



PRIME MINISTER'S SCHOLARSHIPS

**COACH, OFFICIAL AND
SUPPORT TEAM GUIDELINES**

2025-2028

VERSION 1

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INTRODUCTION

High Performance Sport New Zealand (HPSNZ) has the responsibility of allocating investment (financial, expertise and capability support) to partner organisations such as National Sports Organisations (NSOs) and Peak Bodies (NZOC, PNZ) that will enable HPSNZ to achieve its vision and investment objectives on behalf of the New Zealand Government.

These guidelines set out the conditions by which the Prime Minister's Scholarship Programme operates and is written for NSOs, potential applicants and current scholarship recipients.

These guidelines will come into effect February 2026.

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 Team
- Officials

The Prime Minister's Scholarship Programme is managed by HPSNZ on behalf of the Government. These scholarship guidelines, outcomes and values are aligned to the [HPSNZ Strategic Plan 2025-2028](#).

Programme Purpose

The programme is designed to address the high-performance sport system's need to build long-term capability and foster innovation within New Zealand's high-performance sport environment. Through this focus, the programme aims to develop resilient, capable and values-driven individuals who make meaningful contributions to their sport, their communities and the broader high-performance sport system.

COACH, OFFICIALS, SUPPORT TEAM (COST) SCHOLARSHIPS – SUMMARY TABLE

For detailed information regarding Scholarship applications please see pages 5-16.

	Coach Scholarship	Officials Scholarship	Support Team Scholarship
Purpose	The Prime Minister's COST Scholarships provide scholarships to coaches, officials and support team staff to build capability. The scholarships enable the pursuit of professional development opportunities that enhance the professional capability and expertise within New Zealand's high-performance sport system. These scholarships contribute to the effectiveness, consistency and sustainability of the high-performance sport workforce, ultimately strengthening support for athletes and the overall success of the system.		
Applicant Eligibility	Be either: <ul style="list-style-type: none"> • a coach working with high performance athletes; or working directly in a high-performance environment; or • an NSO High Performance (HP) Leader who applies for a scholarship on behalf of coaches in their NSO; or • a HPSNZ Coaching Team member who applies for a scholarship on behalf of coaches across sports 	Be an Official; <ul style="list-style-type: none"> • working with high performance athletes; or • working directly in a high-performance environment • or an NSO HP Leader who applies for a group scholarship on behalf of officials in their NSO 	Be a Support Team member; <ul style="list-style-type: none"> • working with high performance athletes, or • working directly in a high-performance environment • or an NSO/HPSNZ leader who applies for a group scholarship on behalf of Support team members in their NSO/Organisation
Activity Period	Maximum 2 years	Maximum 2 years	Maximum 2 years
Activity Scope	<ul style="list-style-type: none"> • Individual and group coach development • Coach development • Leadership development • Mentoring • Conferences • Observations / Immersions / Shadowing • Coach internships • NSO HP Coaching Plan – accelerated coach capability and learning initiatives 	<ul style="list-style-type: none"> • Accreditations/Officiating training • Event officiating as a requirement for athlete's to compete • Event officiating where the outcome is improved accreditations/eligibility to officiate • Conferences 	<ul style="list-style-type: none"> • Individual and group development • Tertiary study • Leadership development • Mentoring / Business Coaching • Conferences • Observations / Immersions / Shadowing
Ineligible Activities and Costs	<ul style="list-style-type: none"> • Activities that fall within the scope of "HP Core Investment" • Day to day job role responsibilities and activities unless it is part of an internship or clearly identified coaching development initiative • NSO costs involved in attending/participating in a HPSNZ event or programme • Repetition of the same development initiative for the same person 	Activities where an official is NOT : <ul style="list-style-type: none"> • Gaining accreditation/certifications/ maintaining status • Officiating at events relevant to the NSO 	<ul style="list-style-type: none"> • Service delivery that is part of day to day role responsibilities and activities • Membership fees for professional bodies or industry groups • The purchase of any equipment associated with the applicant's vocation, job role or as a requirement for the project • Repetition of the same development initiative for the same person

Costs not covered: Salary; Equipment Hire or Purchase; Undefined miscellaneous; Contingency; Discretionary or "other" costs; Clothing/Uniform; Internet; Phone Costs; Roaming; "Incidentals"; Laundry; "Allowance", Airfares other than economy.

1. ELIGIBILITY CRITERIA

The applicant, application and NSO must satisfy all sections of the following criteria to be eligible for scholarship consideration:

- Applicant Criteria
- NSO Criteria
- Project or Activity Criteria

1.1 Who is eligible to apply?

Applicant Eligibility Criteria

- 1.1.a. Be a Coach, Official or Support Team member.
- 1.1.b. Be endorsed by their NSO and/or HPSNZ leading up to and during the scholarship.

