**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. All Regional Administrators and Club Administrators should be Police Vetted.

1. **Term of my Police Vet**:
	* Coaches (includes volunteers): Two years.
	* Technical Officials Team Managers, Regional & Club Administrators: Three years

1. **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**](https://www.swimmingnz.org/policies-documents)to the **Documents & Policies section**

Police Vetting and Disclosure Form [**HERE**](https://form.jotform.com/210806794208862)
Police Vetting Form [**HERE**](https://75f86887-d0ad-4409-9253-2e11c6209267.filesusr.com/ugd/6f2a10_9b6baf986f344894a455acfa1d6f061d.doc?dn=Police%20Vetting%20Request%20%26%20Consent%20Application%20Form.doc) **ensure you save as a PDF**

**Step 2:**

Complete the Swimming NZ Consent to Disclose. 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 all sections of the 3 pages** of the Police Vetting form, that have not been completed by Swimming NZ, **once again ensure you SAVE**;

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

Email the follow documents separately to henrietta@swimming.org.nz

1. Your completed Police Vetting form
2. A copy of either your driver license 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.