1988 (Claxton Shield, Olympic Games and Asian influence)
- 1989 – 1999 (ABL and Olympic Games)
- 2000 – 2009 (IBLA, Claxton Shield and Olympic Games)
- 2010 – present (Modern era, World Baseball Classic, new ABL from 2012)

Nominating entities should use these eras where possible to assess their history and balance the pool of potential nominees.

## **Rules and Procedures**

The following entities are eligible to nominate candidates:

1. The current Queensland clubs can nominate up to 4 candidates for the post 1967 era and up to 2 candidates for the pre 1968 era.
2. The Umpires Association can nominate up to 2 umpires.
3. The Brisbane Bandits can nominate up to 3 candidates.
4. All nominating entities can nominate up to 2 coaches.
5. The BQHAC can nominate up to 10 candidates.

Each entity should carefully consider the criteria for nomination prior to preparing and making a submission.

1. Nominations must be submitted to the CEO in writing, on the Official HOF Nomination Template which is available on either the BQ website or on the link below
2. Nominations must be submitted in accordance with required timelines and deadlines established by the BQHAC and published on the BQ website updated annually.
3. For each on-field category (player, coach or umpire) there is title-specific and separate Official BQ HOF Nomination Template, each of which is posted on the BQ website.
4. For nominations to be considered, the President/Chairperson of the eligible, nominating entity must be the signatory on the Official BQ HOF Nomination Template in order to authorise the respective nomination.
5. Nominations will be called from nominating entities each year at a time determined by the BQHAC and broadcast by the CEO. At this same time, entities will be advised how many nominations they are permitted to submit.

## **Vetting and Validating**

1. Once the deadline for submitting BQ HOF nominations has expired, the CEO will pass all submissions on to the BQHAC.
2. The BQHAC shall review all submissions following due process outlined below:
  - a. Vet each submission to ensure they are accurately and properly completed and follow the required Nomination Protocols.
  - b. Assess the accuracy and detail of the information provided about each nominee, ensuring that the submission suitably conveys and validates a case that supports the nominee's eligibility for BQ HOF consideration..
  - c. If the BQHAC determines that more information or clarification about the accuracy of detail provided is required, the BQHAC can request that the CEO asks the nominating body to revise and resubmit their submission for further analysis, within an allocated time frame for this process.
  - d. The BQHAC reserves the right to interview referees identified in nominee submissions.
  - e. If at any stage of the Vetting and Validating process, it is determined that the nominee does not meet eligibility for BQ HOF nomination, the BQHAC will request the CEO to inform the nominating entity of this determination and that the nomination is rejected. The CEO will also provide information about future opportunities for nomination of the rejected nominee.
  - f. Nominees who have successfully passed the Vetting and Validating process will be recommended by the BQHAC as candidates to be included in a ballot for polling by the BQ HOF Voting Panel.
  - g. The CEO will ensure all Nominees recommended by the BQHAC are in good standing with BQ, as determined by the BQ Board, before they are included in the official BQ HOF ballot.



## **BQ HOF Voting Panel**

The voting principles and panel as defined below, are subject to change by authority of the BQ Board circumstantially from time to time. In principle, individuals invited to sit on the BQ HOF Voting Panel will be provided with a written agreement describing their roles and responsibilities in respect to confidentiality, voting requirements and other instructions. They will also be given a copy of this Charter which they will be required to read. Invitees will become voting panel members once they sign off and submit the agreement to abide by these terms and conditions.

1. The BQ HOF Voting Panel will be recruited under the advisement of the BQHAC, maintained by the CEO and must have a minimum of 50 members at any one time.
2. For a poll to be valid, at least 90% of the panel must cast a vote.
3. Panel members who do not cast a vote, may be removed from the Voting Panel at the discretion of the Chairperson of the BQHAC.
4. The BQ HOF Voting Panel consists of:
  - a. One (1) appointed representatives from each registered BQ Club. These reps can be Club officials, past players and/or supporters/members.
  - b. One (1) appointed representative from the Brisbane Bandits
  - c. One (1) appointed representatives from the BQ Umpires Association
  - d. All living BQ HOF Members
  - e. Up to ten individuals invited to join the BQ HOF Voting Panel to add diversity, profile and independence to the composition of the panel: invitees could include BQ Life Members, journalists, identities from other sports, and/or members of the baseball community.
5. A candidate must receive a “yes” vote from a minimum of 75% of the poll’s voting strength (total votes cast) to be inducted into the BQ HOF.
6. Voting methodology is mixed; a vote can be cast online, by post, or other digital methods acceptable to the CEO.

## **BQ HOF Nominations Template**

### **Baseball QLD Hall of Fame Nomination Form**