

CANOE RACING NEW ZEALAND (CRNZ)



Police Vetting Regulation

Regulation Purpose

It is important to keep our paddling community safe and that participants are kept safe, and protected from harm and abuse. We want people to have positive experiences while participating in paddling activities and that includes being in a safe environment free from the risk of abuse.

As part of our commitment to providing a safe and secure environment, Canoe Racing New Zealand (“CRNZ”) and Affiliated Member Clubs as defined in the CRNZ constitution (“Affiliated Member Clubs”) are required to mandate “police vetting” for certain roles. This is to ensure that all people involved in coaching or managing, and CRNZ officials, do not have any criminal convictions or charges that would result in that person being unsuitable for such a role.

This regulation is part of CRNZ’s broader Wellbeing & Protection framework and should be read in conjunction with the CRNZ Wellbeing & Protection Regulation.

For any questions related to Police Vetting please enquire with the Member Protection Advisor (MPA) or CEO of Canoe Racing NZ. Contact details are available on the Canoe Racing NZ website.

Persons to be Police Vetted

To contribute to a safe and secure environment, CRNZ together with clubs and schools, require that before being eligible to be confirmed in the following roles, all persons seeking to undertake these roles will be required to agree to a police records check (“police vetting”):

- coaches (including assistant coaches);
- team managers, or travelling support roles, programme coordinators;
- all CRNZ officials.

(each a “**Person to be Police Vetted**”)

Anyone who is a Person to be Police Vetted must hold an Active Police Vetting Credential in the CRNZ Paddler Portal.

CRNZ reserves its right to refuse, suspend or terminate the Police Vetting Credential of any Person to be Police Vetted.

This regulation supports CRNZ’s Wellbeing & Protection Regulation and is part of our commitment to safeguarding all members of the paddling community.

Police vetting results will be treated as strictly confidential. Full access will be limited to the CRNZ CEO and CRNZ Finance Manager. Where necessary for safeguarding or role suitability decisions, outcome-only summaries (e.g., 'approved' or 'not approved') may be shared with the relevant Club President. All disclosures will be made on a need-to-know basis and with the individual's informed consent.

CRNZ recommends any volunteer with regular interactions with participants under 18 should also undergo a police vet.

Police Vetting Process

For any person to be police vetted, the following process will be undertaken:

- Police vetting will be sought via the CRNZ Paddler Portal when a Person to be Police Vetted adds the Police Vetting Credential with the required information to their user profile.
- An identity check and character reference may be performed or required at any stage throughout the process to positively identify the person to be police vetted.
- Police vetting will be processed by CRNZ staff or an external police vetting provider. For example CV Check.
- Copies of valid identification documents such as a copy of your passport and drivers license is required to be submitted as a part of the online process in CV Check, or provided to Canoe Racing New Zealand directly.
- A Police Vetting Credential will be either
 - Active – with “No Result”
 - Active – with “Released Information”
 - Expired
 - Cancelled
 - Pending Approval
- Police vets are subject to the Criminal Records (Clean Slate) Act 2004. To understand more about the Clean Slate Scheme, please see: <https://www.justice.govt.nz/criminal-records/clean-slate/>
- Subject to the Clean Slate Scheme, a police vetting result may disclose any information that is held by New Zealand police, including any interaction with New Zealand police in any context and any information received by New Zealand police if deemed relevant for assessing a Person to be Police Vetted for a role. This is not limited to conviction information.
- Police vetting results will be treated as strictly confidential and access to this information will be restricted to the Person to be Police Vetted and the designated CRNZ staff member. Based on the police vetting results of a Person to be Police Vetted, CRNZ will notify the CEO and may also notify the CRNZ Audit & Risk committee, Member Protection Advisor, and/or the relevant Club President.
- Police vetting results will be stored securely on a password protected CRNZ online folder and retained for up to two years unless a longer retention period is required by law. Any additional information received by CRNZ pertaining to the police vetting results will be stored by CRNZ in the same way for up to two years unless a longer retention period is required by law.

