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**ADM-PRO002**

**CHILD SAFE PROCEDURE**

**JUNE 2017**

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**Purpose**

The purpose of this Procedure is to outline roles, responsibilities and requirements of Clubs, Associations and Hockey SA with respect to meeting our legal obligations and providing a Childsafe environment for the sport of hockey in South Australia.

**Scope**

This Policy applies to the scope of Hockey SA's direct responsibilities including operation of the State Hockey Centre and overseeing travelling state teams.

Roles that crossover in to other jurisdictions (e.g. for events and coach involvement with SASI) will also need to abide by the Childsafe requirements of those other organisation(s) as well.

**Hockey SA Affiliates**

Under Hockey SA's Affiliation Terms, Affiliated Clubs/Associations agree to put in place the required policies and procedures regarding Childsafe including:

- a) Adopting Hockey SA's relevant policies and procedures regarding Childsafe.
- b) Completing its own Risk Management Plan as it relates to Childsafe.
- c) Implementing its own policies and procedures where identified by the club/association Risk Management Plan.

Affiliated clubs and associations may choose to adopt this Procedure for themselves or to put in place equivalent measures of their own. Only clubs who do not have juniors will be exempted from this.

Where an Affiliate operates a hockey facility as part of Hockey SA competitions, additional requirements in creating a Childsafe environment may be embedded within the agreement between the parties governing use of that facility.

## Introduction

Hockey SA's Child Safe Policy is embedded within the Hockey Australia Member Protection Policy. This Procedure has been structured around the six measures that will be taken to protect the safety and welfare of children participating in our sport.

NOTE: The introductory statement of the HA MPP Policy extract is shown below and the policy statements for each of the measures is included in the respective sections below with HA changed to Hockey SA.

*Hockey SA is committed to the safety and well-being of all children and young people who participate in our sport or access our services. We support the rights of the child and will act at all times to ensure that a child-safe environment is maintained. We acknowledge the valuable contribution made by our staff, members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.*

*Hockey SA will take the following measures to protect the safety and welfare of children participating in our sport.*

In addition to the overarching national policy, there are additional and related legislative requirements which Hockey SA and affiliated clubs & associations need to address within the South Australian context, for example the SA Children's Act 1993.

## Definition of Prescribed Positions

Prescribed Positions are defined in the Definitions of this Procedure.

Organisation	Prescribed Positions
Hockey SA	<ul style="list-style-type: none"><li>• Staff roles: CEO, High Performance Manager, Game Development Officer, State Program Support Officer, Marketing Manager/Officer</li><li>• Coaches and Assistant Coaches</li><li>• Performance Analyst</li><li>• Team Managers</li><li>• House Parents</li><li>• Physiotherapists</li><li>• Grounds staff who work when juniors are playing</li><li>• Umpire Coaches who work with junior umpires</li></ul>
Clubs and Associations	<ul style="list-style-type: none"><li>• Coaches and managers of junior teams</li><li>• Coaches and managers of senior teams that include juniors in them</li><li>• Other as determined through risk assessment by the club/association</li></ul>

\*For simplicity, Hockey SA identifies all of its coaches as being in a Prescribed Position (excluding Masters Men & Women coaches) including coaches for Hookin2Hockey, athlete development programs, state teams, schools outreach etc.

## Responsibilities

The table below summarises key roles and responsibilities in implementing this procedure.

<b>Role</b>	<b>Responsibilities</b>
Hockey SA	<ul style="list-style-type: none"> <li>• Undertake risk assessment.</li> <li>• Maintain registration with the Department for Communities and Social Inclusion Screening Unit.</li> <li>• Lodge Childsafe Compliance Statement on behalf of clubs and associations.</li> <li>• Maintain an appropriate Childsafe procedure.</li> <li>• Make available codes of conduct and Childsafe Policy from Hockey Australia to affiliated clubs/associations.</li> </ul>
Hockey SA State Program Support Officer	<ul style="list-style-type: none"> <li>• Process National Police Checks (VOAN) in a timely manner (7 day turnaround).</li> <li>• Maintain register of police checks/screenings for people in Prescribed Positions engaged by Hockey SA.</li> <li>• Maintain register of training completed by people in Prescribed Positions engaged by Hockey SA.</li> </ul>
Club/Association Management Committee	<ul style="list-style-type: none"> <li>• Undertake risk assessment for the club/association in creating a Childsafe environment.</li> <li>• Putting in place appropriate Childsafe policies/procedures for the club/association and/or adopting Hockey SA's.</li> <li>• Appointment of a Child Safe Officer within the club/association.</li> </ul>
Childsafe Officer	<ul style="list-style-type: none"> <li>• Assist in building awareness in the club/association of how to create a Childsafe environment.</li> </ul>
Person in a Prescribed Position	<ul style="list-style-type: none"> <li>• Complete relevant screening and present to supervisor at club, association or Hockey SA.</li> <li>• Agrees to abide by the relevant Code of Conduct within the Hockey Australia Member Protection Policy.</li> <li>• Should complete the free online training 'Child Protection' and 'Harassment and Discrimination' available from Play By The Rules.</li> </ul>

