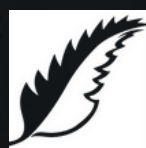


Club & Community AWARDS

AWARDS ENTRANT GUIDEBOOK



CLUBS
NEW ZEALAND INC

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AWARDS TIMELINE

SATURDAY, 1 NOVEMBER 2025	Entries open
SATURDAY, 20 DECEMBER 2025	Entries close
LATE JANUARY 2026	Finalists Announced
FEBRUARY 2026	Anonymous site inspections take place (if applicable)
FRIDAY, 27 MARCH 2026	Winners announced at the Club & Community Awards Dinner

AWARDS OVERVIEW & CATEGORIES

Awards Overview & Categories

The Clubs New Zealand Club & Community Awards is a chance to share our stories and celebrate the excellence and diversity of New Zealand's club sector. These awards recognise the vital role clubs play in their communities, from providing outstanding hospitality and entertainment, to fostering sport, volunteering, and community spirit. By highlighting best practice, innovation, and the people who make it all possible, the awards are about honouring achievements and inspiring others across the movement.

AWARD CATEGORIES

- Community Engagement Award
- Club Connect Award
- Club Excellence Award: Small (10-999 members)
- Club Excellence Award: Medium (1,000-4,999 members)
- Club Excellence Award: Large (5,000+ members)
- Spirit of Club Award (Individual Award)
- Standout Gaming Venue Award
- Excellence in Food & Beverage Award

ENTRY PROCESS

Entry Process

STEP 1

Before entering, please carefully read through our Awards Rules of Entry:

- For your entry to be valid, your club must be a current, financial member of Clubs New Zealand.
- By submitting an entry, the entrant indemnifies Clubs New Zealand against all claims, losses, suits and demands made against or suffered by the club, due to any negligent act or omission on the part of the entrant. This includes unauthorised or uncredited use of images, videos or materials supporting an entry.
- Clubs can enter any relevant categories and there is no cost to enter.
- The entrant agrees that the Judge's decision is final and understands no further correspondence will be entered into.
- Clubs New Zealand may use any stories, information, photographs or video footage submitted by entrants to promote the Clubs New Zealand Club & Community Awards, other community events or in any way Clubs New Zealand deems suitable.
- Any promotion of a club's status in the event must include the year in which recognition was received, e.g. the 2026 Club & Community Engagement Award.
- Every club qualifying as finalists must have a minimum of one representative of their club in attendance at the Clubs New Zealand Club & Community Awards Dinner.
- The entrant agrees that in the 12-month period following the Awards Dinner, should any action be brought against the club that may bring discredit to Clubs New Zealand and/or the club industry, any recognition that has been received may be revoked after completion of an investigation.
- Entrants **MUST** submit their entry via the online entry platform.
- Clubs New Zealand reserves the right to change these rules of entry without notice and at any stage.

STEP 2

AWARDS PORTAL

1. Log in or register an account on our online awards portal via <https://clubsnew.awardsplatform.com/>
2. Enter your email address and click Continue
3. If you have logged in using this email address before, enter your password. Click Log In.
4. If you haven't used the Award portal before, the system will automatically send you an email with a six digit code as a security verification. Enter the six digit code.
5. Once you have logged in or created an account, you will be taken to a page where you will need to provide your club's details.
6. Once you have filled out those details, click Complete registration.
7. You will be taken to the Awards portal home page.