- Police Vetting is required to be repeated every three years unless the Person to be Police Vetted is no longer officiating, or coaching, or managing participants.

Assessing police vetting results

Police vetting results will be assessed by CRNZ based on the status and nature of any charges and/or convictions as outlined below.

CRNZ will consult or advise each Person to be Police Vetted prior to their Police Vetting Credential being refused, suspended or terminated.

Information received in Police Vetting checks will be held securely by CRNZ, with the CEO and Finance Manager being the only roles with direct access to all the results and information received.

Active charges or court conditions

If a Person to be Police Vetted has an active pending charge(s) prior to, or during, their role as a coach, manager, programme coordinator of participants, or a CRNZ official, they will be suspended from such a role until there is a result from the court process provided to CRNZ by the Person to be Police Vetted and CRNZ notifies them in writing that they are no longer suspended.

If a Person to be Police Vetted is under conditions of the court or police (bail, parole, supervision) they will need to complete these conditions prior to beginning their role.

Schedule 2 Specified Offences

If a Person to be Police Vetted returns a police vetting result that contains any of the Schedule 2 Specified Offences as set out in the Children's Act 2014, their Police Vetting Credential will be automatically cancelled/expired by CRNZ and hence they will be prohibited from continuing in their role as coach, manager, programme coordinator or CRNZ official. The only exception would be subject to approval by the CRNZ Audit and Risk Committee, and CRNZ board.

To understand what a Schedule 2 Specified Offence is, please refer to Appendix 1 or alternatively see:

<https://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html#DLM5501909>

Other offences

If a Person to be Police Vetted returns a police vetting result that contains an offence other than any of those listed as a Schedule 2 Specified Offence, they must undergo a risk assessment by the CRNZ Audit & Risk Committee to determine their suitability to coach, manage, or as a CRNZ official.

Offences relating to the following categories may result in a cancellation/expiration of their Police Vetting Credential by CRNZ (please note this is not an exhaustive list):

- Violence
- Dishonesty
- Drugs

- Alcohol
- Stalking
- Pornography against adults
- Prohibited and Regulated Weapons
- Environmental Pollution
- Juvenile Records
- Non conviction charges relating to automatic refusal offences.
- Dangerous and negligent acts
- Harm to Animals

Recidivist offences of any kind will trigger further risk assessment on a case-by-case basis.

Risk assessment

For police vetting results that contain an offence the CRNZ Audit & Risk Committee, will conduct the following risk assessment:

1. Review the police vetting results and any other relevant information provided to CRNZ in relation to the suitability of the Person to be Police Vetted to perform the role.
2. Consult with external agencies as required e.g. Sports Integrity Commission, CRNZ Member Protection Advisor (MPA) etc.
3. If more information is required, invite the Person to be Police Vetted to discuss their police vetting results and suitability for the role.
4. Discuss the police vetting results of the Person to Police Vetted and suitability for the role with any other references the Person to be Police Vetted may wish to provide.
5. Assess all relevant information using a risk analysis framework.
6. Communicate the final decision on suitability to the applicant and club president in a confidential and discrete manner.

Review process for decisions based on results of an offence that is not listed as Schedule 2 Specified Offence

Any Person to be Police Vetted whose Police Vetting Credential is refused, cancelled/expired by CRNZ based on police vetting results that do not include a Schedule 2 Specified Offence will have the opportunity to request a review of that decision.