### **Measure 1 – Identify and Analyse Risk of Harm**

*Hockey SA will develop and implement a risk management strategy including a review of existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps to minimise and prevent the risk of harm to children because of the actions of an employee, volunteer or another person.*

Hockey SA has a separate Risk Management Policy which outlines how risks are identified, assessed, monitored and managed across the whole organisation.

Hockey SA's Risk Register shall include risks related to creating a Childsafe environment.

Clubs and associations shall have in place their own Risk Management Policy (model version available from the Hockey SA website) and a Risk Register which identifies the mitigating actions to be undertaken to provide a Childsafe environment.

A copy of the Childsafe section of the Hockey SA Risk Register will be provided to affiliated clubs and associations on request to be used as a basis for the club/association to develop its own.

## **Measure 2 – Develop Codes of Conduct for Adults and Children**

*Hockey SA will ensure our organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children involved in hockey, especially those in our care. These codes of behaviour will set out professional boundaries, ethical behaviour and unacceptable behaviour. We will also implement a code of behaviour to promote appropriate behaviour between children.*

Codes of Conduct are embedded within the Hockey Australia Member Protection Policy for:

- Coaches/Managers/Team Officials
- Officials
- Players/Athletes
- Administrators
- Board Members
- Parents/Guardians
- Spectators

Clubs/associations in charge of operating a hockey stadium/facility should also enforce these Codes of Conduct in the way that the facility is run, including as it relates to parents/guardians and spectators.

## **Measure 3 – Choose Suitable Employees and Volunteers**

*Hockey SA will take all reasonable steps to ensure that it engages suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This will include using a range of screening measures.*

*We will ensure that Working with Children Checks are conducted for all employees and volunteers who work with children, where an assessment is required by law. If a criminal history report is obtained as part of their screening process, we will handle this information confidentially and in accordance with the relevant legal requirements.*

### **1. Recruitment and selection**

Before being engaged in a Prescribed Position, Hockey SA will go through a recruitment and selection process which includes the applicant providing a copy of their CV, interview(s) and reference checking.

Clubs should have in place a Volunteer/Staff Management Policy.

Refer to the following Hockey SA policies for further information:

- a) Volunteer Management Policy
- b) Recruitment and Selection Policy.

## 2. Screening of Staff/Volunteers

In appointing people to Prescribed Positions, Hockey SA shall require that these individuals complete check(s)/screening(s) in line with the table shown in Appendix A.

The following exemptions apply to these screenings:

- Registered Teachers: such persons are to show a copy of their Teacher's Registration to Hockey SA
- Police Officers: such persons are to show a copy of their Police Badge to Hockey SA
- People under 18 years of age
- People serving food.

Appendix A establishes the minimum requirements for screenings to be completed before unsupervised duties commence.

In the event that someone is not willing to consent to a screening, or does not have a valid assessment of their screening, Hockey SA will preclude the individual from working with children in a Prescribed Position until this is rectified.

Once completed, an individual shall show the original of their NPC/Screening to the designated Hockey SA staff member. The process outlining different types of screenings is provided in:

- Appendix C: DCSI Screening Process
- Appendix D: National Police Check

Hockey SA does not retain copies of police checks/screenings but reviews the original/copy and records details pertaining to:

- the person's name
- the person's position/role, team and club/association
- dates that Hockey SA processed the NPC paperwork, the NPC/Screening issue date and date that we sighted the original
- reference number of the NPC/Screening
- the conclusion of the NPC/Screening.