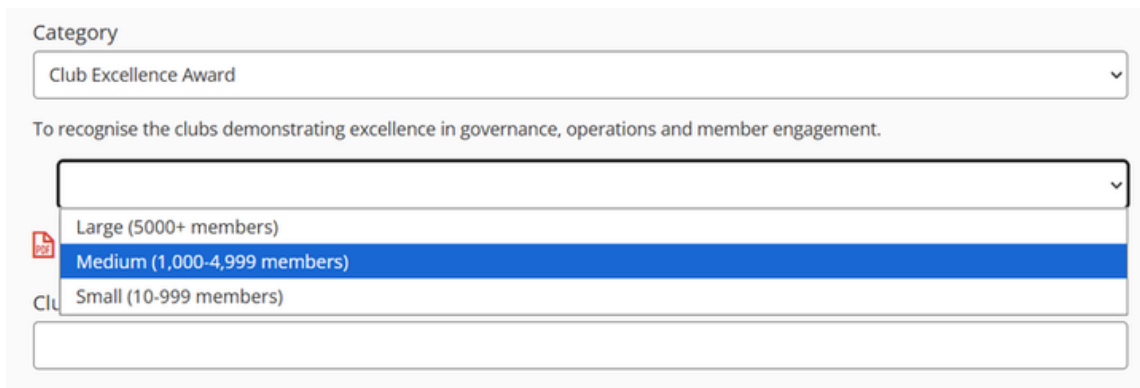
NOTE: Please ensure the details you enter when nominating present exactly how you wish to be listed on any screen content, winning trophies and any media promotion.

You are responsible for your login information. Please ensure your email address is entered correctly on sign up.

HOW TO SUBMIT AN ENTRY

How to submit an entry

1. Click the **Start entry** button
2. Choose a category and if required choose the sub-category in the second box.



The screenshot shows a web form for submitting an entry. At the top, there is a dropdown menu labeled 'Category' with 'Club Excellence Award' selected. Below this, a text description reads: 'To recognise the clubs demonstrating excellence in governance, operations and member engagement.' Underneath the description is another dropdown menu for sub-categories. This menu is open, showing three options: 'Large (5000+ members)', 'Medium (1,000-4,999 members)' (which is highlighted in blue), and 'Small (10-999 members)'. To the left of the sub-category dropdown, there is a small red icon of a document with a plus sign. Below the sub-category dropdown is a text input field for the club's name.

3. Enter your club's name; you will not be able to progress to the next step without choosing a category and entering the name of your club.
4. Click **Save + next**
5. Complete the tabs required for the category. All fields are required unless they are marked optional.
6. To save your entry and complete at a later time, click **Save + close**.
7. To preview how your submission looks, click on the **Preview** button.
8. Once you have filled in all the required fields, click on **Submit entry**. You will receive an email confirming you have entered. You are able to go back and edit your submission until the closing date of 11.59pm on Saturday, 20 December 2025.
9. If you are entering in more than one category, head back to the home page and click on **Start submission** again and follow steps 2 through 8 for each additional category.

CATEGORIES, QUESTIONS & CRITERIA

Community Engagement Award

This award recognises a club that has made an outstanding contribution to their local community through events, initiatives, or partnerships.

Clubs are invited to submit stories that outline their unique contribution to their community. Judges will be looking for evidence of genuine impact, creativity and connection through events, initiatives or partnerships. This award will be judged on the papers only; an anonymous site visit will not be required.

Criteria	
Q1 Describe your Initiative	350-word limit
Q2 Why it Mattered to Your Club	350-word limit
Q3 Results and Impact	350-word limit
Q4 Community Feedback and Legacy	350-word limit

Q1: DESCRIBE YOUR INITIATIVE

Provide a clear outline of your community engagement project(s) or initiative(s). Include key details such as when it took place, who was involved, and what the main goals were.

Q2: WHY IT MATTERED TO YOUR CLUB

Explain why this project or initiative was important to your club and its members. What community need or opportunity did it respond to, and how did it align with your club's purpose or values?

Q3: RESULTS AND IMPACT

Describe the outcomes achieved through your project(s) or initiative(s). Where possible, include measurable results (e.g. participation numbers, funds raised, partnerships formed) and broader community benefits.

Q4: COMMUNITY FEEDBACK AND LEGACY

How did your community respond to your project(s) or initiative(s)? Include examples of feedback, testimonials, media coverage, or ongoing effects that show lasting benefit or connection.