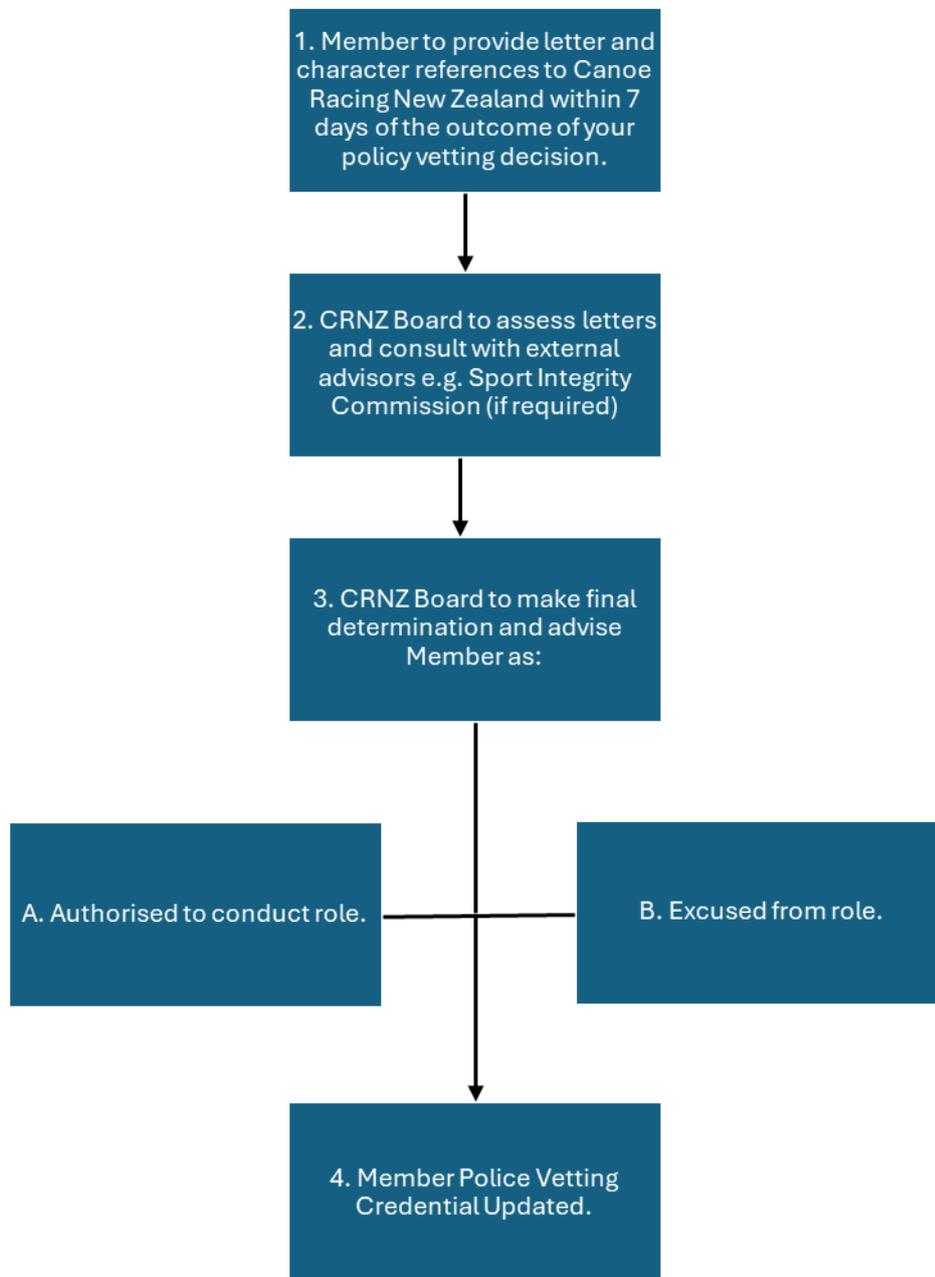
To request a review the Person to be Police Vetted must submit the following:

- a letter from themselves; and
- two character reference letters related to the offence(s) included in their police vetting results (e.g., a report on completion of mandated treatment, letters from employers, parole officer reports etc),

providing reasons why they should be allowed to perform the role of a coach, manager, programme coordinator, or a CRNZ official.

All letters must be received by CRNZ within seven days of CRNZ's decision to refuse, cancel/expire the Police Vetting Credential. The CRNZ Board will then assess the letters and make a determination as to whether the decision to refuse, cancel/expire was correct.