Hockey SA will maintain a Screening Register as evidence that screenings have been conducted, including what evidence was submitted, and evidence of the decision making process. This information will be stored securely and confidentially.

Hockey SA will accept a National Police Check or DCSI Screening that has been completed with another organisation less than 12 months ago. The NPC and DCSI Screening have a 3-year validity and individuals will be required to renew them after this period expires.

Where there is a cost to process the DCSI Screening for an individual engaged in a Prescribed Position for Hockey SA, Hockey SA shall pay for this screening.

Where a copy of a police check/screening is sent to Hockey SA, the relevant details will be noted down on the register and then the document will either be returned to the individual or destroyed sensitively.

Where there are no exceptions noted in the screening, this process is complete once the original has been shown to Hockey SA.

Hockey SA employees or volunteers who lawfully come into possession of information about the criminal history of another will not disclose the information except as may be required by law or authorised under law.

Individuals must notify Hockey SA if they have had a change in their criminal history at any time before the renewal date for their next screening.

### 3. Assessment of screenings

Where a National Police Check identifies an exception or past criminal history, Hockey SA will require that a DCSI Screening is completed to provide further information so an assessment can be made on whether to employ the person.

Where a person does have an exception or criminal history noted on the screening, an assessment shall be made of the risk and suitability to work with children on a case-by-case basis. Where the relevant criminal history suggests a risk of harm to children the individual bears the onus of proving they do not pose such a risk, and will be given the opportunity to provide contextual information.

When considering screening reports that contain offences that indicate risk of harm to children, Hockey SA will consider information submitted by the individual without bias or prejudice. Hockey SA will communicate a pending decision to the individual and provide a right of response, and also provide information on avenues of appeal.

### 4. Appointment

Before appointing people to Prescribed Positions, Hockey SA shall require that these individuals sign that they agree to abide by the applicable Code of Conduct as part of their appointment to the role.

Hockey SA recommend that appointments of club/association coaches be made formally and that such appointments include a reference to the applicable Code of Conduct as being part of their terms of appointment.

### 5. Appointment to Roles

Hockey SA shall appoint a:

- Child Safe Officer
- Member Protection Information Officer

Clubs and Associations should appoint someone on their management committee to be the Child Safe Officer.

#### **Measure 4 – Support, Train, Supervise and Enhance Performance**

*Hockey SA will ensure that volunteers and employees who work with children have ongoing supervision, support and training. Our goal is develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment.*

##### 1. Support

Hockey SA aim to provide an inclusive culture where everyone is valued and support is provided to help ensure a Childsafe environment is created and maintained.

##### 2. Train

In appointing people to certain roles, Hockey SA requires that individuals complete certain training courses as identified in the table in Appendix A and provide a copy of the training certificate to Hockey SA.

The Hockey SA State Program Support Officer shall maintain a register of training completed by people in Prescribed Positions engaged by Hockey SA.

In addition, key staff should attend other professional development sessions on child protection that are run within the sector, particularly those by the Office for Recreation and Sport.

##### 3. Supervise

Everyone in our sport is accountable to someone else by way of a reporting and supervisory relationship. Part of the role of a supervisor is to act as a role model when it comes to creating a Childsafe environment.

##### 4. Enhance

Hockey SA will review its policies, procedures and performance from time to time to ensure that risks are being identified and managed, and that systems are being updated as required to address emerging risks and legislative changes.

As part of this key staff should attend training and professional development sessions on child protection that are run within the sector, particularly those by the Office for Recreation and Sport. As appropriate, changes impacting on clubs/associations shall also be communicated from Hockey SA to the clubs/associations.

## **Measure 5 – Empower and Promote the Participation of Children in Decision-Making and Service Development**

*Hockey SA will encourage children and young people to be involved in developing and maintaining child-safe environments in hockey.*

Hockey SA will include children who are involved as captains and in the leadership group of underage state teams in decisions relating to the running of those teams, and also through their involvement in the athlete development programs.

Periodically, Hockey SA will also undertake surveys on various aspects of its programs to provide an opportunity for children to be a part of the decision making processes.

