

A Guide to Police Vetting

What is Police Vetting and why do I need to be vetted?

In line with the Vulnerable Children Act 2014, Athletics NZ has an obligation to carry out a screening check on individuals (Coaches) within our registered community who provide care or have regular contact with children and other vulnerable members of society. This allows us to assess the suitability of an individual, including volunteers, for being a coach or in a position of trust within Athletics.

The vetting process includes the submission of a request by an Approved Agency (Athletics NZ) with the consent of the applicant (Coach) to NZ Police, to disclose information held or accessed by NZ Police about an applicant that may affect their suitability for a role or position of trust within our community. The Criminal Records (Clean Slate) Act will be applied and encompasses part of the vetting process.

Information checked and may be release to the vetting agent (Athletics NZ) may include:

- conviction history
- location of the court
- the date of the offence
- the offence itself
- sentence imposed

As police vetting is only as current as they day it is cleared, a new check will have to be conducted by Athletics NZ every 2 years. More information can be found at

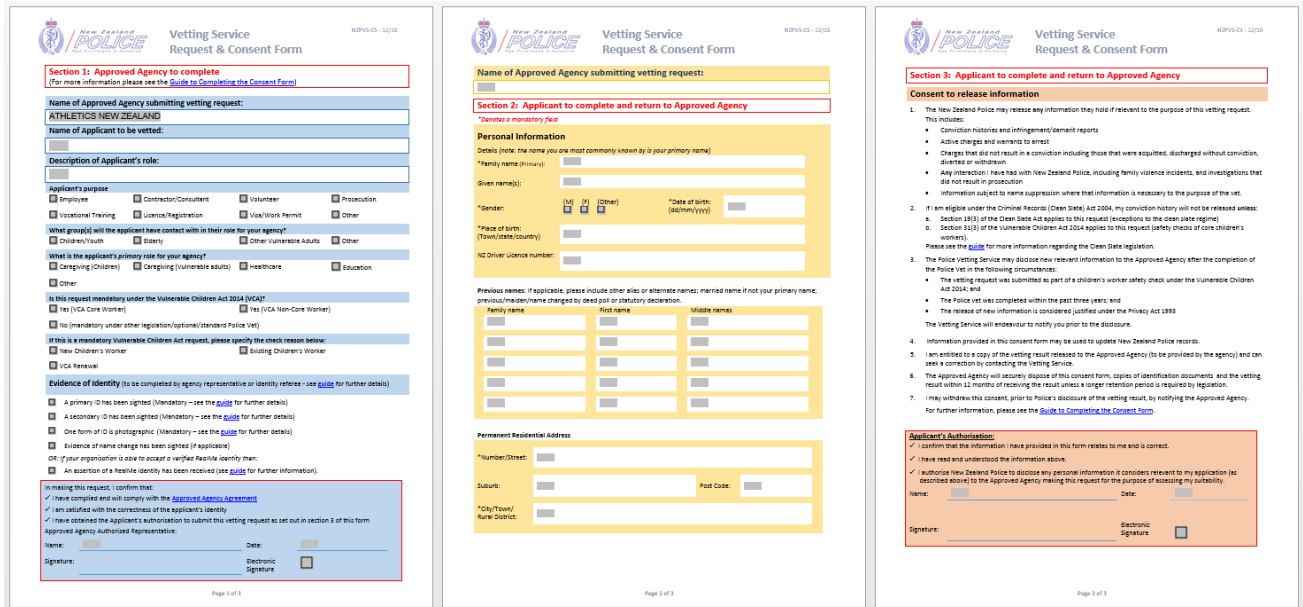
<http://www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting>

I am a teacher or have been vetted elsewhere, do I need to be Vetted with Athletics NZ?

Yes, vetting results and information released is confidential, therefore we (Athletics NZ) cannot assume another organisation has conducted a vetting check, nor share the results with other organisations. It is Athletics NZ responsibility to show due diligence for the protection of children and vulnerable members of our community by conducting a police vetting of all our registered coaches regardless of their employment or profession.

What do I need to do?

Download and fill out the Police Vetting form, email your completed form along with verified evidence of identity and name change (where applicable) to membership@athletics.org.nz



Section 1 (blue section)
Athletics NZ to fill out

Section 2 (yellow section)
Coach to fill out

Section 3
Coach to fill out

Evidence of Identity:

This is to confirm the identity of the applicant to ensure the correct person is being vetted to a standard accepted by New Zealand Police.

Two forms of ID must be sighted, one from the primary list below and one from the secondary. One must also be photographic.

Primary IDs	Secondary IDs
Passport (NZ or Overseas)	NZ Driver Licence
NZ Firearms Licence	18+ card
NZ Full Birth Certificate (1998 or after)	NZ Full Birth Certificate (Issued before 1998)
NZ Citizenship Certificate	Community Services Card
NZ Refugee Travel Document	SuperGold Card
NZ Emergency Travel Document	NZ Employee Photo Identification Card
NZ Certificate of Identity	NZ Student Photo Identification Card
	Inland Revenue Number
	NZ issued utility bill (within the last 6 months)
	NZ Teachers Registration certificate
	NZ Electoral Roll Record
	International Driving Permit
	Steps to Freedom Form

Where possible current documents are preferred, however documents that have expired in the past 5 years will be accepted.

Verifying Coaches identity:

Where the identity checks cannot be conducted in person by Athletics NZ, an Identity Referee may be used to verify your documents.

An Identity Referee must:

- Be either a person of standing in the community (e.g. registered professional, religious or community leader, Police employee) or registered with the Approved Agency (Athletics NZ)
- Be 16 years of age or over
- Not be related or a partner/spouse
- Not be a co-resident of the applicant

To verify an applicant's identity, they must:

1. Sight the original versions of the ID
2. Compare the photographic image to the coach
3. Sign and date a copy of each document
4. Provide his or her name and contact details

Please see the example below:

"I Joe Bloggs can confirm that this is a photocopy of the original identity documents sighted by myself on DD/MM/YYYY.
Contact Number / Email address- *jobloggs@noname.com*
Signed: _____"

Evidence of a Name Change:

If your identity documents have different names, for example a maiden name and married name, then evidence of that name change must be sighted, such as a marriage certificate or statutory declaration.

Further information and guidance

More information can be found at

<http://www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting>

For further guidance, please contact our Membership and Club Coordinator- membership@athletics.org.nz