

New Brunswick Sports Hall of Fame Inc.
Where Legends Live!

SOME TIPS FOR SUBMITTING A GOOD NOMINATION

1. Before starting, read the nomination form carefully paying close attention to the kinds of information you will need: a) personal data such as birth date, names of family members, occupation, education, etc.; b) career data including competitions, events & classification, locations, dates, results, awards won, other competitors, etc.; and c) anecdotal information that illustrates the degree of difficulty encountered by the nominee in achieving success, his/her/their consistency, dedication and contribution to sport over time, and personal qualities/team characteristics.
2. Determine the best sources of the information. Obviously, the nominee if he/she is still living, family members, former team mates or competitors, coaches, administrators, athletes, colleagues, sportswriters, etc. can provide most of the information you will need. Scrapbooks are an excellent source of information and you should ask to copy material on significant achievements or contributions. You will also need a good quality photograph of the nominee, preferably taken during his/her career.
3. In the case of a team, the coach, manager, team captain or a few key players can provide the needed information (depending on the era, local media may have followed the team, or they may have had a designated PR person). You will need to have a current address for all living team members, and the name and address of the next of kin for those who are deceased, as well as a good quality photograph of the team.
4. If the nominee is deceased, and the family has very little information (aside from personal data) you will have to seek alternate sources. Municipal or university libraries and the Provincial Archives in Fredericton may have the information you need. Other sources include local or provincial newspapers; local historians or historical societies; museums; provincial or national sport organizations (some keep sport records going back many years and some of this information may be available on the internet); publications such as *Total Hockey*, *The Baseball Encyclopedia*, and books or published articles by local authors which should be available in most libraries; and university newspapers and/or graduate theses which may be accessed through the university library. Where possible copy material on significant achievements or contributions.

Even if the nominee is still living you may want or need to access these sources to verify the information or better document the nomination.

5. Once you have the information organize it a) according to where it fits on the nomination form, and b) in chronological order from earliest to most recent. Then, record the information on the form in the appropriate sections. Nominations must be typed, and the type size not smaller than 10 pts.
6. Be accurate and be concise; use point form if you wish but make sure that the information asked for is provided on the nomination form.
7. The completed nomination (the form plus supporting material) must not exceed 10 pages, so select those items which best support the nomination, eg. a letter(s) or testimony from a coach, an athlete, or someone in a position to attest to the significance of the nominee's achievements or contributions; a letter from the provincial or national sports organization endorsing the nomination; a feature story on the nominee's career citing achievements and/or contributions; or an award citation; and include them with your submission.
8. Ensure that your nomination is submitted to the Sports Hall of Fame by January 15th. If you are sending it by mail, allow at least three business days for delivery. If submitting the nomination electronically, you must send the photograph and any additional supporting documentation by mail or courier to be received by January 15th.

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