

## SWIMMING NZ CENTRALISED POLICE VETTING SERVICE



### 1. Who needs to be Police Vetted?

All coaches, including volunteer coaches, Technical Officials, Team Managers who are participating at Regional and National Events. Also, all Regional Administrators and Club Administrators should be Police Vetted.

### 2. Term of my Police Vet:

- Volunteer Coaches: **(Coaches are vetted by Swim Coaches & Teachers NZ)** Three years
- Technical Officials, Team Managers, Regional & Club Administrators: Three years

### 3. Process:

Ensure you have your **unique Swimming NZ registration number**. Your Club Administrator can advise you of this.

#### Step 1:

Go to the Swimming NZ [website](#) to the **Documents & Policies section**.

Police Vetting Consent & Disclosure Form [HERE](#).

Police Vetting Form [HERE](#). **Note: ensure you save the form as a PDF (and ensure all 4 pages are completed).**

#### Step 2:

Complete the Swimming NZ Police Vetting Consent & Disclosure form. Please ensure you are a registered in the Swimming NZ database and provide this information when submitting your disclosure.

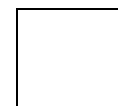
#### Consent to Disclose:

*In completing and submitting this Police Vetting form I give my consent that if my police vetting report is returned showing the existence of a prior criminal record that Swimming NZ will notify my swimming club that my police vetting application has been returned "with a result". I understand and acknowledge that Swimming NZ will not disclose the nature or details of any criminal record to the club.*

#### Step 3:

**Complete sections 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8 and 1.11** of the Police Vetting form. The other sections will be filled out by Swimming NZ as the Approved Agency. **Once again, ensure you SAVE**, and then email (see below). **Page 2** – please note that the Approved Agency is Swimming NZ (Tonya Osborne, do not sign this box).

NOTE: If using an electronic signature, note your name in full and mark the box



with an 'X'.

Email the follow documents separately to [policevetting@swimming.org.nz](mailto:policevetting@swimming.org.nz):

1. Your completed Police Vetting form
2. A copy of either your driver licence OR passport OR birth certificate can be used as proof of ID along with photo ID.

#### Step 4:

Your police vetting forms will be processed; once clearance has been received you will be advised your accreditation will be activated, and you will receive a letter of confirmation along with the renewal date.