



## Nominations Guidelines

Our judges will be looking at a lot of nominations across 12 different categories, so you must do all you can to make sure your nomination stands out from the others. This will ensure that your nomination has the best chance of representation at the 2024 Wellington Regional Sports Awards which will be held at the Alan Gibbs Centre on Thursday 24<sup>th</sup> October 2024.

This document is intended to assist in highlighting what a completed nomination form should look like. Take the time to look over the following information as it will give you a good understanding of how to produce a good nomination.

Remember to:

1. Be accurate, honest and succinct. Do not lie about achievements or inflate facts. Check the achievements and dates are correct or ask for the opinion of someone from within the code/sport/association if you are not sure.
2. Ensure that the achievements highlighted are within the 'achievement period' for the 2024 Awards. This period recognises achievements between **1 April 2023, to 1 April 2024**. Achievements outside this timeframe will not be considered by the judging panel.
3. Nominations are accepted up until midday on Monday 5 August 2024. For categories, criteria and nomination timeframes, please visit the official website: [www.wellingtonsportsawards.co.nz/](http://www.wellingtonsportsawards.co.nz/)
4. Review (and/or have someone else review) your nominations for grammar and clarity of content before submitting.

### Key information to include:

Below are some key achievements and examples that can be used as a guide when filling out a nomination form. These can be used to help you put forward the best nomination possible.

For a **performance level** nomination, key information can include:

- **National Achievements** – this describes the nominee at the New Zealand level
  - Selected for... winner of... placed... ranked... key member...
  - Member of a national squad
  - Senior member... displaying... winner of...
  - Represented NZ as...
  - Was named as...
- **International Achievements** – this describes the nominee in a New Zealand team, at international tournaments, competitions
  - Member of...

- 
- Attended (world champs)...
  - Ranked (in world)...
  - Nominated for...
  - Represented NZ as...
  - World record holder for...

Examples: Wellington Phoenix Men's & Women's, attended Olympic Games.

For a **Community level** nomination, key information can include:

- **Significant local or regional achievements** – this describes the nominee at a local club or group or team within the Greater Wellington Region
  - Coaches, mentors, encourages, is actively engaged in assisting...
  - Founder or Member of...
  - Key player in... help the development/creation of a certain sports team/group.
- **Involvement and commitment to the sport** – this describes the nominee engagement locally on and off the field
  - Leader of...
  - Role model for...
  - Had a profound impact into...
  - Used a community-led approach to develop...
  - Showing best practices around...
  - Recognised by their peers as...

Examples: Regional Netball Leagues, Ultimate Frisbee local competition.

For the **Community Impact** category:

- Describe projects and initiatives undertaken that have contributed to and resulted in positive impact or change within the community. It can also include the background story outside the achievement period to better understand the details that have led to the change or impact of the initiative.

**For any category**, please highlight the **overall greatest achievements** from the nominee– this describes the nominee's main achievements within the qualifying period

- Leading... helping to build... playing with... supporting ...
- Role model... inspiration... team member... performance... expectations... delivers... vital role... success... key member...
- Supports... capped a year... debut... outstanding...
- Deserving candidate for...
- Advice assistance... commitment... helps out... member of...
- Dominant... beating...
- Performances were...
- Demonstration of...
- Excellence in...

- 
- Dedication to...
  - Contribution to...
  - Attitude to...
  - Determination...
  - Future in...

Why your nomination deserves to win:

This describes the nominee's attitude, dedication, sportsmanship, behaviour and involvement in and outside their arena. It should describe why they deserve to be a winner over and above their achievements listed above. This section can also include past successes outside of the achievement period, adding more background to the application.

For further assistance around your nomination or other information, please contact Nuku Ora Event Manager Chloé Monnier at [chloem@nukuora.org.nz](mailto:chloem@nukuora.org.nz).