

**A Guide to Submitting a Nomination to the  
Port Hawkesbury “SPORTS WALL OF FAME”**

1. The nomination must have the consent of the nominee, or if deceased, the family.
2. Player candidates must have concluded their careers as active players for a minimum of five years before election except where, by reason of outstanding preeminence and skill and upon the request of the Selection Committee, the Board may reduce such waiting period. Notwithstanding the foregoing, any athlete who has reached his or her 50<sup>th</sup> birthday will be eligible for nomination and consideration by the selection committee without any waiting period whether he or she is still active as a competitor. Builder or sponsor candidates may be active or inactive at the time of selection.
3. Any nominees who by outstanding achievement have attained prominence in any field of sport who have made a major contribution to the development and advancement of sport in the Port Hawkesbury area are eligible for election to the PortHawkesbury Sports Wall of Fame. A strong association with the town of Port Hawkesbury is a major consideration.
4. Be sure to include dates for all significant achievements and career highlights. If quoting material from books, newspapers letters, or scrapbooks, include photocopies in support of the nomination.
5. As much as possible, arrange information in chronological order, from earliest to most recent, noting whether accomplishments are Olympic, World, Commonwealth, Pan-American, International-Special, National, Atlantic, Maritime, Provincial or Municipal.
6. Ensure that the information is accurate and supports the nomination as either a player, a sponsor or a builder. In the case of team nominations, refer to team accomplishments rather than individual performances.
7. The single most important document is the completed registration form. Add further information on separate sheet if more space is needed. Ensure that all relevant and pertinent information is included on the form. The information on the form must be supported by relevant documents, etc.
8. **Applications will not be considered unless accompanied by a photo (photos) suitable for interpretation by an artist.** Submitted photos are used

as the reference for art work and should be clean and clear and fairly depict the nominee. The likeness of the candidate is entirely dependent on photos submitted.

The points outlined in the “Guide” are intended to assist individuals and groups in preparing nominations to the Port Hawkesbury Sports “Wall of Fame”. All other specific information is included on the nomination form. Nomination forms are available at the Port Hawkesbury Civic Centre box office or visit one of the following web sites:

[www.townofporthawkesbury.ca](http://www.townofporthawkesbury.ca) or [www.phciv.com](http://www.phciv.com)

For further information, please contact:

Secretary: Port Hawkesbury Sports “Wall of Fame”

606 Reeves Street, Unit 1

Port Hawkesbury, N.S.            B9A 2R7

**All nomination forms and information must be received (dropped off) at the box office at the Port Hawkesbury Civic Centre by 4:00 p.m. on the day of the deadline or emailed to [mfarrow@townofph.ca](mailto:mfarrow@townofph.ca)**

**Port Hawkesbury “Sports Wall of Fame”**

**NOMINATION FORM**

Check One:

- BUILDER
- SPONSOR

**PLEASE NOTE THAT THIS FORM MUST BE TYPEWRITTEN, OR CLEARLY PRINTED  
NOMINATION MUST HAVE THE CONSENT OF THE NOMINEE, OR IF DECEASED, THE  
FAMILY**

1. Full name of nominee:

\_\_\_\_\_

Nickname (if any):

\_\_\_\_\_

2. Place of Birth: \_\_\_\_\_ Date: \_\_\_\_\_

3. Current Address:

\_\_\_\_\_

\_\_\_\_\_

Tele: \_\_\_\_\_ Email: \_\_\_\_\_

4. Signature of Nominee, or Family Member:

\_\_\_\_\_

**THE FOLLOWING INFORMATION MUST BE COMPLETED ACCURATELY. THE SELECTION COMMITTEE MAY RESEARCH ANY APPLICATION; SO PLEASE BE SURE ALL FACTS ARE CORRECT. IF SPACE PROVIDED, FOR ANY QUESTION, IS INSUFFICIENT, PLEASE USE ADDITIONAL SHEETS AND ATTACH TO THIS FORM. THE FOLLOWING MATERIAL MUST BE ATTACHED:**

- 1. Picture, or pictures, of nominee.**
- 2. News clippings referring specifically to the nominee. (These can be obtained at the Public Library, Public Archives, or newspaper offices.)**
- 3. Letter(s) in support of your nomination. (i.e. Sport Governing Body, Team-mates, and/or Peers)**
- 4. Other items deemed appropriate.**

**PERSONAL INFORMATION**

1. If deceased, when? \_\_\_\_\_ Where?

\_\_\_\_\_

2. Dates of Residency in Nova Scotia

\_\_\_\_\_

3. Family Information: Spouse's Name

\_\_\_\_\_

Children (Ages bracketed)

\_\_\_\_\_

\_\_\_\_\_

4. Where educated: Public School

\_\_\_\_\_

High School

\_\_\_\_\_

University

\_\_\_\_\_

5. Occupation:

\_\_\_\_\_

**Career Information:**

**6. Competitive sports in which the nominee was involved. (Under Capacity, indicate the position held – i.e Coach, Manager, Team or League Executive, Sponsor, Other**

<i>Sports</i>	<i>Capacity</i>	<i>Dates (from – to)</i>
_____		
_____		
_____		
_____		
_____		
_____		
_____		

**7. SUMMARY OF OUTSTANDING CONTRIBUTIONS to Sport in Port Hawkesbury:**  
(i.e. a detailed explanation of No. 6 --- e.g. years of service; in what capacity; and, at what level – National Coach, International Official, Executive, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. PERSONAL ATTRIBUTES:** Please be as precise as possible in completing this section. Include contributions to community (number of years of service; service clubs; and, volunteer organizations); character; and, dedication to the promotion of the sport; organizational and administrative ability.

