

TENNIS NZ SERVICE HONOURS

TE TOHU HĀPAI

Guidelines for making Nominations

*Please read these carefully before completing the
nomination form*



Te Tohu Hāpai – to support, carry, lift or elevate (dedication to the sport) encompasses and recognises a wide range of service both on the national level and within the tennis communities in New Zealand, with the following paramount benchmarks:

He Ngakaunui - Dedication/Commitment to tennis
He Manaakitanga nui – Care/Impact on tennis
Kaitiakitanga – Stewardship/Guardian of tennis

Such recognition (Ngakaunui) of roles within the sport can be evident broadly across all forms of the sport, being service to the sport over a lengthy period of time, and include playing of the sport on a national or international level, administration, officiating, coaching and volunteering.

Within these paramount benchmarks (paearu) the Honour reflects dedication to and love of the sport, selfless commitment to its advance, making a difference and enhancing the sport for those around them for future generations.

NOMINATION & AWARD PROCESS

- Nominators** Regions, Affiliates, Tennis Associations, Sub-Associations, and Clubs who are entities within the tennis system governed by Tennis NZ.
- Service** When considering 'service' not only the **length of service** should be considered, but also the **quality** of the service. 'Quality' may include the type of service (and range of different activities) as well as how this has contributed to Tennis. When considering service as a player, only national and/or international playing experience should be considered, ideally with additional service in other ways to Tennis in New Zealand.
- Voluntary/paid service** Service in the course of employment may be detailed as 'service' for the award, but it is not sufficient on its own. It is expected that a nominee will have contributed most of their service as a volunteer. Details of employment must be provided – *period of employment, fulltime or part-time (specify details), contract details etc*
- Closing date** Nominations must reach Tennis NZ by 5.00pm **31 July 2024**.
Late applications will not be accepted.
- Nominations** Nominations must be made on the Te Tohu Hāpai Nomination Form (*available on the Tennis NZ website*) and may be submitted electronically or in print form. *The nominator is responsible for ensuring all information provided is true and correct.*
- Consideration** Nominations will be forwarded to the Tennis NZ Honours Selection Panel. The Panel will consider each nomination and determine whether an award should be recommended or declined. The Panel is not able to enter into discussion regarding a nomination. *As the final outcome will not be known for some months, it is desirable that nominees are unaware of their nomination.*

Decisions

The Panel will forward notes of its decisions to Tennis NZ by **11 September 2024** and will arrange for notification of the outcome to nominators, and where appropriate, to recipients, in the course of September.

Award

The awards will be announced at the Tennis NZ AGM and the formal presentation of the Honours will later take place at the Tennis NZ Awards Evening.

COMPLETING THE NOMINATION FORM

Comments on the form should be kept within the spaces provided

Nominator The responsibility for completing the nomination form rests with the nominator and with the person who signs the form for that nominating entity. This person accepts responsibility for the accuracy of material provided – *if there is uncertainty about any details this must be clearly stated.*

Adequate time should be given to collecting and checking material (*4-6 weeks suggested*). Supporting information should cover the most important points and be clearly outlined.

Endorser The endorser must come from a different entity than the nominator. The form requires the endorser to provide a statement of support (which may include additional information).

Tennis CV A separate 'Tennis CV' must be attached as an addendum to the nomination. This should list the nominee's involvement in Tennis, including details of years and entities where these have occurred.



**NOMINATION FOR TE TOHU HĀPAI
(SERVICE
HONOURS)**

Please read the accompanying nomination guidelines
before completing this form

Section 1: Details of Nominee

Full Name of Nominee			
Also known as			
Address			
Email Address			
Awards for service to Tennis	Name of Award	Award date	
List any local awards for Tennis <i>e.g. life membership, service award, regional/civic awards</i>			
List any national/international awards for Tennis <i>e.g. Royal Honours, TNZ/INF awards</i>			
List any national/international Tennis qualifications <i>e.g. NZ Coaching Award, International or NZ Umpiring Award etc</i>			
List details of any Tennis employment <i>Indicate if these are full-time, part-time positions or short-term contracts</i>			

Section 2: Information about the Nominator

Name		Position	
Name of Nominating Entity			
Contact Address			
Contact telephone		Mobile	
Email address			

Section 3: Record of Service to support Te Tohu Hāpai Award Nomination*If service has occurred in more than one entity (refer Section 2), submit a SEPARATE page for each entity.***Name of Nominee****Title of Nominator***Paid work may be included in any section, but the contribution needs to exceed this. Please indicate clearly service that is paid work. If you are unable to verify any information please mark this with an asterisk (*).***PLAYER (Please only complete the player panel if referring to service on a national or international level and add only other forms of service below)***Level**Details**Dates***OFFICIATING***Level**Details**Dates***COACH/MANAGER/TEAM OFFICIAL***Level**Details**Dates***ADMINISTRATION***Level**Details**Dates***OTHER***Level**Details**Dates*

I have marked any items that I am unable to verify with *. The reasons for this are:

On behalf of the above entity I verify that the above information is correct.

Signed

Position

Name

Date

Section 4 – Check List for Sending Nomination

- Has all necessary information been completed on the form?*
- Has the nominator signed the form?*
- Have you attached a Tennis CV for the nominee?*

PLEASE SEND THIS FORM AND ANY ATTACHMENTS TO

Honours Selection Panel Tennis New Zealand Box 300 130 Albany Auckland 0632	Telephone: (09) 528-5428 Email: admin@tennis.kiwi <i>Nominations close at 5.00pm on 31 July 2024</i> <i>Late applications cannot be accepted</i>
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