The process for a review of decisions:



Questions

If you have any questions in relation to this regulation or would like more information on your individual application, please contact the CRNZ Finance Manager or CRNZ CEO.

Appendix 1: List of Schedule 2 Specified Offences

Schedule 2 Specified offences

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1 An offence against any of the following sections of the [Crimes Act 1961](#) is a specified offence for the purpose of [Part 3](#):

- (1) [section 98](#) (dealing in slaves):
- (2) [section 98AA](#) (dealing in people under 18 for sexual exploitation):
- (2A) [section 124A](#) (indecent communication with young person under 16):
- (3) [section 128B](#) (sexual violation):
- (4) [section 129](#) (attempted sexual violation and assault with intent to commit sexual violation):
- (5) [section 129A](#) (sexual conduct with consent induced by certain threats):
- (6) [section 130](#) (incest):
- (7) [section 131](#) (sexual conduct with dependent family member):
- (8) [section 131B](#) (meeting young person following sexual grooming, etc):
- (9) [section 132](#) (sexual conduct with child under 12):
- (10) [section 133](#) (indecenty with girl under 12):
- (11) [section 134](#) (sexual conduct with young person under 16):
- (12) [section 135](#) (indecent assault):
- (13) [section 138](#) (sexual exploitation of person with significant impairment):
- (14) [section 139](#) (indecent act between woman and girl):
- (15) [section 140](#) (indecenty with boy under 12):
- (16) [section 140A](#) (indecenty with boy between 12 and 16):
- (17) [section 141](#) (indecent assault on man or boy):
- (18) [section 142A](#) (compelling indecent act with animal):
- (19) [section 143](#) (bestiality):
- (20) [section 144A](#) (sexual conduct with children and young people outside New Zealand):
- (21) [section 144C](#) (organising or promoting child sex tours):
- (22) [section 154](#) (abandoning child under 6):
- (23) [section 172](#) (punishment of murder):
- (24) [section 173](#) (attempt to murder):
- (25) [section 177](#) (punishment of manslaughter):
- (26) [section 178](#) (infanticide):
- (27) [section 182](#) (killing of unborn child):
- (28) [section 188](#) (wounding with intent):
- (29) [section 189\(1\)](#) (injuring with intent to cause grievous bodily harm):
- (30) [section 191](#) (aggravated wounding or injury):
- (31) [section 194\(a\)](#) (assault on child):
- (32) [section 195](#) (ill-treatment or neglect of child or vulnerable adult):
- (33) [section 195A](#) (failure to protect child or vulnerable adult):
- (34) [section 198](#) (discharging firearm or doing dangerous act with intent):
- (35) [section 204A](#) (female genital mutilation):

- (36) [section 204B](#) (further offences relating to female genital mutilation):
- (37) [section 208](#) (abduction for purposes of marriage or sexual connection):
- (38) [section 209](#) (kidnapping):
- (39) [section 210](#) (abduction of young person under 16).

2 An offence that is equivalent to an offence against any section of the [Crimes Act 1961](#) referred to in clause 1, but that was committed against a provision of the Crimes Act 1961 that has been repealed, is a specified offence.

3 An attempt to commit any offence referred to in clause 1 or 2, where the offence is not itself specified as an attempt and the provision does not itself provide that the offence may be completed on an attempt, is a specified offence.

4 A conspiracy to commit any offence referred to in clause 1 or 2 is a specified offence.

4A An accessory after the fact to any offence referred to in clause 1 or 2 is a specified offence.

5 An offence against any of the following sections of the [Films, Videos, and Publications Classification Act 1993](#) is a specified offence for the purpose of [Part 3](#):

- (a) [section 124](#) (offences relating to objectionable publications, involving knowledge):
- (b) [section 127\(4\)](#) (exhibition to persons under 18):
- (c) [section 131A](#) (offences relating to possession of objectionable publications, involving knowledge).

6 An offence against [section 390](#) of the Customs and Excise Act 2018 is a specified offence for the purpose of [Part 3](#).