



WOMEN IN HIGH PERFORMANCE SPORT RESIDENCY FUND

GUIDELINES AND APPLICATION PROCESS

High Performance Sport
New Zealand

Women in High Performance Sport Pilot Project

Female athletes significantly contribute to Aotearoa New Zealand's success on the international sporting stage, yet females remain significantly under-represented in high performance sport leadership and coaching roles.

Improving gender equity in sport in Aotearoa New Zealand and implementing the *Women and Girls in Sport and Active Recreation Strategy*, launched in October 2018, is a key Ministerial priority. The Strategy seeks to enable women and girls to realise their potential in and through sport and active recreation. HPSNZ has an important role to play in realising this vision.

In December 2018, the HPSNZ Board committed to fund a two year Women in High Performance Sport pilot project to start to address the issue of gender equity in high performance sport leadership and coaching roles in Aotearoa New Zealand. The pilot project will reflect the principles of the *Women and Girls in Sport and Active Recreation Strategy*, which includes the three main principles of the Treaty of Waitangi – partnership, participation and protection.

The pilot project, the first of its kind for HPSNZ, is aimed at creating the right environment and opportunities to enable greater representation of women in high performance leadership and coaching positions. The project will be delivered through three core streams of work that focus on leadership, coaching and the high performance sport working environment.

Project Aim

To create the right environment and opportunities to enable greater representation of women in high performance leadership and coaching positions.

Project Objectives

1. Support Aotearoa New Zealand's high performance sport system, including NSOs and other stakeholders, to address the complex barriers to women working in high performance sport so women are able realise their full potential in safe and supportive environments.
2. Support Aotearoa New Zealand's high performance sport system, including NSOs and other stakeholders, to create stronger people, teams and organisation environments through improved gender equity, diversity and inclusion.
3. Demonstrate and promote the valuable contribution female leaders and coaches make to high performance sport in Aotearoa New Zealand.

Women in High Performance Sport Residency Fund

Purpose of Investment

Diverse and inclusive leadership brings breadth of perspective, better decision making and greater opportunities for innovation. This in turn creates stronger people, teams and organisation environments that can lead to better performance outcomes for athletes, leaders, coaches and sports.

Although there is no shortage of talented and capable females wanting to work in high performance sport, there is currently a failure within the system to support their success. The HPSNZ Women in High Performance Sport Residency Fund (Residency Fund) recognises that diversity and inclusion does not happen by chance, rather it requires structural and organisational change, and in some instances, temporary special measures are needed.

The Residency Fund seeks to develop a diverse cohort of talented, highly capable, future female leaders and high performance coaches through offering fixed term employment opportunities within national sporting organisations' (NSOs) high performance programmes as part of a competitive recruitment process. The Residency Fund also seeks to support the development of women currently working within the sport system while also attracting new female talent into high performance sport from outside the sport sector.

Sustained commitment and a willingness to challenge existing work models and structures are essential if there is to be an increase in female leaders in Aotearoa New Zealand's high performance sport system. The integration of a diverse cohort of leaders into the high performance system provides NSOs and partners with the opportunity to critically assess their workplace culture, values and behaviours and to implement sustained changes to improve diversity and inclusion practices and behaviours.

Investment Outcomes

- There is an established pipeline of talented and capable women ready to step into leadership and coaching roles at the high performance level.
- Women see leading and coaching in the New Zealand high performance system as a viable career option.
- There is a year-on-year increase of women in high performance sport leadership and coaching roles.
- High performance sport environments have evolved to meet the needs of a diverse workforce so they are better placed to take full advantage of the competitive edge truly integrated diversity and inclusion can provide organisations.

Eligibility Criteria

NSO Eligibility

In order to be eligible for the Residency Fund, NSOs must be one of the 24 targeted national sporting organisations identified at [Appendix I](#).

Resident Eligibility

In order to be eligible for a residency, applicants must satisfy the below criteria:

- identify as a woman;
- be New Zealand citizen or have been granted permanent resident status; and
- be able to commit to the initiative for the full 18 month programme.

Funding

Funding available under the Residency Fund

Funding will be available to successful NSOs to support a fixed term, 18 month, residency placement. This will include:

- salary costs up to \$90,000 per annum;
- on costs up to 10% of salary costs per annum; and
- additional admin support of up to 5% of salary costs per annum (this can be used to assist with the Resident recruitment process as required).

What won't be funded under the Residency Fund

Funding is not available for:

- The purchasing of equipment, such as computers, phones and IT software.
- General administrative and management costs associated with supporting the placement above the allocated 5% admin support.
- Positions that already receive funding support through HPSNZ and Sport NZ core investments.
- The training for staff that is funded by the NSO as part of its standard business practices, for example, workplace safety training, first aid training etc.

Additional support available under Residency Fund

Additional Support for Residents

Additional support will be provided to Residents during their 18 month residency. This will include:

- participation in a high performance sport focused women leadership residency programme (including short-stay residential modules over the 18 months);
- access to professional development funding, up to \$10,000 over 18 months, to support the delivery of an approved personalised professional development plan;
- access to an external mentor and support services; and
- participation in HPSNZ led networking opportunities.

