Create a nomination that stands out from the pack!

Our judges will be looking at over 200 nominations across 12 different categories so it is important you do all you can to make sure your nomination stands out from the others. This will ensure that your nomination has the best chance for representation at the Sport Wellington Sportsperson of the Year Awards 2015 to be held at the TSB Arena on Thursday 4th June 2015.

Understanding how to write a nomination letter can take time, but it is important to remain focused, detailed, and organised. Take the time to look over the following information provided as this will give you a good understanding of how to produce the most attractive nomination. This document is intended to assist in highlighting what a completed nomination form should look like.

Remember to:
1. Have another person review your letter for grammar and clarity of content before submitting to Sport Wellington.
2. Keep a copy of your completed nomination form for your files for reference.
3. Be accurate, honest and succinct. Do not lie about achievements or inflate facts. Check the achievements and dates against the bio on their website or ask for the opinion of someone from within the code/sport/association if you are not sure.
4. Ensure that the achievements highlighted are within the ‘achievement period’ for the 2015 Awards? This period recognises achievements between the 23rd April 2014 and the 7th April 2015. Achievements outside this timeframe will not be considered by the judging panel.
5. Nominations are accepted up until 5pm on Friday 24th April 2015. For categories, criteria and nomination timeframes please visit the official website on the following link: http://wellingtonsportsawards.co.nz/nominations/

Key Phrases
Below are some key phrases and reminders 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.

Significant Club Achievements – this describes the player at a club or local level
- Coaches, mentors, encourages, is actively engaged in assisting...
- Club champion... winner of...
- Club player of year...
- Captain of...
- Set records...
- A member of...

Regional Achievements – this describes the player at a greater Wellington region, representative level
- Winner of... placed... ranked... key member... top contender for...
- Playing in a regional franchise, team; senior player
- Chosen for...
- Representative for...
- Emerging – college awards

National Achievements – this describes the player 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 player 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...

Explanation of Achievements
This describes the player’s attitude to their sport, their dedication, sportsmanship, behaviour and involvement in and outside his/her sporting arena, whether broken any national or world records, or success in more than the one sport. Why they deserve to be a winner over and above their achievements listed above. It can also include past successes or success outside of the achievement period which add more colour or background to the application. For example:
“After winning the regional club final the team went on to win the national club championship for the fourth time in 5 years, although this falls outside achievement period.”

Explanation of achievements – examples for individuals
- 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...
- Focus... consistency, ability, calibre...
- Advice assistance... commitment... helps out... member of...
- Dominant... beating...
- Performances were...
- Demonstration of...
- Excellence in...
- Dedication to...
- Contribution to...
- Attitude to...
- Determination...
- Future in...

To complete your 2015 Nomination Form online please click the following link:
http://wellingtonsportsawards.co.nz/nomination-form/

To see some examples of strong nomination forms received from past Awards check out the links on the official Sport Wellington Sportsperson of the Year website:
http://wellingtonsportsawards.co.nz/resources/

Alternatively, you can download an electronic version of the nomination form from the website and email it direct to Sport Wellington.

For any further assistance around your nomination or for other information please contact Sport Wellington Event Director James King:
jamesk@sportwellington.org.nz