Suggested Email Subject Line (delete this section before sending):

**Safeguarding and Police Vetting at Club Name**

INSERT YOUR CLUB LOGO OR LETTERHEAD HERE

INSERT DATE

Hello FIRST NAME

Everyone connected to Club Name is entitled to a positive and enjoyable tennis experience, and the safety and well-being of children and vulnerable adults is particularly important.

We are committed to ensuring all staff, contractors, and volunteers who work with children and vulnerable adults are safe and appropriate to do so, and as such we are pleased to support the newly launched national police vetting service – a free Tennis NZ service for all tennis clubs across the country.

Police vetting is one of the preventative safeguarding measures that individuals and organisations can take and is already common in many places such as schools, sports clubs, and childcare.

As your role at Club Name has regular contact with children and vulnerable adults [delete if n/a. [Click for definition](https://tennis.kiwi/clubs/safe/resources/start-here/)] the new national police vetting policy applies to you.

Getting police vetted is free, quick (less than 10 minutes), and confidential. A link to the Police Vetting form is below. You will need to have some ID (like a driver’s license) handy.

Thank you so much for supporting Club Name in its commitment to safeguarding tennis.

[COMPLETE YOUR POLICE VET](https://portal.tennis.kiwi/police-vetting-form/)

Here’s some more information on police vetting and safeguarding:

* Workers and volunteers can decline to be police vetted, but this means they can’t work or volunteer at Club Name in a role that has regular contact with children or vulnerable adults.
* Police vetting in tennis is to identify anyone with a Schedule 2 Children’s Act Specified Offence. Anyone with a Specified Offence cannot work or volunteer in tennis.
* Convictions other than Specified Offences will be assessed on a case-by-case basis, dependent on the nature of the conviction and the nature of the role at Club Name.
* [National Police Vetting Service FAQs](https://tennis.kiwi/clubs/safe/resources/national-police-vetting-service/)
* [National Police Vetting Policy](https://tennis.kiwi/clubs/safe/resources/guidelines-2/)
* [National Safeguarding Resources](https://tennis.kiwi/clubs/safe/resources/)
* Insert links to relevant Club Policies here if you have them

INSERT YOUR EMAIL SIGN-OFF HERE