



**HIGH PERFORMANCE
SPORT NEW ZEALAND**

Prime Minister's Scholarship Programme

**Programme Guide for:
Prime Minister's Coach Scholarships**

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1. INTRODUCTION

This document sets out the conditions by which the Prime Minister's Scholarship Programme operates and is written for National Sporting Organisations (NSOs), potential applicants and current scholarship recipients.

2. BACKGROUND

2.1. HPSNZ Vision

More New Zealanders winning on the world stage
At Olympic/Paralympic Games and World Championships in targeted sports.

2.2. HPSNZ Mission

Creating a world leading, sustainable high performance sport system.

2.3. HPSNZ Mandate

To lead the high performance sport system in New Zealand, working in partnership with NSOs and key stakeholders by:

- Allocating resources to targeted sports and athletes
- Delivering world leading support to impact NSO, coach and athlete performance
- Constantly striving to outperform international benchmarks.

2.4. The Prime Minister's Scholarship Programme

The Prime Minister's Scholarship Programme is a New Zealand Government initiative established in 2000. Currently there are scholarship programmes for:

- Athletes
- Coaches
- Support Teams and Officials.

The Prime Minister's Scholarship Programme is managed by HPSNZ on behalf of the Government. Scholarships are aligned to HPSNZ High Performance Strategy 2013-2020 and scholarship outcomes must positively impact HPSNZ's Vision.

The programme supports professional development activities related to the purpose of the scholarships, and will only be awarded where the applicant has clearly identified their learning and development priorities and these are recorded in their Professional Development plan.

The purpose of the Coach Scholarships programme is to invest in education opportunities to enable world leading performance from New Zealand's top athletic talent, by prioritising resources for increasing expertise that will directly impact athlete performance and enable the sustainability of our coaching talent pool.

Examples of activities supported by the programme include: multi-sport or cross-sport coach and leader development initiatives, accreditation requirements, business coaching, mentoring, training, internships, conferences, study visits, observations at key sporting events, discussions on 'best' practice, on-the-job shadowing, participation in peer network activities, participation in international committees or working groups, peer review of professional work, travel, accommodation, incidentals and in some cases limited reimbursement for lost income.

Scholarships do not support sport coaching, service delivery, membership fees for professional bodies or industry groups, or the purchase of any equipment associated with the applicant's vocation, job role or as a requirement for the project.

3. DEFINITIONS AND INTERPRETATION

In this document, the terms set out below have the following meanings:

Applicant means the individual Coach who applies for a scholarship or the NSO Leader or HPSNZ Coaching Team member who applies for a scholarship on behalf of coaches

Application means an online application for a Prime Minister's Scholarship as per the application form available on the HPSNZ website at www.hpsnz.org.nz and as submitted by the applicant.

Carded means certified by HPSNZ as being eligible to access performance services via HPSNZ as agreed by the NSO and HPSNZ.

Carded Recipients means Carded Coaches and Supported Sports.

Coach means a person identified by a NSO as being on their coaching pathway and having a current or potential impact on the NSO's High Performance programme.

Group Scholarship means one scholarship for two or more people who all meet the eligibility criteria and which focuses on a shared set of professional development requirements.

GST means Goods and Services Tax.

HPSNZ means High Performance Sport New Zealand, a subsidiary of Sport NZ established to lead the high performance system in New Zealand, working in partnership with NSOs and key stakeholders.

Individual Scholarship means one scholarship for one person who meets the eligibility criteria and which focuses on individual professional development requirements.

Intellectual Property means all ideas, processes, systems, methods, discoveries, innovations, inventions, improvements, devices, equipment, specifications, characteristics, designs, plans, drawings, original works of authorship, copyright works, trade secrets, know-how experience, data, technical or other information, confidential information, trade or service marks and the like, capable of ownership or protection at law and including all things able to be protected under copyright, patent, designs, trade mark, trade secrets and confidential information laws and similar laws.

Moderation means a request for change to an existing scholarship.

NSO means National Sporting Organisation.

Programme means the Prime Minister's Scholarship Programme.

Recipient(s) means the coach(s) who applies for a scholarship, (or applicant who applies on behalf of coaches) and is endorsed by their NSO or HPSNZ and is granted one by HPSNZ. The term covers both Individual and Group Scholarship types.

Scholarship means the specific project(s) specified to meet the objectives referred to in the application. The term covers both Individual and Group Scholarship types.

Sport NZ means Sport New Zealand and is the name for the government organisation responsible for sport and recreation.

Supported Sports means inclusively:

- Targeted Sports (Tiers 1-3)
- Other sports and athletes on a Campaign Investment project basis (as identified by HPSNZ)
- Other sports as determined by HPSNZ.