SUPPORTING MATERIAL MAY INCLUDE:

Photos, examples of media coverage, testimonials and feedback.

Club Connect Award

This award recognises the club that has raised the most money for Club Connect in 2025.

Judges will be looking for clubs that have shown exceptional commitment to the Club Connect program through their fundraising efforts. Entries will be assessed on total funds raised, scale relative to membership size, and the creativity and engagement behind fundraising activities. This award will be judged on the papers only.

Criteria	
Q1 Total Funds Raised	
Q2 Club Membership	
Q3 Describe Your Fundraising Efforts	350-word limit

Q1: TOTAL FUNDS RAISED

Please state the total amount of money your club raised for Club Connect during 2025.

SUPPORTING MATERIAL MAY INCLUDE:

Photos, examples of media coverage, testimonials and evidence of funds raised.

Q2: CLUB MEMBERSHIP

Please provide your club's total financial membership.

Q3: DESCRIBE YOUR FUNDRAISING EFFORTS

Provide a short overview of how your club raised funds for Club Connect. Include information such as activities or events held, how members and the wider community were involved and any creative or collaborative approaches that made your efforts stand out.

Club Excellence Award

This award recognises the clubs demonstrating excellence in governance, operations and member engagement. There are three awards available in this category Small, Medium and Large Club.

Small = 10-999 members, Medium = 1,000 - 4,999 members and Large = 5,000+ members.

Judges will be looking for clubs that demonstrate excellence across governance, operations and member engagement. Entries should show clear alignment between vision, strategic direction and everyday delivery. Evidence of good governance, professional development and strong member relationships will be key indicators.

Criteria	
Q1 Club Overview	350-word limit
Q2 Mission, Vision and Values	350-word limit
Q3 Strategic Outcomes	500-word limit
Q4 People and Professional Development	350-word limit
Q5 Member Engagement and Experience	500-word limit

Q1: CLUB OVERVIEW

Provide an overview of your club, including your membership size, facilities, and key services or activities offered.

Q2: MISSION, VISION AND VALUES

Describe your club's mission, vision, and values and explain how these guide your decisions, culture and connection with members and the wider community.

Q3: STRATEGIC OUTCOMES

Detail the key strategic outcomes your club has achieved since 1 January 2025, including measurable results such as financial performance, membership growth, community impact, operational improvements, or innovation initiatives.

Q4: PEOPLE AND PROFESSIONAL DEVELOPMENT

Describe how your club invests in staff and volunteer development. Include details of any training, qualifications, or initiatives that support professional growth, compliance, and member experience.

Q5: MEMBER ENGAGEMENT AND EXPERIENCE

Explain how your club connects with, engages and retains members. Share examples of communication, events, feedback processes or initiatives that have strengthened relationships and increased participation.

SUPPORTING MATERIAL MAY INCLUDE:

Photos, strategic plans, financial statements, training plans, testimonials and feedback.

Spirit of Club Award

This award recognises an outstanding volunteer who embodies the spirit and values of Clubs and Clubs New Zealand.

Judges will be looking for a volunteer who embodies the true spirit and values of Clubs and Clubs New Zealand. The winning nominee will demonstrate dedication, teamwork, integrity, and a lasting positive impact on their club and community. This award will be judged on the papers only.

Criteria	
Q1 Nominee Profile	350-word limit
Q2 Contribution and Commitment	500-word limit
Q3 Impact on the Club and Community	500-word limit
Q4 Spirit of Clubs	350-word limit

Q1: NOMINEE PROFILE

Provide a brief profile of the volunteer being nominated. Include their name, length of service with the club, and a short description of their background and role(s) within the club.

Q2: CONTRIBUTION AND COMMITMENT

Describe the key ways in which the nominee has contributed to your club. Consider their roles, responsibilities, volunteer hours, and dedication over time.