Additional Support for NSOs

NSOs will be able to access additional assistance from HPSNZ to support diversity and inclusion work. Where appropriate this assistance will be undertaken in collaboration with Sport NZ, and may include, but is not limited to, support for:

- unconscious bias training for employees;
- developing and/or implementing a diversity and inclusion strategy;
- reviewing recruitment and retention strategies and other HR policies; and
- undertaking a gender pay gap assessment.

Roles and Responsibilities

NSOs

- Commit to the residency position for the full 18 month term.
- Provide daily support to the Resident including providing opportunities for the Resident to be exposed to and involved in strategic decisions making processes and networking opportunities.
- Provide an inclusive working environment in which the Resident feel safe, valued and respected.
- Assign a suitable supervisor who has the capacity and capability to support the Resident on a day-to-day basis.
- Demonstrate an ongoing commitment to workplace diversity, including, but not limited to, the development and/or implementation of an organisational diversity and inclusion strategy.
- Demonstrate the sustainability of the position beyond the 18 month funded period.
- Meet the terms of the funding investment including: managing the Resident's fortnightly salary payments; completing reporting requirements; and participating in an evaluation process.

RESIDENT

- Commit to a residency position in an NSO for 18 month fixed term.
- Deliver on the objectives and requirements of the residency position, as set out in the role description.
- Participate in the high performance sport focused women leadership programme during the residency.
- Take ownership over the development and implementation of a personalised professional development plan.
- Meet the terms and conditions of their employment contract, including reporting and evaluation requirements.

HPSNZ

- Provide support to NSOs to ensure they have the necessary skills, capabilities and supportive environments required for the Resident to succeed in their role.
 - Provide support to the Residents and the NSO supervisors to ensure that are best placed to carry out their roles and responsibilities.
 - Administer the high performance sport focused women leadership programme and, where possible, provide additional networking opportunities for the Residents and the participating NSOs.
 - Administer a mentor programme for Residents.
 - Provide timely administration of funding investment payments.
 - Manage the monitoring and evaluation of the Residency Fund in accordance with the broader Women in High Performance Sport Project monitoring and evaluation framework.
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Criteria for Residency Position

The NSO Residency Fund is available fund to both administrative leadership positions and high performance coaching positions. The criteria for these positions are set out in the table below:

| Leaders Residency | HP Coach Residency |
|---|--|
| <ul style="list-style-type: none">• The position will be full time. Part time positions will be considered where there is a demonstrated benefit to the Resident and the NSO.• The position fulfils a demonstrated need/requirement for the NSOs high performance programme.• The position is focused on the outcomes of the NSOs high performance programme.• The position has a direct reporting line to the high performance director (or equivalent), the CEO or the Board, as appropriate to the NSOs organisational structure.• The position provides opportunities for the Resident to develop leadership capacity and capabilities in the high performance system. Priority should be given to developing the capabilities related to the key components of a High Performance Director role:<ul style="list-style-type: none">○ Lead development of HP vision and strategy○ Lead HP programme, people and team culture○ Lead key stakeholders○ Manage HP finances/commercial○ Implement operational systems to enable strategy | <ul style="list-style-type: none">• The position is full time. Part time positions will be considered where there is a demonstrated benefit to the Resident and the NSO.• The position fulfils a demonstrated need/requirement for the NSOs high performance programme.• The position is focused on the outcomes of the NSOs high performance programme.• The position has a direct reporting line to a senior high performance coach and/or high performance director (or equivalent), as appropriate to the NSOs organisational structure.• The position provides opportunity for the Resident to develop high performance coaching capacity and capabilities. Priority should be given to supporting competencies that relate to:<ul style="list-style-type: none">○ Leading a performance environment and culture○ Leading people and getting the best out of others○ Managing the systems and processes required to deliver performance○ Hands on coaching in training and competition environments○ The professional demands of HP Sport |

Assessment Criteria

Residency Fund applications are competitive and will be assessed against the NSOs ability to demonstrate:

| Assessment Criteria | Weighting % |
|--|-------------|
| Capability, capacity and commitment of the NSO to support the proposed residency position for 18 months, including: <ul style="list-style-type: none">the supervision and support structures in place;a demonstration of inclusive behaviours and practices; anda commitment to sustained workplace diversity and inclusion. | 20 |
| The extent to which the residency position will impact on the development of skills, knowledge and leadership capabilities of the Resident. | 20 |
| The extent to which the residency position will contribute to the achievement of the Residency Fund investment outcomes (refer to page 2). | 20 |
| The extent to which the residency position meets the Criteria for Residency Positions outlined on page 6. | 15 |
| The extent to which the residency position will benefit the NSO, specifically the outcomes of the NSOs high performance programme. | 15 |
| The extent to which the residency position can be sustained beyond the initial 18 month investment. | 10 |