Where applicable, NSO endorsement:

- Chief Executive, or
- High Performance Director, or
- High Performance Discipline Manager.

Where applicable, HPSNZ endorsement:

- Coach application: the applicant's High Performance Coach Consultant.
- Support Team application: the applicant's Discipline Lead (HPSNZ performance service providers only).

All NSO involved applications will require HPSNZ endorsement, which the Prime Minister's Scholarship team will attain during the application assessment process.

- 1.1.c. Be identified by their NSO or HPSNZ as a current or emerging professional who will impact high performance sport within the next 5 years
- 1.1.d. Have no outstanding scholarship reports or scholarship requirements.

NSO Eligibility Criteria

- 1.1.e. Recognised NSOs who have high-performance athletes:
 - Athletes identified by HPSNZ as a Tailored Athlete Pathway Support (TAPS) Athlete, or
 - New Zealand senior international representative athlete(s) in an Invested or Non-Invested Sport.
- 1.1.f. Have no outstanding requirements in any of the four Prime Minister's Scholarship Programmes (Athlete; Coach; Officials; Support Team):
 - Completed all reporting requirements, and
 - Compliance with conditions of all Prime Minister's Scholarship awards

1.2 What is an eligible activity?

Project or Activity Eligibility Criteria

1.2.a. The activity or project is to support targeted professional development of coaches, officials and support team members for their respective role and/or sport.

1.2.b. Application activity must include the following characteristics:

- Linked to the applicant(s) role (coach, official, support team member)
- Driven by an identified need or gap,
- Targeted activity,
- Time-bound (start and end dates, max. 2 years),
- Outcome-focused (development or professional outcomes),
- Impact-oriented (demonstrate meaningful change or improvement).

1.2.c. Be part of the applicant's Professional Development plan.

1.2.d. For group projects, these must be aligned to an overarching:

- NSO Strategy, or
- Coaching strategy, or
- Group Development plan.

1.2.e. Positively impact athlete performance, coaching or officiating on the world stage.

1.2.f. Be over and above:

- Activities that fall within the scope of "HP Core Investment".
- The coaching or service delivery component of the applicant's current role.
- The responsibilities of the NSO or Organisation.
- Opportunities available from HPSNZ.

2. INELIGIBLE APPLICATIONS

The following applications and activities are ineligible for award from the PM COST Scholarship:

- Activities that duplicate other HPSNZ investment or programmes.
- Activity dates for an activity that have commenced prior to the application outcome date, or retrospective/in-progress activities.
- Applications containing incorrect information.
- An application received from an applicant who already holds an active individual scholarship.
- Scholarships submitted with mixed recipient types; i.e. a coach scholarship application which has coach and support team applicants. These must be submitted as two separate applications, noting the relevant connection with the other application submission.

3. APPLICATION PROCESS

The Prime Minister's Scholarship Programme Guide is available on the HPSNZ website www.hpsnz.org.nz. Applications are made online via the HPSNZ Prime Minister's Scholarship management system at www.scholarships.hpsnz.org.nz.

Applications must be completed and submitted before the closure date to be considered. Failure to do so will result in an unsuccessful application.

Application Intakes

The programme will have approximately two intakes each calendar year and will be confirmed by HPSNZ's Prime Minister's Scholarship Team annually:

Intake 1: First half of the year

Intake 2: Second half of the year

Applicants can submit an online application through our scholarship portal, during the application window (closing date identified on our website) of typically 4 weeks. Early applications will not be considered until after the closing date.

Types of Scholarship

Individual

Scholarships for individuals who meet the eligibility criteria, and which focus on individual professional development requirements, or

Group

Scholarships for more than one person, who all meet the eligibility criteria, and which focus on a shared set of professional development requirements.

Application Requirements

Submit a complete application including required endorsements and supporting information.

Individual applications

Submit an up-to-date Professional Development (PD) Plan.

Group applications

For applications with less than 5 applicants, you may submit either a group PD plan or individual PD Plans for each applicant.

For applications with more than 5 applicants, submit an up-to-date Group Development plan, HP Coaching Plan or strategy.

4. ASSESSMENT PROCESS

Applications are assessed and prioritised by the Prime Minister's Scholarship assessment panel tasked with evaluating and prioritising applications in line with the assessment criteria.

- NSOs may be required to prioritise applications in accordance with their Annual Plans and Potential Performance Impact.
- 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.

Advice regarding application requirements, linked to the key criteria in Schedules 1 and 2, may be sought by HPSNZ from specialists in the relevant field.

Assessment Criteria

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

Assessment Outcome

- a. Applications will be assessed and determined as one of the following:
 - i. Awarded in-full and/or with conditions
 - ii. Awarded in-part and/or with conditions
 - iii. Shortlisted pending further information
 - iv. Decline and reapply
 - v. Declined

HPSNZ will notify applicants and NSOs in writing of the assessment outcome within 6 weeks of the application closing date.

