



Dalhousie Sports Hall of Fame  
A GUIDE TO SUBMITTING A GOOD NOMINATION

1. The nomination must have the consent of the nominee, or if deceased, the family. Before starting, read the nomination form carefully, making note of the kinds of information you will need, i.e. personal data such as birth date, names of family members, occupation, education, etc.; career data including competitions, events, classification, locations, dates, results, awards won, other competitors, etc.; and anecdotal information that illustrates the consistency, dedication and contribution to sport over time, and personal qualities/team characteristics.
2. Determine the best sources of information. Obviously, the nominee if he/she is still living, family members, former team mates or competitors, coaches, administrators, etc. can provide most of the information you will need. Scrapbooks are an excellent source of information and you should ask to copy the 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.) You will need to have a current address for all living team members, and the name and addresses of the next of kin for those who are deceased, as well as a good quality photograph of the team. In the case of team nominations, refer to team accomplishments rather than individual performance.
4. If the nominee is deceased, and the family has very little information (aside from personal data) you will have to seek alternate sources. Other sources include local or provincial newspapers, local historians or historical societies, museums, provincial or national sport organizations. 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. As much as possible, arrange information in chronological order, from earliest to most recent, noting whether accomplishments are National, Atlantic, Provincial, North Shore or Municipal.
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. Ensure that the information is accurate and supports the nomination as, an individual, a team, or a builder.
7. Ensure that your nomination is submitted to the Sports Hall of Fame by \_\_\_\_\_