



**CANTERBURY HOCKEY ASSOCIATION (INC.)
POLICE VETTING POLICY**

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Policy

In order to contribute to a safe and secure environment, Canterbury Hockey will require the following people to undergo police vetting:

- Successful candidates for vacant positions with the Canterbury Hockey;
- All volunteer coaches and managers of representative teams as soon as practicable at the beginning of the season and bi-annually after that;
- All umpires at the beginning of the season and bi-annually after that;
- Any other key volunteers, especially those who come into contact with children under the age of 16, as appropriate, and bi-annually after that; and
- Anyone who will hold a key contract or license to operate based at facilities, as appropriate, and bi-annually after that.

All appointments are subject to a satisfactory police vetting report.

In addition, all existing employees will undergo a police vetting bi-annually. If the police vetting reports a previously undisclosed incident or behaviour relevant to this policy the employee's continued employment will be reviewed.

Procedures

- The Chief Executive is responsible for organising police vetting's.
- The official form from the Ministry of Justice will be used (<http://www.justice.govt.nz>).
- Without exception, every candidate will be requested to complete a Ministry of Justice police vetting form.
- Only the preferred candidate(s) police vetting form will be sent through to the Ministry of Justice for processing.
- In some cases it may be necessary to obtain the equivalent of a police vetting from another country where the potential appointee has resided.
- The Chief Executive will receive and review the police vetting report. If it is 'clear', the appointment process or ongoing employment can continue. If it is not 'clear', the Chief Executive will consult with the relevant members of the Board before making a decision about whether the appointment will go ahead or if the ongoing employment will be reviewed.
- The specifics of the report must be kept confidential to the person being vetted, the Chief Executive and the Canterbury Hockey Association Board.
- Canterbury Hockey will conduct the above procedure in compliance with the requirements of the Employment Relations Act, the Privacy Act, and the Humans Rights Act.

Rationale

Canterbury Hockey has an obligation to take all practicable steps to provide a safe environment for its employees and others on its premises, with consideration for the specific combination of circumstances it faces as a regional sport organisation (for example membership including people of all ages and genders; facilities which include changing rooms, car parks, and a bar; events held after nightfall; sports tours; etc). In addition, Canterbury Hockey has an obligation to ensure the security of its assets (for example facilities, equipment, stock, and cash etc).

For this reason, Canterbury Hockey seeks to ensure that relevant factors in the lives of its (potential) employees, office-bearers, key volunteers and onsite contractors or licensees are disclosed so that no appointment is made of people whose behaviour is likely to pose a threat to the safety of employees and others on its premises or to the security of its assets.

Review Time Frame: Three Years

Review Date: March 2018

Next Renewal: March 2021