Appeals

Application outcomes can be appealed in accordance with the process set out in Schedule 3.

5. GUIDANCE FOR APPLICANTS

- There is a high threshold for the quality and accuracy of applications and associated documentation. Applications, that in the opinion of the panel, do not meet the expected standards will either not be successful, or returned for resubmission at a later date.
- Budget items submitted, that are not eligible or accurate will be subtracted from the final approved scholarship.
- A likely maximum of up to \$50k will be considered for individual Coach and Support Team Scholarships, and a maximum of upto \$10k for Officials. The PM Scholarships panel may award over this amount if application scope and context are considered of high importance and/or high priority.
- If an applicant applies for the same activity within the same cycle it may not be prioritised e.g. same applicant to go to same conference yearly within current cycle.
- Where an NSO/Organisation has the financial capacity to support the professional development of their staff, they are encouraged to contribute to the costs of the scholarship.
- NSOs seeking to apply for a coach internship should discuss this in advance with their Performance Team Leader (PTL) and HP Coaching Consultant. Separate guidelines for internships are available on request.
- PM Scholarships budget constraints may require the panel to prioritise applications (see schedule 1).

6. OUT OF CYCLE APPLICATIONS

1. In general, applications received outside of the published intake dates will not be considered until the next intake.
2. Out of cycle applications may be considered in the following circumstances:
 - A development opportunity has arisen at short notice and is of a high priority.
 - If relevant event information has not been released ahead of published intake dates.
 - The applicant(s) is considered a high priority individual within the organisation who will impact current Olympic cycle performance.
 - The activity(s) will have a clear, critical impact on performance in the current Olympic Cycle.
 - By prior agreement with HPSNZ Leadership and Head of Investment.

7. RECIPIENT REQUIREMENTS

7.1 Scholarship Payment

- a. 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.
- b. The NSO or HPSNZ is required to distribute investments awarded for each approved scholarship, per the details in the signed Investment Schedule and outcome email.
- c. Unspent investments at the completion or termination of the scholarship must be returned to HPSNZ within 4 weeks of it being completed or terminated.

7.2 Tax

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

7.3 Scholarship Management

- The scholarship recipient, NSO and/or HPSNZ are jointly responsible for ensuring the scholarship is completed in accordance with;
 - i. this guiding document,
 - ii. the Investment Schedule, application and/or outcome email, or
 - iii. as otherwise agreed with HPSNZ.
- Changes to scholarships may require the completion of a moderation process (contact the Prime Minister's Scholarships Team to initiate this process). HPSNZ is under no obligation to approve the requested change.

7.4 Reporting

- a. A report from each NSO/HPSNZ and scholarship recipient is required within 4 weeks of an approved scholarship being completed.
- b. Reporting requirements for awarded scholarships are outlined in the scholarship confirmation email. Scholarship reports are to be submitted via email to pmscholarships@hpsnz.org.nz.
- c. The reporting template is included in the scholarship confirmation email and is also available on the HPSNZ website.
- d. 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.
- e. Scholarship recipients may be required to write, be interviewed for, or present at information-sharing opportunities such as HPSNZ forums, discipline-specific conferences, publications or attend a Prime Minister's Scholarship certificate presentation.

7.5 Intellectual Property

- a. HPSNZ will have the right to use, at no cost, any intellectual property produced by the scholarship for the purpose of improving and providing benefits across the high performance system.
- b. HPSNZ will also have the right to place any limitations around the publication or sharing of information gained or produced as a result of a Prime Minister's Scholarship, if HPSNZ and/or the related NSO believe that this information provides a competitive advantage for New Zealand athletes.

7.6 Auditing and Monitoring

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 7 will need to be provided.

8. TERMINATION

HPSNZ may terminate a scholarship immediately if:

- i. The objectives of the scholarship have not been met, and/or
- ii. The objectives of the scholarship are unlikely to be met within the timeframe of the scholarship, and/or
- iii. NSO or HPSNZ endorsement is withdrawn from the scholarship, and/or
- iv. The recipient/s no longer meet the eligibility requirements of the programme.

10. PRIVACY STATEMENT

Information collected about you as part of the Prime Minister's Scholarship Programme is handled in accordance with the PM Scholarships Privacy Statement which can be found on our website [here](#).

9. PROGRAMME PROMOTION

HPSNZ may use images of recipients to promote the Prime Minister's Scholarship Programme at no charge, however in all cases we will discuss this with scholarship recipients in advance.

