



SOUTH AUSTRALIAN ICE HOCKEY **ASSOCIATION**

National Police Check Certificate Policy

Adopted by the South Australian Ice Hockey Association Inc.
at the Board meeting on February 1st 2012

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Organisations such as the South Australian Ice Hockey Association Incorporated (IHSA) that provide sport and recreation services wholly or partly for children are required to conduct criminal history assessments for employees, volunteers and contractors who are working with children. This document provides information on the IHSA National Police Check Certificate Policy which must be adhered to for all IHSA members whom are working with children.

1. Policy

- 1.1 The fundamental objective of the National Police Check Certificate Policy is to ensure IHSA upholds its duty of care and provides protection for all IHSA members aged under 18 years.
- 1.2 The policy should be read in conjunction with the IHSA National Police Check Certificate Policy and the Ice Hockey Australia Member Protection Policy and IHA Members Code of Behaviour & Ethics.
- 1.3 This policy applies to all Coaches, Team Managers, Division Co-ordinators and adults within officially appointed positions of responsibility whom work with members of IHSA whom are aged under 18 years of age.
- 1.4 IHSA will maintain a National Police Check Certificate database which documents cited National Police Check Certificates.
- 1.5 IHSA will lodge a Child Safe Environment Compliance Statement with the Department for Families and Communities.
- 1.6 IHSA will prevent any Coach, Team Manager, Division Co-ordinator and/or other adult whose National Police Check Certificate shows a history of offending against children, particularly offences of a sexual nature, or who has a history of drink driving from holding any position of responsibility that requires interaction with members of IHSA whom are aged under 18 years of age.

2. Principles

- 2.1 These principles apply to all IHSA Coaches, Team Managers, Division Co-ordinators and adults within officially appointed positions of responsibility whom work with members of IHSA whom are aged under 18 years of age.
- 2.2 Comprehensive and well documented records are to be maintained on all National Police Check Certificates and IHA Member Protection Declaration Forms.
- 2.3 IHSA will endeavour to maintain the privacy and confidentiality of its members.

3. Procedures

- 3.1 Any IHSA Coach, Team Manager, Division Co-ordinator and adult within officially appointed positions of responsibility whom work with members of IHSA whom are aged under 18 years of age, must obtain a National Police Check Certificate. No exemptions will be granted.
- 3.2 Any IHSA Coach, Team Manager, Division Co-ordinator and adult within officially appointed positions of responsibility whom work with members of IHSA whom are aged under 18 years of age, must complete and submit an IHA Member Protection Declaration Form.

- 3.3 For IHSA, a National Police Check Certificate shall be considered valid for a period of two years.
- 3.4 If any IHSA Coach, Team Manager, Division Co-ordinator and adult within officially appointed positions of responsibility whom work with members of IHSA whom are aged under 18 years of age has a current valid National Police Check Certificate they must bring it to the rink to be cited and documented on the IHSA National Police Check database by either the IHSA Junior Convenor or the Secretary
- 3.5 If any IHSA Coach, Team Manager, Division Co-ordinator and adult within officially appointed positions of responsibility whom work with members of IHSA whom are aged under 18 years of age does not have a current valid National Police Check Certificate (that is they do not have one or it is more than 2 years old) they must Download an online PD267 National Police Check Application form from the SAPOL website: www.police.sa.gov.au.
- 3.6 The PD267 National Police Check Application form must be completed and taken to a Police Station with 100 points of identification. The form should then be returned to the IHSA Secretary to add a VOAN number and submit the form back to the Police so the check can be conducted.
- 3.7 The completed National Police Certificate will be sent to the applicant. It is the responsibility of the applicant to bring the certificate to the rink to be cited and documented on the IHSA National Police Check database by either the IHSA Junior Convenor or the Secretary. This certificate shall remain current and valid for a period of 2 years after which a new certificate must be obtained, cited and documented.
- 3.8 Once an individual has brought their National Police Check Certificate to the rink to be cited and documented on the IHSA National Police Check database by either the IHSA Junior Convenor or the Secretary, the individual concerned is obliged to advise the IHSA Junior Convenor or Secretary if they subsequently commit any offence.

4. Penalties for Breaching the Policy

- 4.1 Any IHSA Coach, Team Manager, Division Co-ordinator and adult within officially appointed positions of responsibility whom work with members of IHSA whom are aged under 18 years of age who does not have a valid National Police Check Certificate will be prevented from interacting with child members of IHSA.
- 4.2 Any Coach, Team Manager, Division Co-ordinator and/or other adult whose National Police Check Certificate shows a history of offending against children, particularly offences of a sexual nature, will be prevented from holding any position of responsibility that requires interaction with members of IHSA whom are aged under 18 years of age.
- 4.3 Any Coach, Team Manager, Division Co-ordinator and/or other adult whose National Police Check Certificate shows a history of drink driving, drug driving or dangerous driving offences within the previous 3 years will be prevented from holding any position of responsibility that requires transportation of members of IHSA whom are aged under 18 years of age.