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PROCEDURES FOR NATIONAL POLICE CHECK

All Accredited coaches, Junior Team Managers, and any officials working with juniors are now required by Table Tennis SA to have a National Police check. This is necessary to comply with the Office of Recreation Sports requirements and for the safety of any children coming into contact with any of the above personnel.

1. The Applicant must complete a PD267 National Police Certificate application form - obtainable from a local police station after providing a 100 Point of Identification for verification. Form must be signed by a Police Officer. A photocopy of the verified identification must be attached to the authorized PD267.
2. The applicant then returns the application form back to the TTSA for endorsement – an authorized officer of TTSA will confirm that the volunteer will be interacting with vulnerable groups.
3. TTSA's VOAN and authorized officer's original signature must be provided on the PD267 application form.
4. TTSA then sends the application form to the Records Release Unit.
5. SAPOL receives the application, completes a check of all national criminal history indices and produces a National Police Certificate.
6. The Certificate is then posted to the applicant's nominated residential or postal address.
7. The applicant must then forward the National Police Certificate to the current TTSA designated officer for perusal. If this certificate is not forwarded to the TTSA designated Officer then the Certificate is not considered to be valid. After sighting the document it will then be posted back to the applicant. TTSA will not keep a copy of the certificate.
8. TTSA records the applicants Name, Position, Police Certificate Reference Number, Date of Certificate and date for renewal on the Criminal History Assessment Register and note if there is a criminal history or not. The Club records the applicants Name, Position, Police Certificate Reference Number, Date of Certificate and date for renewal on the Criminal History Assessment Register.



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