

NETBALL NEW ZEALAND SERVICE AWARDS

Guidelines for Making Nominations

NNZ Service Awards recognise and honour those who **have made a significant contribution to Netball that has enhanced the game**. This service may be at local, national and/or international levels. The NNZ Life Membership & Service Awards Committee is responsible for considering nominations and making recommendations to NNZ.

A number of nominations (25-30%) each year are incomplete when submitted. In the past these have been returned to be updated before they could be considered. Any incomplete or inaccurate nominations will now likely be declined. Nominators must ensure all necessary material is included and is correct **before** submitting. **The committee is very happy to provide advice and assistance before nominations are forwarded.**

Nominations will close on **30 September**. It is desirable the process of identifying and nominating individuals is carefully thought out and prepared in a timely manner. It is not a task to do as the nominations are closing!

A suggested 'three step process' to making a nomination		
<i>Need assistance? If you would like assistance in making a nomination, contact NNZ. A member of the Committee will be happy to provide you with any general advice (without reference to individuals)</i>		
IDENTIFY	<ol style="list-style-type: none"> 1. Draw up a list <ul style="list-style-type: none"> - Appoint a group to identify those who have made significant contributions - Group considers length of service given, level of involvement [think 'quality of contribution']. What is worthy to note? - Have any been active in other entities? Gather all information you can - Group summarises each persons achievements & draws up list 2. Prioritise <ul style="list-style-type: none"> - Arrange in priority order - Keep list for future reference [update regularly!] 3. Gain approval <ul style="list-style-type: none"> - Board/executive must support nomination – name(s) & details supplied for consideration - Decision made & recorded to support nomination 	May - June
PLAN	<ol style="list-style-type: none"> 1. Lead person(s) <ul style="list-style-type: none"> - Appoint a lead person to oversee nomination process - Ideally lead person should know nominee's background; if necessary appoint others to work with the lead person - Lead person gathers & checks all information 2. Endorsement <ul style="list-style-type: none"> - Another entity must endorse the nomination; determine who to approach - Lead person approaches entity, outlines requirements & liaises - Entity's board approves & records support 3. Preparing to Send <ul style="list-style-type: none"> - Decide who will complete form [assisted by lead person] - Lead person checks all necessary information is available & completion of nomination can proceed - It is your responsibility to make a compelling & well detailed case! 	July – August
ACTION	<ol style="list-style-type: none"> 1. Completing the Nomination <ul style="list-style-type: none"> - Read & follow guidelines carefully - If possible, complete form online - Ensure all sections completed; draw up separate 'Netball CV' 2. Need assistance? <ul style="list-style-type: none"> - Contact NNZ if you would like guidance from the Committee 3. Completing the form <ul style="list-style-type: none"> - Check all sections completed; make sure 'Netball CV' attached 4. Deadline <ul style="list-style-type: none"> - Nominations must reach NNZ no later than 30 September - Allow plenty of time before deadline to complete nomination; forward before closing date! 	August – September