Targeted Sports means sports targeted for medal success assessed in line with the HPSNZ Strategic Plan 2013-2020 and HPSNZ Investment Framework 2013-2020.

4. ELIGIBILITY CRITERIA FOR A SCHOLARSHIP

4.1. The applicant must satisfy all of the following criteria:

- 4.1.1. Be either a coach working with high performance athletes, or working directly in a high performance environment; or an NSO HP Leader who applies for a scholarship on behalf of coaches in their NSO; or an HPSNZ Coaching Team member who applies for a scholarship on behalf of coaches from across a number of sports
- 4.1.2. Be endorsed by their NSO and/or HPSNZ leading up to and during the scholarship.
- 4.1.3. Where applicable, be endorsed by the applicant's High Performance Coach Consultant and/or Performance Consultant.
- 4.1.4. Be acknowledged in a NSO's High Performance plan, Coaching plan or be identified by their NSO or HPSNZ as an emerging talent who will impact high performance sport within the next 5 years.
- 4.1.5. For individual applications, have an up-to-date Professional Development plan.
- 4.1.6. For group applications, have an up-to-date Group Development plan, HP Coaching Plan or strategy.
- 4.1.7. Have demonstrated commitment to their NSO's education and development pathways (if available).
- 4.1.8. Submit a complete application including required endorsements and supporting information.
- 4.1.9. Have no outstanding scholarship requirements.

4.2. Projects must satisfy all of the following criteria:

- 4.2.1. Be endorsed by the applicant's NSO and/or HPSNZ leading up to and during the scholarship.
- 4.2.2. Where applicable, be endorsed by the applicant's High Performance Coach Consultant and/or Performance Consultant.
- 4.2.3. Be part of the applicant's Professional Development plan.
- 4.2.4. For group projects, these must be aligned to an overarching coaching strategy or Group Development plan.
- 4.2.5. Positively impact athlete performance or coaching on the world stage.

- 4.2.6. Be over and above:
 - The coaching component of the applicant's role;
 - Opportunities available from HPSNZ.

5. TYPES OF SCHOLARSHIP

5.1. There are two types of scholarships:

- 5.1.1. **Individual** – scholarships for individuals who meet the eligibility criteria and which focus on individual professional development requirements.
- 5.1.2. **Group** – scholarships for two or more people who all meet the eligibility criteria and which focus on a shared set of professional development requirements. Typically these would be NSO Strategic coaching scholarships, or collaborative cross sport scholarships (largely HPSNZ led).

6. AWARD

- 6.1. A likely maximum of \$50,000 per year is available per scholarship for a maximum of 4 years.

7. APPLICATION PROCESS

- 7.1. The Scholarship Programme Guide is available through the funding section of HPSNZ's website at www.hpsnz.org.nz.
- 7.2. NSOs are required to publicise, endorse and in some cases prioritise applications.
- 7.3. Applicants who have met the eligibility criteria (section 4) should contact their NSO or HPSNZ as each organisation may have their own eligibility criteria.
- 7.4. Applications are made online via the HPSNZ Prime Minister's Scholarship management system at www.scholarships.hpsnz.org.nz.
- 7.5. HPSNZ will be offering two scholarship intakes per annum:
 - 7.5.1. The primary intake (1) being December annually for activities taking place from February to December the following year.
 - 7.5.2. The secondary intake (2) being May for activities taking place from July to January.
 - 7.5.3. The above intakes are subject to available Prime Minister's Scholarship Programme funds.
- 7.6. Scholarship application closing dates:
 - 7.6.1. The scholarship application closing date for intake 1 is as stipulated by your NSO but no later than the programme deadline of 5pm, November 30. Early applications are appreciated but will not be considered until after the closing date.
 - 7.6.2. The scholarship application closing date for intake 2 is as stipulated by your NSO but no later than the programme deadline of 5pm, April 30. Likewise, early applications are appreciated but will not be considered until after the closing date.
- 7.7. Applications received throughout the year outside the stipulated intakes may only be considered at the discretion of HPSNZ on a case-by-case basis and if funds permit. **All applications made at this time must include a sufficient explanation as to the requirement to be assessed outside of the application period of intakes 1 and 2.**
- 7.8. Please note: investment will not be provided for applicants who receive alternative funding for the scholarship activity except where this funding does not meet the full cost of this activity.

8. SELECTION

8.1. Selection Process

- 8.1.1. Applications are assessed by a HPSNZ assessment panel comprising a broad high performance skill set in areas such as: capability development, high performance programme management, high performance coaching.
- 8.1.2. NSOs, HPSNZ and/or scholarship applicants may be required to attend an interview, particularly with high-cost applications. Interview travel expenses will be reimbursed by HPSNZ.
- 8.1.3. Advice regarding application quality, linked to the key criteria in Schedules 1 and 2, may be sought by HPSNZ from specialists in the relevant field.

