



Mandatory Police Vetting

Purpose:	Ensuring all persons working with our young athletes throughout the Swimming Otago region compile with the Swimming New Zealand (SNZ) Member Protection Policy requirements.
Age:	<p>Police Vetting is a mandatory for persons aged 16 years or older meeting the 'applied to' criteria.</p> <p>Persons, filling these roles, 15 years and under are to be supervised by a person who has been Police Vetted.</p>
Applied To:	<p>Police Vetting is a mandatory requirement for;</p> <p>All Coaches (SNZ membership category, Coach or Volunteer Coach)</p> <p><i>Note: registered membership category 'Coach' members are automatically police vetted with their annual NZSCTA membership renewal</i></p> <p>Support personnel appointed or elected by Swimming Otago and/or their affiliated club (SNZ membership category, Volunteer);</p> <ul style="list-style-type: none">a) Team Managers at all levels of competitions (local and away)b) Any other personal responsible for the health and safety of our athletes
Processing Options:	Member Clubs can complete Police Vetting themselves OR have Swimming Otago complete the process.
Member Club Process:	<p>Select a person to be the Club's Vetting Officer, privacy and confidentiality are key traits for this role.</p> <p>Fees are associated when lodging vetting applications. Your club maybe eligible for a fee waiver, check here https://www.police.govt.nz/sites/default/files/publications/can-i-receive-a-fee-waiver-or-exemption-for-my-nz-vetting-request-fees.pdf</p> <ol style="list-style-type: none">1. Register as a RealMe user and apply for registration as a Vetting Agency here https://www.police.govt.nz/advice/businesses-and-organisations/vetting/register-new-zealand-police-vetting Once approved you will have access to the Vetting website2. Complete vetting forms for each volunteer required to do so, see above3. Upload forms for vetting, results can take up to 20 working days4. Review vetting results, and make an assessment to either approve or not5. Approved applicants<ol style="list-style-type: none">a. Update the applicants SNZ Database profile by noting in the correspondence tab 'Police Vetted - Yes and the date'b. All documentation must be retained, Member Clubs may be required to provide written assurances to their Regional Association and SNZ6. Non-approved applicants<ol style="list-style-type: none">a. Update the applicants SNZ Database profile by noting in the correspondence tab 'Police Vetted - No and the date'b. All documentation must be returned to the applicant7. Regularly notify Swimming Otago of your members who have been police vetted and their status8. Members working with our athletes must be vetted every two (2) years (Step 5 will allow you to quickly review when a member was last vetted)

Swimming Otago

Process:

Swimming Otago will appoint a Vetting Officer

Application fee of \$10.00 applies for every application lodged with NZ Police, invoiced when the application is filed

1. Applicant to submit
 - a. A completed NZ Police Vetting Service Request and Consent Form
 - b. AND two forms of identification, driver's licence and passport are recommended, clearly scanned
to soswimmingotago@gmail.com
2. Vetting Officer uploads each application to the Vetting portal
3. Allow up to 25 working days for vetting results to be received
4. Completion notification will be sent to applicant and their affiliated club

Approved applicant

- a. Vetting Officer is to ensure the applicant is registered in the SNZ Database, correctly
- b. update their membership profile by noting in the correspondence tab 'Police Vetted - Yes' and the date
- c. All documentation is retained by the Vetting Officer

Declined applicant

- a. Vetting Officer is to ensure the applicant is registered in the SNZ Database, correctly
- b. Non-approved applicants: update their profile by noting in the correspondence tab 'Police Vetted - No' and the date
- b. Return all associated paperwork to the applicant

All information supplied and obtained, throughout the process, will be strictly confidential

Members working with our athletes must be vetted every two (2) years (Step 5 will allow you to quickly review when a member was last vetted)

Implementation Date:

1st August 2019

By which time all personal meeting the 'Applied To' criteria MUST have submitted their request and consent form for processing and/or been vetted.

Document Links:

[NZ Police Vetting Service Request and Consent Form](#)
[SNZ Member Protection Policy](#)