Q3: IMPACT ON THE CLUB AND COMMUNITY

Explain the positive difference this volunteer has made to your club and its members, and any wider community impact. Include examples or outcomes that highlight the value of their contribution.

Q4: SPIRIT OF CLUBS

Describe how this person embodies the spirit and values of Clubs and Clubs New Zealand. Think about qualities such as teamwork, respect, inclusiveness and passion for club life.

SUPPORTING MATERIAL MAY INCLUDE:

Photos, testimonials and feedback.

Standout Gaming Venue Award

This award recognises a club that demonstrates excellence in the management of Class 4 Gaming, including harm minimisation and community return.

Judges will be looking for a club that excels in the responsible management of Class 4 Gaming. Entries should demonstrate strong compliance, proactive harm minimisation and a clear record of community return. Innovation and best-practice examples in gaming operations will be viewed favourably.

Criteria	
Q1 Gaming Operations Overview	350-word limit
Q2 Responsible and Compliant Management	350-word limit
Q3 Harm Minimisation	500-word limit
Q4 Continuous Improvement and Innovation	350-word limit
Q5 Return to Authorised Purposes	350-word limit

Q1: GAMING OPERATIONS OVERVIEW

Provide a brief overview of your club's gaming operation, including the number of machines, the layout or environment, and how gaming integrates with your wider club facilities and services.

Q2: RESPONSIBLE AND COMPLIANT MANAGEMENT

Describe how your club ensures compliance with Class 4 Gaming requirements, including key systems, policies, and staff responsibilities.

Q3: HARM MINIMISATION

Explain how your club promotes safe and responsible gaming. Include information on staff training, host responsibility procedures, member education and how you identify and support at-risk players.

Q4: CONTINUOUS IMPROVEMENT AND INNOVATION

Describe any new initiatives, technologies or improvements your club has introduced to strengthen gaming compliance, member experience or community outcomes.

Q5: RETURN TO AUTHORISED PURPOSE

Detail how gaming proceeds have been applied or distributed in the last 12 months. Include examples of local organisations or projects supported, and the difference these contributions have made.

SUPPORTING MATERIAL MAY INCLUDE:

Photos, financial statements, reports, testimonials and feedback.

Excellence in Food and Beverage

This award recognises excellence in hospitality offerings within Club Operations.

Judges will be looking for clubs that deliver exceptional hospitality through high-quality food, beverage, and service experiences. Entries should highlight staff training, innovation, member satisfaction and the unique features that set the club's offering apart.

Criteria	
Q1 Overview of your Food & Beverage Operation	350-word limit
Q2 Staff Training and Development	350-word limit
Q3 Enhancing Customer Experience	350-word limit
Q4 Unique Selling Points	350-word limit
Q5 Menu Showcase	350-word limit

Q1: OVERVIEW OF YOUR FOOD & BEVERAGE OPERATION

Provide a brief overview of your club's food and beverage facilities and services. Include information such as dining areas, bars, key menu offerings, operating hours, and staffing structure.

Q2: STAFF TRAINING AND DEVELOPMENT

Outline the food, beverage, and customer-service training undertaken by your team during 2025. Include any formal qualifications, workshops, or in-house initiatives that support service excellence and compliance (e.g. food safety, bar management, host responsibility).

Q3: ENHANCING CUSTOMER EXPERIENCE

Describe the initiatives or practices that make your food and beverage offering stand out to members and guests. Consider factors such as service style, ambience, promotions, member engagement, or community dining events.

Q4: UNIQUE SELLING POINTS

What separates your club's dining experience from others? Explain what makes it distinctive, this could include menu innovation, local sourcing, presentation, pricing, sustainability, or cultural influence.

Q5: MENU SHOWCASE

Provide an overview of your current menu or signature dishes, highlighting variety, quality, and alignment with member preferences. You may attach a copy of your menu and any relevant photos of dishes or dining spaces.

SUPPORTING MATERIAL MAY INCLUDE:

Photos, testimonials and feedback, menus, training records.