



NAPA HIGH SCHOOL ATHLETIC HALL OF FAME

1880 Sutter Ct., Napa CA 94559

(707) 226-5090

Email csstein@pacbell.net

Nomination Instructions for the Napa High School Athletic Hall of Fame

Individuals may be nominated in one of three categories:

- 1.) **Athlete**
- 2.) **Coach**
- 3.) **Distinguished Service Category**

1.) To be eligible as an **Athlete**, an individual must have:

- a.) graduated from Napa High at least fifteen years. (If high school was interrupted by military service, a person may be eligible if not a graduate.)
- b.) participated in at least one interscholastic sport as an undergraduate;
- c.) lived an adult life that did not discredit the school or the community.

2.) To be eligible as a **Coach**, an individual must have:

- a.) coached at least one interscholastic athletic team at Napa High School;
- b.) been employed by or contributed services to Napa High School as a coach for at least five years and be no longer active as a coach at Napa High School;
- c.) lived an adult life that did not discredit the school or community.

3.) To be eligible in the **Distinguished Service Category** an individual must have:

- a.) participated in an activity that brought honor or positive recognition to the athletic department of Napa High School;
- b.) contributed in some substantial way to the improvement of Napa High School athletic programs;
- c.) lived an adult life that did not discredit the school or the community.

Note: The qualifications for the Distinguished Service Category are intentionally broad and relatively non-restrictive because the Foundation wants to honor people who have brought positive input to the athletic program of Napa High. Former athletes or coaches who may not have Hall of Fame credentials, but make significant contributions to the success of the athletic program after leaving Napa High may qualify in the Distinguished Service Category.



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Responsibility of the Nominator

1. Provide correct name, current address, telephone number, email and graduating class of nominee. If deceased, the next of kin, with address and telephone number.
2. Provide \$25.00 nomination fee.
3. Provide accurate information on accomplishments of nominee - years played or coached, sports played or coached, awards won, records set, leadership awards, scholastic awards, scholarships, etc.
 - a) The senior year of a person graduating in 2000 would be listed:

1999	Football
1999-2000	Basketball
2000	Baseball
2000	Track
4. Documentation may be newspaper article, yearbook pages, coaches or teammates' letters of recommendation, copies of certificates, or any other proof of statement.
Supporting documentation is limited to ten to fifteen pages total.
5. The Selection Committee is looking for verification that the nominee was all league, MVP, captain of the team or attained some similar significant accomplishment, such as a college scholarship or played a professional sport. Please highlight the nominee's name on any documents submitted so that committee members may refer to pertinent information with ease.
6. ***Undocumented descriptions of a person's achievements may be ignored by the committee .***
7. Submit completed nomination and all accompanying documents must be post-marked or received in person by the annual due day of April 30:

NHS Athletic Hall of Fame

1880 Sutter Court

Napa, CA 94559



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NAPA HIGH SCHOOL ATHLETIC HALL OF FAME
SAMPLE NOMINATION WORKSHEET

<i>NOMINEE</i>			
<i>Name:</i> Robert Roe		<i>Graduating Class:</i> 1980	
<i>Address:</i> 1240 A Street, Napa, CA 94558		<i>Telephone:</i> (707) 226-2222	<i>Email:</i> athlete@xyz.net
<i>TEAMS</i>		<i>NAPA HIGH SCHOOL</i>	
<i>Year</i>	<i>Sport - Level</i> <i>(Note if Varsity)</i>	<i>ATHLETIC ACCOMPLISHMENTS</i>	
1977	Football	2 nd string guard	
1977-78	Basketball	Leading scorer & rebounder	
1978	Baseball	Outfielder - hit .335	
1978	Football - Varsity	Center linebacker; League champs	
1978-79	Basketball - Varsity	All League; All County	
1979	Baseball - Varsity	Outfielder - hit .388; League champs	
1979	Football - Varsity	Center linebacker; All League	
1979-1980	Basketball - Varsity	1 st Team Forward	
1980	Baseball - Varsity	Outfielder - hit .412; League champs	
<i>OTHER ACCOMPLISHMENTS</i>			
NHS Soph class president; Junior class president; Student Body president; National Honor Society			
Earned baseball scholarship to Fresno State			
Signed professional contract with S.F. Giants; played at Idaho Falls and Fresno.			
<i>Attach separate pages for additional comments and documentation*</i>			
<i>SELECTION COMMITTEE NOTES</i>			

<i>NOMINATOR</i>			
<i>Name</i>	<i>Address</i>	<i>Telephone</i>	<i>Email</i>
Richard Doe	2017 Main St., Napa, CA 94559	(707) 224-5555	abcdefg@xyz.com



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***DOCUMENTATION REQUIRED**

We encourage you to diversify the nominators accolades through newspaper articles, yearbook pages and/or letters of recommendation. Newspaper article or yearbook copy showing facts as presented are accurate. All forms of documentation must be presented in 8 1/2 by 11 paper. No original copies, power point or visual presentations will be considered.

****Supporting documentation is limited to ten to fifteen pages total.**

Anything that is stated on the form as a fact for consideration by the committee must have a verifying account by someone other than the nominator.



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Nomination and Selection Committee Procedures

Nomination Procedures:

1. Nominations must be postmarked or received by Carol Stein on an approved form to the Foundation office by the annual deadline of April 30. Any application received after April 30 will be considered for the following year.
2. One fee of \$25.00 is due for each person nominated. (If more than one person nominates the same individual, the fee may be split.)
3. After the close of nominations, the Selection Committee reviews the nominees' qualifications. Nominators, and any other persons the nominator would like to bring, are invited to the meeting to speak on behalf of their candidate. Selection Committee members may ask questions and individual members of the committee may speak for or against the candidate.
4. Nominators will be notified by mail with the results of the election. There will be no exceptions.

Selection Committee Procedures:

1. After all nominees have been reviewed, each committee member receives a coded ballot with each nominee's name and numbers from 0 to 10. (The coded ballot is to protect the privacy of the committee member.) Committee members are not allowed to vote for themselves if they are nominated, nor are they allowed to vote for any nominee unless the committee member was in attendance at the meeting where the nominee was discussed.
2. Each committee member votes for each nominee on the basis of 0 to 10, depending on the individual committee member's evaluation of the nominee's qualifications. Ballots are mailed on a specified date to the Foundation, where they are counted by two board members who are not Selection Committee members.
3. To be elected, a nominee must get a point total equal to the number of voters times 7.5, rounded up to the next whole number. The number of voters may vary depending on whether committee members were in attendance at all sessions when nominees are discussed. Selection Committee members may not abstain. They must vote for every nominee for whom they are eligible. A non-vote is counted as a 0.
4. There is no restriction on how a committee member may vote, and there is no minimum or maximum number of nominees who may be elected. Therefore, there is no competition among nominees. Any restrictions a committee member may put on his or her own ballot is a private matter and not subject to challenge by anyone on or off of the committee.