**Charter of the Baseball Queensland Heritage Advisory Panel (BQ HAP)**

**Purpose**

The purpose of the BQ Heritage Advisory Panel 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 Panel (BQ HAP) 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 BQ HAP has responsibility for the creation and maintenance of the Baseball Queensland Heritage Advisory Panel 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 Panel 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 BQ HAP to facilitate transactions required to execute BQ HAP operations. The BQ HAP 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 BQ HAP relevant to BQ HOF administration, with the support of the BQ HAP 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 BQ HAP 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 Panel**

The Baseball Queensland Heritage Advisory Panel consists of a minimum of seven (7) and a maximum of ten (10) voting members with the membership being made-up of no less than 50% HoF members. The term of an elected Committee member three (3) years. At the conclusion of each summer season, 50% of the members of the Heritage Advisory Panel must retire from office, but are eligible, on nomination, for re-election. An individual may remain on the Panel for two consecutive terms.

**Electing/Appointing the Heritage Advisory Panel**

The Chair will be the Director responsible for the Heritage Advisory Panel. To ensure membership with appropriate expertise, the Heritage Advisory Panel 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 BQ HAP election/appointment the following roles:

BQ HAP Chair, BQ HAP Secretary, BQ HAP Treasurer, BQ HAP Event Coordinator.

**Attendance at Meetings**

The BQ HAP 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 BQ HAP. 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 BQ HAP 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 BQ HAP 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 Panel.**

A casual vacancy on the Heritage Advisory Panel 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 BQ HAP. 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 BQ HAP 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 BQ HAP 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 is qualified according to 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 other verifiable means, such as 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 their highest level for more than 3 years – eg ( retired from ABL for 3 years but playing division one, would still be eligible)

6. Inductees must meet acceptable standards of integrity, character and sportsmanship, and must not have brought the sport of baseball into disrepute.

7. The BQ HAP 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**

**Rules and Procedures**

1.The following entities are eligible to nominate candidates:

a. The current Queensland clubs can nominate up to 4 candidates.

b. The Umpires Association can nominate up to 2 candidates.

c. Queensland Baseball Scorers can nominate up to 2 candidates.

d. The Brisbane Bandits can nominate up to 3 candidates.

e. The BQ HAP can nominate up to 10 candidates.

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

2. Nominations must be submitted to the CEO in writing, on the Official HOF Nomination Template which is available on the BQ website.

3. Nominations must be submitted in accordance with required timelines and deadlines established by the BQ HAP and published on the BQ website updated annually.

4. 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.

5. 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.

6. Nominations will be called from nominating entities each year at a time determined by the BQ HAP and broadcast by the CEO. At this same time, entities will be advised how many nominations they are permitted to submit.

7. A Candidate who is either nominated for the Hall of Fame or is on the Hall of Fame ballot, will not be considered for the Distinguished service award until the outcome of their HoF Nomination has concluded. After the HoF nomination ends, the HAP may contact the nominator of the said nominee to re-submit the nomination.

8. There may be a maximum of Five HoF Inductees, provided they reach the required voting outcome per year – the HAP may at its discretion recommend to the board that further successful candidates be inducted in special circumstances.

**Vetting and Validating**

1. Once the deadline for submitting BQ HOF nominations has expired, the CEO will pass all submissions on to the BQ HAP.

2. The BQ HAP shall review all submissions following due process outlined below:

1. Vet each submission to ensure they are accurately and properly completed and follow the required Nomination Protocols.
2. 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.
3. If the BQ HAP determines that more information or clarification about the accuracy of detail provided is required, the BQ HAP 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.
4. The BQ HAP reserves the right to interview both referees identified in nominee submissions and, at the Committee’s discretion, other individuals who may be able to provide valid information about the nominee.
5. In order for a nomination to proceed to the Voting Panel, at least 85% of the BQ HAP must support the candidate’s qualification as a viable candidate for the BQ HOF. Any abstaining votes will be considered a “No” vote.
6. 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 BQ HAP 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.
7. Nominees who have successfully passed the Vetting and Validating process will be recommended by the BQ HAP as candidates to be included in a ballot for polling by the BQ HOF Voting Panel.
8. The CEO will ensure all Nominees recommended by the BQ HAP 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 BQ HAP, 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 80% of the panel must cast a vote.

3. Panel members who do not cast a vote, may be removed from future the Voting Panel at the discretion of the Chairperson of the BQ HAP.

4. The BQ HOF Voting Panel consists of:

1. One (1) appointed representatives from each BQ Region. While not obliged to do so, the relevant Region may nominate this representative, ie they may choose not to have a representative if they wish.
2. One (1) appointed representative from the Brisbane Bandits
3. One (1) appointed representatives from the BQ Umpires Association
4. One (1) appointed representatives from the Queensland Baseball Scorers.
5. All living BQ Hall of Fame Members
6. 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.

7. Nominations and candidates are to remain as private/confidential as possible. Once a nominee has been successful in the voting, the results will then be made public.