Application Process

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| 1 | Eligible NSOs are invited to apply for funding under the Women in High Performance Sport Residency Fund, using the Residency Fund Application Form. |
| 2 | A Women in High Performance Sport Residency Fund selection panel will be convened to assess and short list the NSO applications. The selection panel will comprise HPSNZ and external representatives with suitable expertise and experience. The selection panel may request additional information from the NSO to support its application as part of the assessment process. |
| 3 | NSOs will be advised in writing about the success of their residency proposal. |
| 4 | Short listed NSOs will undertake an open recruitment process to fill the 18 month residency position. HPSNZ will be able to provide support for this process as required. Note - Funding for short-listed NSOs will not be guaranteed until after a successful recruitment process has been completed. |
| 5 | NSOs will advise HPSNZ of the outcome of their recruitment process. |
| 6 | A final decision on funding, including support for the Resident, will be made by HPSNZ's Chief Executive. |
| 7 | Funding Agreements are signed between NSOs and HPSNZ. |
| 8 | Employment Agreement signed between the Resident and the NSO. |
| 9 | Professional Development Plans to be developed by Resident in collaboration with NSO supervisor and HPSNZ Project Manager. |

Milestones

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|---|---------------------|
| Applications open | 17 October 2019 |
| Applications close | 1 November 2019 |
| Shortlisting of successful residency positions, pending recruitment process | by 8 November 2019 |
| Recruitment of residency recipients | by 9 December 2019 |
| Announcement of successful residency positions and recipients | by 16 December 2019 |
| Investment agreements and funding processed; employment contracts signed | by 31 December 2019 |

Conditions of Funding

Successful NSOs will enter into an investment agreement with HPSNZ which sets out the terms and conditions that apply to the provision of funding under the Women in High Performance Sport Residency Fund.

Funding will be provided by HPSNZ to the NSO in three six monthly instalments (plus GST). Instalments will be paid on the first Thursday of the month as per the investment agreement. Funds must be spent on the residency position as described in the application and the investment agreement.

HPSNZ may terminate the funding if: the expectations of the residency position are not being met; the Resident is not receiving the required and agreed support from the NSO; HPSNZ endorsement is withdrawn; and/or; the Resident withdraws from the programme. If funding is terminated, where feasible and as required, HPSNZ will explore alternative arrangements to support the Resident.

Recruitment

Successful NSOs will be responsible for recruiting the Resident for the approved resident position. This process must be completed through an open and transparent public application process and align with diversity and inclusion best practice. A representative from HPSNZ, who will be determined in partnership between HPSNZ and the NSO, is required to be part of the selection panel for the resident position.

All promotion by the NSO about the recruitment process must acknowledge the position as being a 'HPSNZ Women in High Performance Sport Residency Fund' position. HPSNZ will also promote the recruitment process through online channels and networks.

Where required, HPSNZ can assist NSOs to undertake the recruitment process. This support will be determined once successful applications have been short-listed.

Reporting Requirements and Acquittal Process

The NSO and the Resident will be required to complete a progress report at the six month and 12 month milestones, with a final report to be completed at end of the 18 month residency. This will include a funding acquittal. Unspent fund will need to be returned to HPSNZ within four weeks of submitting the final acquittal.

Evaluation

HPSNZ will evaluate the Women in High Performance Sport Residency Fund to measure how well the objectives and outcomes have been achieved. Organisations that receive funding through the Residency Fund pilot will be required to support this evaluation process.

Additional Information

Before completing an application, please read the following information regarding HPSNZ's obligations in relation to the information you will provide with your application. You should only proceed if you are happy to comply with these requirements.

Official Information Act 1982

The Official Information Act 1982 (OIA) covers how HPSNZ's must handle requests for its official information. Applications for funding are among the documents that can be requested under the OIA. The general expectation, as expressed by the Chief Ombudsman, is for official information to be released (either pro-actively or in response to a request), unless there are clear grounds to withhold it. Personal information provided with your application will not be released.

Privacy Act 1993

The Privacy Act 1993 covers how HPSNZ's collects and stores personal information, including personal information provided with applications for funding, and what procedures are required to protect the security of that information. It also covers how long we can keep personal information, what the personal information can be used for and when it can be disclosed. We might use personal information provided by you in order to conduct appropriate identity checks.

Accuracy of your information

It is the responsibility of the primary applicant to ensure that all information contained in the application is accurate.

Contact Details

Any questions about the Residency Fund, including the application process can be directed to Sonia Boland, Women in High Performance Sport Project Manger

sonia.boland@hpsnz.org.nz

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Eligible National Sporting Organisations

The following national sport organisations (NSOs) are the target sports for the Women in High Performance Sport pilot project. These 24 NSOs have been selected as they are currently receiving funding investment from High Performance Sport New Zealand.

Athletics

Basketball

Bowls

Canoe Racing

Canoe Slalom

Cricket

Cycling

Equestrian

Football

Hockey

Netball

Olympic Weightlifting

Paralympics

Rowing

Rugby

Rugby League

Shooting

Snow Sports

Softball

Squash

Surf Life Saving

Swimming

Triathlon

Yachting