SCHEDULE 1: SELECTION CRITERIA AND PRIORITIES

Selection Criteria

Applications are rated against the following selection criteria:

Category	Selection Criteria
Importance of the applicant(s) to the NSO and HPSNZ	<p>Past:</p> <ul style="list-style-type: none">Contribution (value, commitment and/or longevity) to the NSO and high-performance sportReceipt and impact of previous scholarships and funding <p>Present:</p> <ul style="list-style-type: none">Role(s) within the NSO and high-performance sportKnowledge, skills and qualifications <p>Future:</p> <ul style="list-style-type: none">Potential to positively impact high-performance sport in New Zealand.
Importance of the project to the applicant(s), NSO and HPSNZ	<ul style="list-style-type: none">Link to the professional development needs of the applicant(s)Link to NSO High Performance plan, query or issueBenefit to other sportsLikelihood of the project being implemented and completed as stated value for money
Importance to "HPSNZ's Vision"	<ul style="list-style-type: none">Level of impact on HPSNZ's Vision

Selection Priorities

Coach

1. Sport-led strategic development initiatives from Podium Sports.
2. Sport-led strategic development initiatives from Aspirational Sports.
3. Cross Sport Programmes endorsed by HPSNZ.
4. Individual applications from supported Coaches.
5. Applications from other non-invested sports.

Official

1. Applicants officiating on the world stage in HPSNZ invested sports.
2. Applicants officiating on the world stage from other non-invested sports.
3. Individual scholarships supporting international accreditation.
4. Individual and group scholarships for other professional development activities.

Support Team

1. Applications from Support Team members that can demonstrate an impact on TAPS athlete campaigns.
2. Cross sport initiatives endorsed by HPSNZ.
3. Discipline-led initiatives endorsed by HPSNZ.

SCHEDULE 2: MODERATIONS

Scholarship recipients are eligible to submit a moderation request in accordance with the conditions below.

Moderations

A moderation is a request to vary a component of your scholarship award prior to, or after the activity has occurred. The request will be considered by a panel and a decision outcome emailed to the applicant.

Moderation Eligibility

Moderation is required when the approved activity of a Coach, Official or Support Team scholarship requires one of the following changes:

- Activity dates require changing (end dates to be extended, maximum 6 months).
- Withdrawal of scholarship recipient from scholarship or NSO investment schedule.
- Reallocate current scholarship funds to activities within the scope of the scholarship award.
- Additional funding to cover costs of activity where costs of activity exceed original awarded scholarship amount.
- Extenuating personal or sport circumstances

Requests **will not be approved** where scholarship recipients are wanting to:

- Change the scope of the scholarship from what was approved
- Rectify a Prime Minister's Scholarship compliance breach
- Retrospective (including request processing time) action or approval
- To reallocate historic unspent scholarship funds

Moderation Request

All moderation requests must be submitted using the moderation request form. The request must include sufficient information explaining the need for moderation and be submitted to the Prime Minister's Scholarship inbox (pmscholarships@hpsnz.org.nz) with adequate time for consideration, allowing a minimum of 2–3 weeks for processing and response.

Moderation Approval

Not all moderations will be approved. Moderation approvals will occur if the request is within scope of the original scholarship award and is relevant to a current scholarship (i.e. the end date hasn't occurred) and within appropriate budget constraints.

SCHEDULE 3: APPEALS – DECISION

Scholarship recipients are eligible to submit an appeal request in accordance with the conditions below.

Appeals

An appeal is a formal request review and reconsider the outcome of a decision. This requires the scholarship recipient to complete an appeals document, with appropriate endorsements, and submit the request to the Prime Minister's Scholarship Team (pmscholarships@hpsnz.org.nz).

Appeal Eligibility

An appeal is required if the applicant wants to challenge an outcome of an application made by the PM COST Investment Panel. The appeal must either:

- Include new information that was not considered in the original decision that is relevant to the application, and/or
- The applicant must demonstrate how the nature of the appeal aligns to the PM COST guidelines for their relevant stream
- The appeal must be submitted within 7 days of receiving an outcome.

Appeal Threshold

All appeals must be submitted using an appeals request document. The request must include sufficient information justifying the appeal and be submitted to the Prime Minister's Scholarship inbox (pmscholarships@hpsnz.org.nz) with adequate time for consideration, allowing a minimum of 1–2 weeks for processing and response.

Appeal Process

1. Appeal document sent by applicant to Prime Ministers Scholarship team.
2. The appeal goes to the Prime Ministers Scholarship Appeals Panel which is made up by the Head of HP Investment and at least two independent HPSNZ members outside of the PM Scholarship team.
3. The PMAS Appeals Panel will meet to discuss and assess the appeal.
4. The outcome of an appeal will be communicated to the applicant once a decision has been finalised by the PMAS Appeals Panel.

Appeal Decisions

Appeal decisions made by the PMAS Appeals Panel are final. Operationalising the successful appeal will involve the following:

- An updated application outcome email, confirming the approved changes,
- A varied/updated investment schedule (noting the approved changes) to the NSO for signing,
- If applicable, additional payment(s).



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