8. Each member of the voting panel may only vote “yes” for up to a maximum 5 nominees per year- Five is not a minimum.

**BQ HOF Nominations Template**

**Baseball QLD Hall of Fame Nomination Form**

<https://forms.office.com/r/YWcWWT6gBz>

Due date for nominations is as determined by the Heritage Advisory Panel.

Queensland baseball as referred to throughout this document is regarded as any Queensland based & registered baseball club, National League team or Queensland representative baseball team.

**Mission**

To recognize and acknowledge a person who has contributed to the growth of Queensland Baseball through outstanding and or continued achievements within the sport as a player, administrator, umpire, scorer or who has provided continued support and or outstanding service to their club or state for Baseball Qld.

**Defining & Primary Criteria.**

Competitors and coaches:

(a) Individuals must have completed a minimum of (8) years a competitor (except wherein extenuating circumstances dictating a lesser number of years can be identified).

(b) "Unique and singular achievements" as the basis for selection should be interpreted as inclusive of any one or more of the following multifaceted criteria:

* Minimum number of years played/coached for their state or National league team:
* 8 years as a player and 10 years as a coach.
* Membership on championship state teams
* Membership on Australian team(s) of the past
* Professional career (EG: MLB, NPB, KBO, CPBL)
* Acknowledged superiority of skill respective to physical classification
* Demonstration of Sportsmanship of the highest order
* Establishment of distinctive playing records that have stood the test of time.
* Longevity of participation that earns respect on the basis of the true fulfillment of the purposes of sport.

Non-competitors:

Individuals must have served a minimum of (15) at State/National level (except wherein extenuating circumstances dictating a lesser number of years can be identified) in the interest of Qld Baseball in the capacity of any one or more of the following: administrator, umpire, scorer of Qld Baseball. In this respect, the individual must have demonstrated a clearly unselfish dedication to the sport that has enhanced its development on a state or national basis. The contribution(s) made to the sport may be made in any of the realms of officiating, administrating, education and the like.

Elite Scorer: (15) years of service at National, International or professional junior or adult championship events/competitions (male or female adult or National Youth Championship, ABL and/or Claxton Shield)

Umpire: (15) years at Claxton Shield, ABL, International or professional level (USA, Japan or Korea).

Administrator/Service Provider: (15) years in a voluntary executive position (e.g. Executive Officer, athletic trainer etc) with a Queensland, National or professional junior or adult team participating in a national championship or league.

**To be elected - Election status**

* A nomination must be received by the HOF committee no later than the nominated closing date.
* The nomination must be received utilising the official document as required by the HOF committee or in conjunction with this document.
* The nomination must include sufficient and substantiated information to justify the progress the nominee to the voting stage of the selection process.
* A minimum of 75% of “YES” votes must be received by a nominee to be accepted as a member by those current members present at the official Hall of Fame election meeting.

**If not elected**

* If not selected, nominees will automatically remain on the ballot for three (3) consecutive years.
* In order to improve the nominee’s prospects, those responsible for the nomination would be well-advised to provide further evidence of the nominee’s merit.
* Nominees who fail to reach a 35% Yes vote will be dropped from the ballot
* Those who fail to attain induction after 5 years are automatically dropped from the list. They must wait 2 years before their name can be considered again by the HOF committee members.

**To assist with clarification and identification of potential new members to the Hall of Fame the following can be applied to the Defining criteria.**

**Secondary Guiding principles**

To assist in judging if a nominee achieves the minimum criteria, please refer to the following to identifying A truly great player, A truly great coach, A truly great official/umpire, A truly great contributor.

For Competitors, Coaches, Umpires, Scorers & Non competitors:

• Eminence: Has the nominee contributed achievements in performance, support or contribution to the longevity and growth of Qld Baseball that distinguish the nominee from his or her contemporaries?

• Permanence: Is it probable that the nominee’s accomplishments will continue to be valued by Qld Baseball of the future?

• Influence: Has the nominee’s influence been of major significance to Qld Baseball even though contributions may have been confined largely to a single area of interest.

• Contribution: Has the nominee made an outstanding contribution to the advancement of Qld Baseball?

**BQ Distinguished Service Awards**

These awards are for serve as recognition for milestones in long and distinguished service to Queensland Baseball at the non-elite level.

Individuals can be awarded in more than one of these categories, but must achieve the milestones each category (ie: 10 years as an administrator plus 10 years as a scorer does not qualify for an award in either category)

Generally, it is to be left up to the club or local region to recognise the service of individuals as they see fit. BQ awards are intended to acknowledge truly outstanding service.

The Heritage Panel would vet all nominations and require evidence of the games participated in. Once vetted the Panel would then present to the Board for final approval.

Playing and/or Coaching

* 600 games at the highest level in club competition
* 800 games at any level of club competition

(These can be combined, but playing a game while coaching only count as one game)

Club Scorer: (20) full seasons regular competition

Club level Umpire: (20) full seasons or 800 games of regular competition

Administrator: (20) years in an Executive Position