8.2. Selection Criteria

- 8.2.1. Prime Minister's Coach Scholarship applications are evaluated against the criteria and priorities outlined in Schedules 1 and 2.

8.3. Selection Outcome

- 8.3.1. Applications will be assessed and determined as one of the following:
 - a) Awarded.
 - b) Awarded in part.
 - c) Awarded with conditions.
 - d) Short-listed pending further information.
 - e) Declined.
- 8.3.2. HPSNZ will notify applicants and NSOs in writing of the assessment outcome within 4 weeks of the application closing date.

9. REQUIREMENTS

9.1. Investment

- 9.1.1. HPSNZ will send investment schedules for all approved scholarships to the relevant organisations for signing. Payment will be made upon HPSNZ receiving the signed investment schedules and the achievement of any required conditions or milestones throughout the period of the scholarship.
- 9.1.2. The NSO or HPSNZ is required to distribute investments awarded for each approved scholarship.
- 9.1.3. Unspent investments at the completion or termination of the scholarship must be returned to HPSNZ within 4 weeks of it being completed or terminated.

9.2. Tax

- 9.2.1. Prime Minister's Scholarship funding attracts GST.
- 9.2.2. Items budgeted in applications should **exclude** GST.
- 9.2.3. GST and income tax obligations are the responsibility of the scholarship recipient.
- 9.2.4. HPSNZ recommends advice is sought from the Inland Revenue Department.

9.3. Scholarship Management

- 9.3.1. The scholarship recipient, NSO and/or HPSNZ are jointly responsible for ensuring the scholarship is completed as per this document and as stated in the application or otherwise as agreed to with HPSNZ.
- 9.3.2. Changes to scholarships may require the completion of a National Moderation process (contact the Prime Minister's Scholarship Coordinator to initiate this process). HPSNZ is under no obligation to approve the requested change.

9.4. Reporting

- 9.4.1. A report from each NSO/HPSNZ and scholarship recipient is required within 4 weeks of an approved scholarship being completed.
- 9.4.2. Reporting requirements for awarded scholarships are outlined in the recipients awarded scholarship communication. Scholarship reports are to be submitted online via the HPSNZ Prime Minister's Scholarship management system at www.scholarships.hpsnz.org.nz.
- 9.4.3. Interim reports, particularly for high-cost and multi-year scholarships, may be required. In these instances, HPSNZ will specify the reporting frequency and format, which may include independent review at HPSNZ's expense
- 9.4.4. Scholarship recipients may be required to write, be interviewed for, or present at information-sharing opportunities such as HPSNZ forums, discipline-specific conferences or publications, or attend a Prime Minister's Scholarship certificate presentation.

9.5. Intellectual Property

- 9.5.1. The full conditions concerning intellectual property are set out in Schedule 4. Although this schedule applies in all circumstances, some of the main points are set out below in brief for your easy reference:
 - a) Information contained in an application or scholarship report may be used by HPSNZ for publicity purposes or for information sharing.
 - b) The intellectual property is owned by the scholarship recipient and/or NSO and/or HPSNZ (as agreed between them).
 - c) HPSNZ may use at no cost the intellectual property to provide benefits across the high performance system.
 - d) HPSNZ may choose to place some limitations around the broader publication or information transfer for information gained as a result of the Prime Minister's Scholarship because HPSNZ and/or the related NSO believe that this information provides a competitive advantage for New Zealand athletes.

9.6. Auditing and Monitoring

- 9.6.1. In order to satisfy New Zealand Government audit and monitoring requirements, NSOs and HPSNZ may be subject to 'spot checks', where evidence of compliance with the requirements outlined in section 9 will need to be provided.

10. TERMINATION

10.1. HPSNZ may terminate a scholarship immediately if:

- a) The objectives of the scholarship have not been met, and/or
- b) The objectives of the scholarship are unlikely to be met within the timeframe of the scholarship, and/or
- c) NSO or HPSNZ endorsement is withdrawn from the scholarship, and/or
- d) The recipient is no longer coaching.

11. PUBLICITY

11.1. The Minister for Sport and Recreation publicly announces scholarship recipients. Prior to this announcement, selection outcomes are to remain strictly confidential.

11.2. HPSNZ is to be acknowledged in any publication of any work or any activities funded by the scholarship.

12. PROGRAMME PROMOTION

12.1. HPSNZ may use images of recipients to promote the Prime Minister's Scholarship Programme at no charge.

12.2. HPSNZ may use recipients to promote the Prime Minister's Scholarship Programme at no charge (for example, presenting certificates at a Prime Minister's Scholarship certificate presentation ceremony).

