

# Police Vetting – Verifying ID’s

## Overview

As part of the Police Vetting process the ID’s of all coaches, managers involved in U18s and all referees must be sited to confirm what is entered into the registration form is correct with their Drivers Licence. Previously this had to be done by the Provincial Unions normally at a RugbySmart practical course, this can now be done by the Club or School Convenor through Sporty.

### How to verify an ID

1. In Sporty go to the **Online Dashboard**
2. Select the type of form the person has submitted either a **Referee, Coach** or **Administrator/Volunteer**
  - o Note: All Referees are Police Vetted. All Coaches and Administrators/Volunteers who have selected Team Managers who have indicated that they are working with under 18 year olds are Police Vetted
3. In the **Name Search** field enter in the person’s name
4. Click on the persons registration from
5. Tick the **ID Verified** button in the Police Vetting section and click **Submit** at the bottom of the form

Police vetting requirements if involved with players aged under 18

Please provide your driver licence number to help the Police authenticate your identity or leave it blank if you do not have one. If you do not have a drivers license your Provincial Union may contact you on behalf of the Police and request further information to authenticate your identity.

Driver licence number  
CC555587

ID Verified

I authorise the following: \*

- disclosure of my personal information to NZ Police for Police vetting purposes;
- New Zealand Police to disclose any personal information it considers relevant to NZR and;
- I agree to the New Zealand Police Vetting terms and conditions set out below.

- o Note: you only need to verify the ID once. When this has been ticked it will be greyed out
6. Once submitted this will then update the **ID verified** field their Rugby Record in the NRD.
    - o Note: the **Last Modified By** field will be populated with the person who verified the ID.
  7. The Police Vetting file will be generated overnight and the **Date Last Police Vetted** will be shown on their Rugby Record.

## How to tell if someone needs their ID Verified

There are a couple of different ways that you can check if someone needs their ID checked.

### Non SuperCRM users

Clubs, Schools and PUs can run a Consolidated report of all people that require their ID's checked.

1. In **Online Registrations**, select either Coach or Referee
2. Click **Export** and **Export Registrations**, this will download a list of all registrations for the current year
3. Then if you add a Filter to the top row you can then filter on those records where **ID Verified** is blank and **I authorise** (which is consenting to police vetting) is **Yes**

NrdId	First na	Middle	Last na	Driver li	ID Verified	I authorise the following:
3638339	Mark		Smith			yes
3638117	Sarah		Test			yes
3638122	Test		Test	DB123456		yes
3638122	Test		Test	DB123456		yes

### SuperCRM users

1. Go to **SuperCRM**
2. Click **Filters, Create new Filter**
3. Select the relevant filters for the season and scroll down to **Advanced Filter**
4. In the **Question** dropdown box, scroll down to **ID Verified**
5. Select **ID Verified** and in the **Answer** field enter **No**

The screenshot shows the 'Add Filter' dialog box. It contains several filter options: 'No Date', 'Reminder Complete', 'Re Registration', '+ Are you coaching a team where one or more of the players will be aged under 18?: true', '+ ID Verified: null', and '+ Advanced Filter'. The 'ID Verified: null' filter is selected. At the bottom right, there is a 'Save Filter' checkbox which is checked. The dialog also shows the text '2023, Rugby Coach Registration 2023' and '2023 Coaches coaching U18 but ID not verified'.

6. Tick **Save Filter** and name the filter. This list can be exported to Excel

### Course attendance report

Provincial Unions can also view Coaches that require ID verification on the course attendance report. This report displays a column ID Verified, and Provincial Unions can verify ID provided directly into Salesforce.

## FAQs

### **Can I verify someone's ID through the NRD?**

No – this must be done through the Sporty registration form which will then update the NRD.

### **Can ID's be verified by the Provincial Union?**

Yes – only for those who have access to all Clubs Sporty sites.

Once logged into Sporty, click on **Change Organisation** and select the **Club** to access their Sporty site.

### **What if they don't have a Drivers Licence to verify?**

If they do not have a drivers licence then they cannot currently be police vetted and should not be coaching/managing under 18 year olds. They can still Coach/Manage but must be assigned to teams with players that are over the age of 18.

### **Where can I find New Zealand Rugby's Police vetting policy?**

The Police Vetting Policy can be found on our website <https://www.nzrugby.co.nz/about-nzr/policies-regulations-and-rules/safety-and-welfare/police-vetting/> or by clicking this [link](#).

### **What about those who are not due to be police vetted?**

Police Vetting is only completed every 36 months. You should only verify the ID of those who are due to be police vetted.

### **What about 2023 registrations that have already been police vetted?**

Registrations for Coaches, Team Manager and Referees received for 2023 that require police vetting (outside of the 36 months or have never been police vetted), have already been police vetted. ID's can be checked retrospectively.