**Police Certificate Instructions**

It is a requirement of Adelaide University Soccer Club that all junior coaches and team managers undergo police checks. For this to happen, the coach/mgr must complete an application form available from your local police station or online, [HERE](http://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check)

1. Complete the Application form as follows: Print the form
   1. **Applicant Details** - self explanatory
   2. **Purpose of Check** – Youth soccer Coach/Team Mgr
   3. **Category** - Working with Children/Vulnerable Groups
   4. **Check Type** - VOAN Volunteer
   5. **Fingerprints** - leave blank
   6. **Consent** - Do not sign this until you attend the police station because it must be signed in front of a police officer at the same time as you produce your proof of identity.
2. Print the form.
3. Take the form and your proof of identity (refer to the form regarding details of the 100 point check Required for proof of identity) to your local police station or to a Justice of the Peace where you will be asked to sign the consent in front of the police officer or Justice of the Peace. The police officer or Justice of the Peace will then complete other sections of the form and return it to you. (Enquire at your Local Council if you are looking for a Justice of the Peace.)
4. Return the Original Police Check application form to AUSC via the club secretary. AUSC will then complete the Volunteer Authority section. This will include inserting the VOAN number which will enable the check to be done without charge to you.
5. AUSC will send the application to the Police Records Unit.
6. The National Police Certificate will be returned directly to you (this may take a few weeks). The certificate remains the property of the applicant.

Arrange for AUSC to sight either the original or a copy of the National Police Certificate. This can be achieved by emailing it to: [admin@adelaideunisoccerclub.com](mailto:admin@adelaideunisoccerclub.com)