\_\_\_\_\_

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**9. SPECIAL AWARDS & DISTINCTIONS OR CITATIONS BESTOWED ON NOMINEE**

(Include dates and related information) e.g. National or Provincial recognition; Community Awards; individual achievement awards.

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**10. Other information considered pertinent to the nomination:**

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**NOMINATIONS SHOULD BE SENT TO:**

[mfarrow@townofph.ca](mailto:mfarrow@townofph.ca)

Using subject line ATTN: Secretary Port Hawkesbury "Sports Wall of Fame"

OR

May be delivered in person to

ATTN: Michelle Farrow

606 Reeves Street, Unit 1

Port Hawkesbury Civic Centre

Port Hawkesbury, N.S.

B9A 2R7

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NAME OF PERSON AND/OR GROUP MAKING NOMINATION:

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ADDRESS:

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Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

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**Port Hawkesbury "Sports Wall of Fame"**

**NOMINATION FORM**

INDIVIDUAL PLAYER/TEAM

**PLEASE NOTE THAT THIS FORM MUST BE TYPEWRITTEN, OR CLEARLY PRINTED  
NOMINATION MUST HAVE THE CONSENT OF THE NOMINEE, OR IF DECEASED, THE  
FAMILY.**

1. Full name of nominee:

\_\_\_\_\_

Nickname (if any):

\_\_\_\_\_

2. Place of Birth: \_\_\_\_\_ Date: \_\_\_\_\_

3. Current Address:

\_\_\_\_\_

\_\_\_\_\_

Tele: \_\_\_\_\_ Email: \_\_\_\_\_

4. Signature of Nominee, or Family Member:

\_\_\_\_\_

***THE FOLLOWING INFORMATION MUST BE COMPLETED ACCURATELY. THE SELECTION COMMITTEE AND/OR BOARD OF GOVERNORS MAY RESEARCH ANY APPLICATION; SO PLEASE BE SURE ALL FACTS ARE CORRECT. IF SPACE PROVIDED, FOR ANY QUESTION, IS INSUFFICIENT, PLEASE USE ADDITIONAL SHEETS AND ATTACH TO THIS FORM. THE FOLLOWING MATERIAL MUST BE ATTACHED:***

5. ***Picture, or pictures, of nominee.***
6. ***News clippings referring specifically to the nominee. (These can be obtained at the Public Library, Public Archives, or newspaper offices.)***
7. ***Letter(s) in support of your nomination. (i.e. Sport Governing Body, Team-mates, and/or Peers)***
8. ***Other items deemed appropriate.***



**PERSONAL INFORMATION**

1. If deceased, when? \_\_\_\_\_

Where? \_\_\_\_\_

2. Dates of Residency in Nova Scotia

\_\_\_\_\_

3. Family Information: Spouse's Name

\_\_\_\_\_

Children (Ages bracketed) \_\_\_\_\_

\_\_\_\_\_

4. Where educated: Public School

\_\_\_\_\_

High School

\_\_\_\_\_

University

\_\_\_\_\_

5. Occupation:

\_\_\_\_\_

**Career Information:**

**6. Competitive sports in which the nominee was involved (Add separate sheet if more space is required – please indicate.).**

*Sports*

*Team*

*League Dates (from – to)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. **SUMMARY OF OUTSTANDING PERFORMANCES to Sport in Port Hawkesbury:** Specify the level of competition; i.e. Olympic, World, Commonwealth, Pan-American, International, National, Atlantic, Maritime, Provincial or Municipal. Include placement in stated competitions – 1<sup>st</sup>, 2<sup>nd</sup>, etc.; and the number of times the nominee competed in each competition.

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8. **PERSONAL ATTRIBUTES:** Please be as precise as possible in completing this section. Criteria include skill and/or ability; i.e. top scorer, strike-out artist, consistency in achieving outstanding performances; Sportsmanship; i.e. commendable behaviour; Character and Dedication i.e. personal commitment and contribution to the community.

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9. **SPECIAL AWARDS WON** (Include dates and related information) i.e. medals (National or International Competitions; trophies (MVP, Top Scorer, etc.): All-star selection, Athlete of the Year, Admission to other Halls of Fame; post participation recognition.

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**10. Other information considered pertinent to the nomination:**

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**NOMINATIONS SHOULD BE SENT TO:**

[mfarrow@townofph.ca](mailto:mfarrow@townofph.ca)

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ATTN: Michelle Farrow

606 Reeves Street, Unit 1

Port Hawkesbury Civic Centre

Port Hawkesbury, N.S.

B9A 2R7

**NAME OF PERSON AND/OR GROUP MAKING NOMINATION:**

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**ADDRESS:**

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Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date:

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