

## TENNIS NZ SERVICE HONOURS



Te Tēnehi o Aotearoa

### TE TOHU HĀPAI:

### ***TO SUPPORT, CARRY, ELEVATE (DEDICATION TO TENNIS)***

**Background:** While lengthy service at a club or other tennis organisation is often recognised in ways such as honorary life membership, some forms of service are so lengthy and significant so as to warrant consideration of the national Honour

### **Guidelines for making Nominations: Please read In conjunction with the Criteria**

#### COMPLETING THE NOMINATION FORM

**Nominations** Nominations must be made on the Te Tohu Hāpai Nomination Form (*attached*) and may be submitted electronically or in print form. *Comments should be kept within the spaces provided*

**Nominator** Eligible nominators include Regional Tennis Organisations, Local Tennis Partners, National and Regional Affiliates, Clubs, AMTA and other affiliated member organisations. 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 be clear and cover the most important points.

**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).

**Service** When considering 'service' not only the **length of service** should be considered, but also the **quality** of the service. Benchmarks for this are set out in the criteria. 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.

**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. Local playing history (eg interclub involvement) is not required.

#### PROCESS TIMELINE AND STEPS

**Closing date** Nominations must reach Tennis NZ by 5.00pm **31 July 2025**. *Late applications will not be accepted.*

**Consideration** Nominations will be considered by the Tennis NZ Honours Selection Panel who will 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 TNZ Board will be advised of decisions before their October meeting and will arrange for notification of the outcome to nominators, and where appropriate, to recipients, shortly thereafter.

**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 or other locally organized event.



## 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			
<b>Awards for service to Tennis</b>	<b>Name of Award</b>	<b>Award date</b>	
List any <b>local awards</b> for Tennis <i>e.g. life membership, service award, regional/civic awards</i>			
List any <b>national/international</b> awards for Tennis <i>e.g. Royal Honours, TNZ/INF awards</i>			
List any <b>national/international</b> 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 Organisation			
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 (\*).*

**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 organisation 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 <b><i>Nominations close at 5.00pm on 31 July 2025</i></b> <i>Late applications cannot be accepted</i>
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