## **Measure 6 – Report and Respond Appropriately To Suspected Abuse and Neglect**

*Hockey SA will ensure that volunteers and employees are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable grounds that a child has been, or is being, abused or neglected.*

*Further, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child, or is in breach of this policy, he or she may make an internal complaint.*

### **1. Reporting**

Numerous types of people within the community are Mandated Notifiers who are obliged by law to notify the Families SA Child Abuse Report Line (131 478) if they suspect on reasonable grounds that a child has been abused or neglected and the suspicion is formed in the course of the person's work (whether paid or voluntary) or in carrying out official duties. Examples of these types of people include:

- Medical practitioners, nurses, dentists, pharmacists, psychologists
- Police officer, probation officer
- Social worker, minister of religion, employee/volunteer in a religious organisation
- Teacher, approved family day care provider
- Any other person who is an employee of, or volunteer in, a government or non-government organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children, being a person who:
  - Is engaged in the actual delivery of those services to children
  - Holds a management position in the relevant organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children.



Under these definitions, many of Hockey SA's staff, all club/association management committees and many members of the hockey community have a legal responsibility as Mandated Notifiers.

## 2. Reporting within Hockey

Hockey Australia's Member Protection Policy is the governing document for Hockey SA and affiliated clubs/associations which includes setting out complaint handling procedures. Refer to this document for further details.

The Office for Recreation and Sport 'Managing allegations of child abuse in sport and recreation' guidelines shall also be used.

### **Acquiring and Displaying Images of Children**

Hockey SA understand the risks involved with acquiring and displaying images of children and thus will follow the guidelines established by Play By The Rules on this subject.

[http://play-by-the-rules.s3.amazonaws.com/Resources/R040\\_Taking\\_images\\_of\\_children.pdf](http://play-by-the-rules.s3.amazonaws.com/Resources/R040_Taking_images_of_children.pdf)

### **Coach Guidelines for appropriate communication with athletes**

Context of these guidelines:

- Under and over 18 year old athletes
- Programs for Hookin2Hockey, Junior Development Program, Development Athlete Program, Priority Athlete Program
- State Teams both in their preparation and in tournament.

Hockey SA coaches are engaged to coach the athletes rather than to be friends with athletes. It is important to have a rapport with athletes but to always understand the professional boundaries and power distance implied in the relationship between coach and athlete.

Sexting or other inappropriate content is inappropriate between coach and athlete or vice versa.

## 1. General Guidelines

Facebook Groups should be setup and used as the preferred means of communication.

Groups will be used for:

- Each Hockey SA State Team:
  - U13s group to consist of parents and coach/manager/house parents/High Performance Manager
  - All other teams' groups to consist of athletes and coach/manager/house parents/High Performance Manager. Parents of U15/U18 may join on request to the coach.

- Priority Athlete Program

Groups will not be setup for the Development or other Athlete Programs.

Alternate communications with athletes are:

- Email – with a parent copied in on emails with all U18 athletes
- Via Facebook Messenger – with a parent copied in with all U18 athletes

Coaches need to be aware that some social media platforms (e.g. Whatsapp, Viber) can save photos that are posted by themselves or others to their personal mobile device and should discourage use of these tools.

For athletes running late and needing to notify the coach (or other similar situations), the preferred means of contact is for the athlete to post to the Facebook Group and tag the coach in which will provide an instant notification to them.

Whenever a coach texts with an U18 athlete, they must copy one of the parent/s or guardian/s in to the message.

## 2. Change-rooms

Athletes are to be clothed in their full playing kit when the coach/manager are in the change-rooms with them.

## 3. Meetings one to one

Hockey SA recognise that there are times when a coach and athlete need to meet to talk about their performance, development or disciplinary reasons. Where a coach and athlete meet one-to-one, this should be done within the following boundaries:

- At hockey if possible
- In view of one or more other adults
- In public, and never in a private residence/hotel room
- During the day rather than in an evening.

## 4. State Teams In Tournament

A Facebook Group should be setup and used as the preferred means of communication.

Athletes are encouraged to post and share to social media photos of themselves and (with permission) their team mates as part of telling the story of the trip and team. Such photos and posts, however, need to be appropriate and of fully clothed with no photos allowed in change-rooms or in/around ice baths.

Evenings and overnight (U18 teams and younger):

- Mobile phones to be handed in to manager/house parent by 9pm. They will be handed back to athletes at the breakfast meeting.
- The emergency contact for parents overnight is to the Manager.

- Ipads/laptops are able to be kept with the athlete but switched off and away.

#### Game day:

- (all state teams) Athletes to have a “black-out” on all social media/text message/email and similar from 1 hour before the game to 1 hour after the game.
- (under 18 athletes only) Phones to be handed in to manager for this time.