SCHEDULE 1:

SELECTION CRITERIA PRIME MINISTER'S COACH SCHOLARSHIPS

Applications are scored in three weighted categories against some key selection criteria as outlined below in order to meet available financial resources. These criteria may not be weighted evenly and other selection criteria may be considered.

Category	Weighting	Key Selection Criteria Considered
Importance of the applicant(s) to the NSO and HPSNZ	40%	<ul style="list-style-type: none">• Past<ul style="list-style-type: none">○ Contribution (value, commitment and/or longevity) to the NSO and high performance sport○ Receipt and impact of previous scholarships and funding• Present<ul style="list-style-type: none">○ Role(s) within the NSO and high performance sport○ Knowledge, skills and qualifications• Future<ul style="list-style-type: none">○ Potential to impact high performance sport
Importance of the project to the applicant(s), NSO and HPSNZ	30%	<ul style="list-style-type: none">• Link to the professional development needs of the applicant(s)• Link to NSO High Performance plan, query or issue• Benefit to other sports• Likelihood of the project being implemented and completed as stated• Value for money
Importance to HPSNZ Vision	30%	<ul style="list-style-type: none">• Level of impact on HPSNZ's Vision

SCHEDULE 2:**FINANCIAL AND SELECTION PRIORITIES FOR PRIME MINISTER'S COACH SCHOLARSHIPS**

The following table outlines the approximate values allocated across the Prime Minister's Coach Scholarship Programme, the possible maximum investment value per application, and the selection priorities associated with these.

Scholarship Programme	Approximate Programme Investment	Likely Maximum Investment per Application	Selection Priorities
Coach	\$1,200,000	Up to \$50,000	<ol style="list-style-type: none">1. Targeted Sports Strategic applications2. Cross sport programmes endorsed by HPSNZ3. Carded Coaches.4. Applications from other Supported Sports.

**SCHEDULE 3:
PRIVACY POLICY – COACHES**

PURPOSE OF COLLECTING THE INFORMATION

Our collection of information in the application form is to enable the Prime Minister's Scholarship Programme panel to assess your application for a scholarship. Sport NZ will also use the information from all application forms to enable ongoing assessment of the effectiveness of the programme, and to monitor the pathway of successful Coaches. This information may then be applied to developing successful Coaches.

CONSEQUENCES OF NOT PROVIDING ALL THE INFORMATION REQUESTED

The panel will not accept incomplete applications. The panel may contact you to obtain the missing information, but this will not always occur.

WHO WE GIVE YOUR INFORMATION TO

Your application form will first be given to your NSO for endorsement. Applications endorsed by the relevant NSO are then assessed by the Prime Minister's Scholarship Programme panel consisting of HPSNZ personnel and, as required, an independent panel member.

Successful applications are given to HPSNZ who use the biographical information in their annual awards ceremonies. NSOs also receive copies of successful applications to monitor the implementation of the programme.

WHERE YOU CAN ACCESS YOUR INFORMATION

Your application information will be held by HPSNZ. You can request this information at any time by writing to:

Prime Minister's Scholarship Programme Manager
PO Box 302563
North Harbour
Auckland City 0751

If any information is inaccurate, contact HPSNZ at the above address. HPSNZ will review the information, and correct it where it agrees. If HPSNZ does not agree, you can attach a statement noting your views about the accuracy of the information held.

HPSNZ will also contact the relevant NSO to advise them of any inaccuracies in your information or to ensure a copy of your statement is attached to the information they hold about you.

HOW LONG WE KEEP YOUR INFORMATION

Because we use the applications to track the pathways of successful Coaches, and then apply that information where appropriate to developing Coaches, we need to retain your information for up to 10 years.

SCHEDULE 4:
INTELLECTUAL PROPERTY

Intellectual property in the scholarship is agreed by HPSNZ to remain in the ownership of the scholarship recipient and/or NSO and/or HPSNZ (as determined by agreement between them) but subject to the following:

1. Information contained in an application and/or scholarship report may be used by HPSNZ and Sport NZ for publicity and/or information dissemination purposes.
2. HPSNZ may choose to place some limitations around the broader publication or information transfer for information gained as a result of the Prime Minister's Scholarship when HPSNZ and/or the related NSO believe that this information provides a competitive advantage for New Zealand athletes.
3. If the scholarship produces intellectual property that has or could in the reasonable opinion of HPSNZ be utilised to provide direct or indirect benefits for Carded Recipients, then the owner of the intellectual property rights must grant a non-transferable royalty free licence to HPSNZ to use the intellectual property solely for the purpose of providing the applied high performance services and facilities to Carded Recipients, but not for commercial purposes or disclosure to, or use by, any other third party.

SCHEDULE 5:

HPSNZ PRIME MINISTER'S SCHOLARSHIP CONTACT DETAILS

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