

# Guide to applying for a trainer licence

This guide is designed to assist you in applying for a trainer licence under the provisions of the *Professional Boxing and Combat Sports Act 1985*.

You must hold a trainer licence if you supervise the training or instruction of a professional boxing or combat sports contestant or want to accompany a professional contestant into the ring or safety enclosure to give advice or assistance during a professional contest.

## How to apply

Whether a first time applicant or seeking to renew your licence, your application should include the following:

1. A completed application form.
2. A 'National Police Record Check (name only)' (see note 1).
3. A current first aid certificate (see note 2).
4. A completed Trainers Accreditation Exam (see note 3).
5. The license fee shown on the application form (see note 4).
6. One headshot style photograph.
7. A certified copy of government issued photo identification (see note 5).

## The application process

It takes approximately six weeks to process an application to act as trainer. During this time the Board is required by law to give a copy of your application to Victoria Police, who are required to advise the Board if you are suitable to hold a licence. On receipt of this advice, the Board will consider your application and advise you of the outcome. The Board may ask you for additional information before it will consider your application. If this happens you contacted about what setting out what you need to provide and will have 28 days to provide a response.

If approved, a licence is valid for three years.

Before submitting your application, please ensure all sections of your application are complete, signed and dated, and ensure all personal details are correct.

Applicants may be required to submit further information or documentation in support of their application.

## Where to send your application

Your application can be submitted by emailing the [emailing the Combat Sports Unit](mailto:combat.sports@sport.vic.gov.au) <combat.sports@sport.vic.gov.au>. or posted to the Combat Sports Unit, Sport and Recreation Victoria, GPO BOX 4057, MELBOURNE 3001

If you require assistance with your application, please telephone (03) 9096 9833 or [email the Combat Sports Unit](mailto:combat.sports@sport.vic.gov.au) <combat.sports@sport.vic.gov.au>.

## Notes:

1. A National Police Record Check (name only) can be obtained from [Victoria Police](http://www.police.vic.gov.au/policecheck) <www.police.vic.gov.au/policecheck> as well as a number of other providers. If using Victoria Police when completing Section E, Option 1 of the application form, your response should be 'Other' and specify 'Boxing and Combat Sports Licence'. The National Police Record Check

- (name only) provided with your application should be no older than 3 months prior to the date of your application.
2. See the First Aid policy. This can be found at [Boxing and combat sports](http://www.sport.vic.gov.au/our-work/boxing-and-combat-sports) <<http://www.sport.vic.gov.au/our-work/boxing-and-combat-sports>>.
  3. The applicant must personally complete the Trainers Accreditation Exam and statutory declaration. See the trainer exam at [Boxing and combat sports](http://www.sport.vic.gov.au/our-work/boxing-and-combat-sports) <<http://www.sport.vic.gov.au/our-work/boxing-and-combat-sports>>.
  4. Payments can be made by credit card, debit card or money order. If paying via money order, it should be made payable to 'Department of Health and Human Services'.
  5. Government issued photo identification includes passport, drivers licence or Working with Children Check. Certified identification means that the form of identification supplied has been sighted and certified by persons who may witness statutory declarations, which include a police officer, medical practitioner and pharmacist. Instructions on how to properly certify documents is set out below, together with a list of the people authorised to certify them.
  6. The applicant must be aware of the Code of Conduct of licensed trainers. See Trainers Duty of Care [Boxing and combat sports](http://www.sport.vic.gov.au/our-work/boxing-and-combat-sports)
  7. <<http://www.sport.vic.gov.au/our-work/boxing-and-combat-sports>>.

## How to correctly certify a document

Take your original driver licence or passport, along with a photocopy, to a person who is authorised to sign certified copies (refer to list below).

Ask them to write or stamp the following statement on a blank area of the photocopy – **'I have sighted the original document and certify this to be a true copy of the original'**.

Ensure the authorised person writes their full name, signs each statement and provides their designation (e.g. police officer, pharmacist, school principal).

## List of people who can certify a document

You can have your documents certified by people who are legally allowed to take statutory declarations, including the following:

- principal of a registered school
- lawyer
- medical practitioner
- dentist
- pharmacist
- veterinarian
- accountant
- minister of religion
- a justice of the peace or a bail justice
- bank manager
- police officer

To receive this form in an accessible format [email the Combat Sports Unit](mailto:combat.sports@sport.vic.gov.au)  
[combat.sports@sport.vic.gov.au](mailto:combat.sports@sport.vic.gov.au)

