



**Canterbury Hockey Association (Inc.)  
Police Vetting Policy**

Date Reviewed:	February 2023
Responsibility:	Chief Executive
Review Frequency:	Every Three Years
Next Review Date:	February 2026

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## Policy Purpose

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The purpose of this policy is to:

- To ensure that the safety and welfare of young people is paramount by providing guidelines for the police vetting of adults that may have unsupervised contact with youth whilst taking part in Canterbury Hockey events.
- To provide a safe environment for Canterbury Hockey employees, community, volunteers, and any others on a Canterbury Hockey owned, hired, or leased facility.
- Ensure the security of Canterbury Hockey assets (for example facilities, equipment, stock, and cash etc).
- To provide leadership and guidance to our Clubs and Schools by ensuring they have a robust Police Vetting Policy, and Canterbury Hockey have oversight over vetting status of Club and School coaches, managers, umpires, and other key volunteers.

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.

## Police Vetting Policy

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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 Canterbury Hockey.
- All coaches and managers of Representative teams as soon as practicable at the beginning of the season and every three years after that.
- All Venue or Match Supervisors at the beginning of the season and every three years after that.
- Any other key volunteers, especially those who come into contact with young people under the age of 18, as appropriate, and every three years after that; and
- Anyone who will hold a key contract or license to operate based at a Canterbury Hockey owned, hired, or leased facility, as appropriate, and every three years after that.

All appointments or continued appointments are subject to a satisfactory police vetting report.

In addition, all employees will undergo a police vetting check every three years. If the police vetting reports a previously undisclosed incident or behaviour relevant to this policy the employee's continued employment will be reviewed.

Canterbury Hockey also requires Clubs and Schools to Police vet their coaches and managers who come into contact with young people under the age of 18, as appropriate, and every three years after that. Canterbury Hockey also require Clubs and Schools to share the police vetting status of coaches, managers, and other key volunteers with Canterbury Hockey if the Police vetting is not done through Canterbury Hockey.

## Canterbury Hockey Police Vetting Procedure

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- The Communications and Marketing Manager is responsible for organising police vetting's. The official form from the Ministry of Justice will be used (<https://www.police.govt.nz/sites/default/files/publications/pvs-vetting-request-and-consent-form.pdf>).
- Without exception, every person noted above will be requested to complete a Ministry of Justice police vetting form.
- The Communications and Marketing Manager will receive and review the police vetting report. If it is 'clear', the appointment process or ongoing employment or appointment can continue. If it is not 'clear', the Communications and Marketing Manager will notify the Chief Executive, who will consult with the Board Chair (for staff) or the appropriate staff (for volunteers or contractors) before making a decision about whether the appointment will go ahead, or if the ongoing employment or appointment will be reviewed.
- The specifics of the report must be kept confidential to the person being vetted, the Communications and Marketing Manager, the Chief Executive, and the 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.

## Police Vetting Procedure for Clubs/Schools

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- Without exception, all coaches and managers who come into contact with young people under the age of 18 will be requested to complete a Ministry of Justice police vetting form.
- Canterbury Hockey is responsible for processing police vetting forms. Clubs/Schools are responsible for completing Police vetting forms for every person noted above. The form can be downloaded here: <https://www.police.govt.nz/sites/default/files/publications/pvs-vetting-request-and-consent-form.pdf>. Once the form is complete please email to [admin@canterburyhockey.org.nz](mailto:admin@canterburyhockey.org.nz).
- Canterbury Hockey requires Clubs to verify any applicant's identity with an Identity Referee (appointed club representative), or for the applicant to present their ID to a Canterbury Hockey staff member. To verify an applicant's identity, the Identity Referee must:
  1. Sight the original versions of each identity document.
  2. Compare the photographic image with the applicant to confirm they are the same person.
  3. Sign and date a clear photocopy of each document to verify that the documents produced by the applicant relate to that person.
  4. Provide their name and contact details.
  5. Send the signed identity documents to Canterbury Hockey.
- Canterbury Hockey will receive and review the police vetting report. If it is 'clear', Canterbury Hockey will let the Club/School know and the appointment process or ongoing appointment can continue. If it is not 'clear', Canterbury Hockey will let the Club/School Representative know and will require a consultation before making a joint decision with the Club/School about whether the appointment will go ahead, or if the ongoing appointment will be reviewed.
- The specifics of the report must be kept confidential to the person being vetted, Canterbury Hockey, and the Club/School Representative.
- Clubs and Schools must provide Canterbury Hockey with a list of all coaches and managers who come into contact with young people under the age of 18.
- Clubs and Schools that do their own Police vetting must provide Canterbury Hockey with a list of all coaches and managers who come into contact with young people under the age of 18, along with when they were last police vetted, and when they are due for their next police vetting.
- 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.