

NETBALL NEW ZEALAND SERVICE AWARDS

Guidelines for making Nominations

Please read these carefully before completing the nomination form

NNZ SERVICE AWARDS

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.

NOMINATION & AWARD PROCESS

- Prior awards** In many cases, a nominee will already hold a local service/life member award. *If none held, additional background information may be included in Section 4.*
- Service** When considering 'service' not only the **quantity** should be considered, but also the **quality** of the service. *As a guide, a minimum of 15 years service will usually be expected.* 'Quality' may include both the type of service and range of activities that have contributed.
- Voluntary/paid service** Employment may be detailed as 'service', but it is not sufficient on its own. It is expected most of a nominee's service will be as a volunteer. Details of any employment must be provided (*e.g. period of employment, full-time/part-time (specify details), contract appointments or arrangements etc*).
- Closing date** Nominations must reach Netball New Zealand by **5.00pm 30 September**. **Late applications will not be accepted.**
- Nominations** Nominations must be made on the Service Award Nomination Form (*available on [NNZ website](#)*) and should be submitted electronically if possible. A 'Netball CV' must be attached detailing the nominee's Netball service (with dates).
- Consideration** Nominations will be forwarded to the NNZ Life Membership & Service Awards Committee who will consider them and determine whether an award should be recommended.
- Decisions** Recommendations will be forwarded to NNZ Board who will confirm the awards to be conferred. NNZ will advise nominating entities of the outcome of nominations. *Neither the Committee nor the Board is able to enter into discussions regarding any nomination.*
- Award** NNZ will advise arrangements regarding presentation of NNZ Service Award badges.

COMPLETING THE NOMINATION FORM

Only NNZ Board/zones/centres may nominate or endorse a service award application. The same entity may not both nominate and endorse an application.

The Committee is happy to provide assistance but this should be done before a nomination is forwarded. Contact NNZ if you require support.

Nominating Entity

A decision to make a nomination should be made by the board/executive of the entity. The contact person named is responsible for ensuring the accuracy of material provided (*details that cannot be verified, should be clearly indicated*). Adequate time should be allowed for assembling information (*4-6 weeks suggested*).

Endorsing Entity

Board/executive of a different entity must endorse the nomination and provide a supporting statement.

Netball CV

A separate 'Netball CV' must be attached. This should list the nominee's involvement in Netball, including details of activities, years and the entities where these occurred. This will avoid details having to be listed in the form; instead the focus can be on the quality of their service and the benefits it has brought.

NOTE: As the outcome is not known, it is desirable nominees are not aware of their nomination.