

Please note the **procedure** outlined below **for police checks**:

- The cost of obtaining this check will be covered by Athletics SA's VOAN (a special number provided to not for profit volunteer involving organisations), provided the individual is not a paid employee of Athletics SA or the organisation or club for which they are seeking a National Police Clearance Certificate
- The police check form needs to be completed online, printed out and taken to a police station with 100 points of ID.
- Once completed, the certified form and documents need to be provided to the Athletics SA office.
- The ASA office will fill in the VOAN section and submit for clearance.
- The volunteer will receive a letter in the post, which must then be sighted by ASA and the expiry date recorded by the ASA office.
- The criminal history assessment will be repeated every three years or as requested by the Board.