Coach/Manager discretion: may use limiting phone time as a disciplinary measure for under 18s.

#### Consequences for athletes breaching rules above:

1. First time – half day without phone.
2. Second time – 1 day without phone. Parents called.
3. Third time – 2 days without phone. Parents called.

### Definitions

Child / Junior: A person under 18 years of age.

Mandated Notifier: A person with a legal responsibility to report suspicions of child abuse or neglect based on reasonable grounds.

Member Protection Information Officer: A person responsible for providing information and options to an individual making a complaint or raising a concern, as well as support during the process.

Prescribed Position: Defined under The Act as a position that requires or involves the performance of one or more prescribed functions:

- a) regular contact with children or working in close proximity to children on a regular basis, unless the contact or work is directly supervised at all times
- b) supervision or management of persons in positions requiring or involving regular contact with children or working in close proximity to children on a regular basis
- c) access to records of a kind prescribed by regulation relating to children.

Screening: Means National Police Check (NPC) or DCSI Screening.

The Act: Means the example the South Australian *Children’s Protection Act 1993*.

For other related definitions, refer to the Hockey Australia Member Protection Policy.

### Review of Procedure

The CEO of Hockey SA will review this procedure annually or as often as it determines necessary and will make any changes it determines necessary or desirable.

**Access to the procedure**

This procedure will be made available for viewing by staff and the Board of Hockey SA online or via hard copy or a copy will be provided upon request.

## Appendix A – Screening and Training Requirements Matrix

Role	Screening			Training		
	DCSI Screening	National Police Check	Catholic Crimtrac police check	Play By The Rules <i>Child Protection and Harassment &amp; Discrimination</i> modules	Child Safe Officer Course from ORS	MPIO Course from ORS and PBTR
Staff roles: CEO, High Performance Manager, Game Development Officer, State Program Support Officer, Marketing Manager/Officer	Required			Required		
Hockey SA Member Protection Information Officer	Required			Required	Required	Online PBTR Course and Face to face ORS Course
Hockey SA Child Safe Officer	Required			Required	Required	
Hockey SA coach – working in schools	Required		*May be required	Required		
Hockey SA Priority Athlete Program, State Team Coaches and Assistant Coaches: AHL or U21	Required			Required		
Hockey SA State Team appointment: <ul style="list-style-type: none"> <li>• Coaches and Assistant Coaches</li> <li>• Selector</li> <li>• Performance Analyst</li> <li>• Team Managers</li> <li>• House Parents</li> <li>• Physiotherapists</li> </ul>		Required		Required		
Hockey SA coach – athlete development programs		Required		Required		
Grounds staff who work when juniors are playing		Required		Required		
Umpire Coaches who work with junior umpires		Required		Required		
Club/association coaches and managers: <ul style="list-style-type: none"> <li>• of junior teams</li> <li>• of senior teams that include juniors in them</li> </ul>	*May be required for some coaches (e.g.) who work in schools	Required	*May be required for some coaches (e.g.) who work in schools	Recommended		
Club/association: other persons	As determined through risk assessment					

