

Garda Vetting Procedure for Coaches & those working with children within Athgarvan GAA

A Chara,

Garda Vetting is conducted in respect of any person (i.e. parents, volunteers, coaches and club committee) who are carrying out work or an activity as a necessary and regular part of their role where they are in contact with children or vulnerable persons. As part of vetting process, enquiries are made by An Garda Síochána to establish whether there is any criminal record or specified information relating to the applicant.

As a member of Athgarvan GAA and by default the GAA Association, it is **mandatory to complete Garda vetting** pre working with children or vulnerable people. It is a criminal offence for a person acting on behalf of Athgarvan GAA or GAA Association or for Athgarvan GAA or the GAA Association to permit any person to commence working with children on behalf of Athgarvan GAA or GAA Association without that person first obtaining a vetting disclosure from the National Vetting Bureau in respect of the role for which they have been recruited. It is also a breach of GAA rules if you are working with children or vulnerable adults on behalf of the Association and have not been vetted.

To help with making your new or re-vetting submission easier, please follow the steps laid out below.

Warm regards,



Sharon Butler

Athgarvan GAA Committee (Chairperson)



Steps in completing your vetting application

1) Submit Initial Vetting Application Form using:

(<https://www.gaa.ie/api/pdfs/image/upload/jy0cycev9mvkus1tkka6.pdf>) to Athgarvan GAA Children's officer along with valid photo ID and valid proof of address; Sinead Barry: sinead.barry456@gmail.com. To complete step (2), you do not have to wait for a response from the club's Children Officer as you've now notified them of your intention to commence your Garda vetting.

2) Next, make initial online submission to GAA using:

<https://gaa.flowforma.com/Lists/Forms/NewForm.aspx?FlowId=7>

- a. As part of this submission, you need to include a scanned copy of your passport / drivers licence and a utility bill showing your name and address.
- b. An example of some fields which need to be filled in are shown in the below. Two important fields to note:
 - i. Where you have formal coaching certified (Foundation and/or AWARD 1), your club position / role is "**Coach**". Where you don't have coaching certified (Foundation and/or AWARD 1), your club position / role is "**working with children**".
 - ii. Your application is **not related** to Féile.





National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016

Under Section 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016

Association *

Camogie
 GAA

Other Associations
 Handball
 LGFA
 Rounders

County Board to which your club is Affiliated? *

Club *

Club Position/Role *

Is your application related to Féile? *
 Yes
 No

GAA Membership No.

First Name *

Surname *

Date of Birth *

Age

Email Address *

Verify Email Address *

Note for applicant

Please note all correspondence in relation to your Garda Vetting Application will be sent to the NVB 3 Parent/Guardian Consent form.

Address Line 1 *

Address Line 2 *

Address Line 3

County *

Post Code

Country



I have furnished my Club Children's Officer with, as a minimum, one piece of

Documentation Furnished? * Yes No

I have presented my Club Children's Officer with, as a minimum, one piece of application has been completed.

Documentation scanned and attached? * Yes No

Upload under 18 completed - NVB 3 Parent/Guardian Consent Form + Upload

Upload under 18 identification + Upload

* Required

c. Within a few minutes, you will receive an acknowledgement of your submission with an outline as to what will happen next.

3) Your detailed submission to NVB

At some point over the coming days post initial submission, you will receive an email from the **National Vetting Bureau (NVB)** with a link to complete a full application. You will have 30 days to complete your vetting application before the link expires. If this happens, please inform the club Children's Officer: sinead.barry456@gmail.com and go back to step (1).

Completing this form is a confidential matter between you and the NVB. All sections of the form including Passport number, current and previous addresses, email address and contact telephone numbers, information on convictions and prosecutions (if any), plus other information will be required when completing the form.

Once all sections of the form have been answered this then completes your application process for E Vetting in the GAA and within a short period of time you shall be contacted by the GAA to informing you as to the outcome of the vetting application. If for whatever reason, your application is rejected, please immediately contact the club Children's Officer: sinead.barry456@gmail.com.



4) Notification

You will be notified when the vetting process has been completed. Once you are notified, please send this email to Athgarvan GAA Children's Officer:
sinead.barry456@gmail.com while also keeping a safe copy of your verification on file.

5) That's it...