## Appendix B – Requirements Mapping

<b>(External) Requirement</b>	<b>Where addressed in this Procedure</b>
<b>Children’s Protection Act 1993</b>	
All sport and recreation organisations that provide services to children 17 and under must have lodged a statement with the Department for Education and Child Development to confirm they are meeting the obligations of a child safe environment.	
Many state sporting and recreation organisations have done this on behalf of their affiliated clubs. Clubs who are unsure of whether they are covered by their governing body should contact them directly.  Further information regarding this can be found at <a href="http://www.families.sa.gov.au/childsafes">www.families.sa.gov.au/childsafes</a>	
Under the Act every organisation/club must:	
<ul style="list-style-type: none"> <li>develop a risk management plan addressing the safety of children with respect to other people within the organisation</li> </ul>	Measure 1
<ul style="list-style-type: none"> <li>have a child safe policy or a member protection policy which addresses the child safe obligations</li> </ul>	Separate document – refer to Hockey Australia Member Protection Policy
<ul style="list-style-type: none"> <li>have guidelines and procedures that support the policy</li> </ul>	This procedure
<ul style="list-style-type: none"> <li>have codes of conduct with respect to children</li> </ul>	Separate document – refer to Hockey Australia Member Protection Policy
<ul style="list-style-type: none"> <li>understand their relevant history assessment obligations</li> </ul>	Measure 3 and related sections
<ul style="list-style-type: none"> <li>consider clear recruitment procedures for staff and volunteers e.g. Referee checks, qualification checks if applicable</li> </ul>	Measure 4 and Volunteer Management Policy
<ul style="list-style-type: none"> <li>provide staff and volunteers with information or training around child safe environments, and provide support in their roles</li> </ul>	Available on Hockey SA website, terms of appointment, Measure 4
<ul style="list-style-type: none"> <li>encourage the participation of children in decision making (let them have a say or provide feedback)</li> </ul>	Measure 5
<ul style="list-style-type: none"> <li>ensure that all staff and volunteers are aware of their mandated notification obligations</li> </ul>	Measure 6
<b><u>Sole Traders such as private coaches and parents of children that access these services</u></b>	
If you own a private business and you are a sole trader or a person in a partnership providing services to children you need to be aware of changes from April 11 2015 that have been made to the Children’s Protection Act 1993.*	N/A to Hockey SA but may be applicable to some coaches
Parents of children that access the services of a private provider must also be aware of their rights to sight information regarding criminal history, if any, of the person who is working with their child/ren.	N/A to Hockey SA but may be applicable to some coaches
All staff and volunteers who occupy a prescribed position (as set out under section 8B (8) of the South Australian Children’s Protection Act 1993) are required to undergo a relevant history assessment once every three years unless an exemption applies.	N/A to Hockey SA but may be applicable to some coaches
Organisations Member Protection Policy, Child Safe Policy or procedures should outline the process for meeting this obligation and the exemptions approved by the organisation.	N/A to Hockey SA but may be applicable to some coaches

<b>(External) Requirement</b>	<b>Where addressed in this Procedure</b>
<b>Hockey Australia Member Protection Policy</b>	
1. Identify and Analyse Risk of Harm	Measure 1 above
2. Develop Codes of Conduct for Adults and Children	Measure 2 above
3. Choose Suitable Employees and Volunteers	Measure 3 above
4. Support, Train, Supervise and Enhance Performance	Measure 4 above
5. Empower and Promote the Participation of Children In Decision-Making And Service Development	Measure 5 above
6. Report and Respond Appropriately To Suspected Abuse and Neglect	Measure 6 above

\* A fact sheet regarding this is available at [www.decd.sa.gov.au/docs/documents/1/CseInformationSheet7Infor.pdf](http://www.decd.sa.gov.au/docs/documents/1/CseInformationSheet7Infor.pdf)

## **Appendix C – DCSI Screening Process**

### 1. Existing DCSI Screening

Individuals with an existing DCSI Screening from another job or role can present the original to Hockey SA provided it is less than 12 months old.

### 2. New DCSI Screening

For Hockey SA Prescribed Positions needing a DCSI Screening, the process to complete this is:

- a. Hockey SA identifies the need for a DCSI Screening and commences the online application
- b. Individual completes the application online
- c. Hockey SA pay for the screening
- d. Screening Unit undertakes screening
- e. Letter is sent to the individual advising outcome of the screening

## **Appendix D – National Police Check**

Hockey SA is able to conduct National Police Checks for volunteers in Prescribed Positions in conjunction with SA Police through a Volunteer Organisation Authorisation Number (VOAN) process.

The process to complete this is as follows:

### 1. Complete an Application Form

A National Police Certificate Application form (PD267) can be downloaded and completed online before printing. Visit the SA Police website. Forms can also be collected from your local police station.

### 2. Have the Application Form Verified

Applicants need to personally take the completed application form, along with the appropriate 100 points of ID, to their local police station or a Justice of the Peace for verification.

3. Send the Application Form to Hockey SA to Endorse

You then need to send the completed form to Hockey SA, along with the certified copies of ID documents. Hockey SA will complete the Volunteer Authority section which will enable the fee to be waived. Hockey SA will then send the application to SAPOL on the applicant's behalf.

4. Present the National Police Check to the club/association/Hockey SA

The individual will receive the National Police Check in the mail once it has been completed. Following this, the individual must show the original to whoever is engaging them in the prescribed position, e.g. for club coaching roles, this must be shown to the designated club committee member, so that details can be recorded in a register.