



Ulster Council GAA
Garda Vetting
E-Vetting Guidance
(Cavan, Donegal, Monaghan)
May 2016

Contents

1. Background.....	3
2. EVetting Process Summary.....	3
3. Key Steps in Ulster GAA’s eVetting process for club members.....	4
3.1 Opening the eVetting form	4
3.2 Completing your personal information on the online form	4
3.3 Provision of valid Email Address	5
3.4 Provision of Documentary Evidence	6
3.5 Validation of documentation	7
3.6 Process for Under 18s	8
3.7 Submitting forms	8
3.8 eVetting invitation from the National Vetting Bureau	8
3.9 Notification of completion of process	8
3.10 Commencement of role in your GAA Club	8
4. EVetting Process Flowchart	9

1. Background

The GAA has long established the principle of vetting any person who, on our behalf, works with children or vulnerable adults in our Association. This principle is enshrined in rule through our Code of Best Practice in Youth Sport and has become part of the overall recruitment and selection process for those who wish to work with us in the GAA, in voluntary or paid roles.

When the Irish government commenced the National Vetting Bureau (Children and Vulnerable Persons) Acts on 29 April 2016 it brought mandatory vetting in the 26 Counties into being, given that it already has been a legal requirement in the 6 counties under AccessNI.

It is now a criminal offence, for a person acting on behalf of the GAA, or for the GAA as an Association to permit any person to commence working with children on behalf of the 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.

The GAA is one of the first organisations to introduce e-Vetting or vetting on-line on an all-ireland basis following the commencement of GAA e-Vetting through the newly established National Vetting Bureau (NVB). E-Vetting replaces all previous paper vetting systems which also brings the 26 Counties in line with similar e-vetting with AccessNI in the 6 Counties.

2. E-Vetting Process Summary

The purpose of the eVetting process is to facilitate your application for a position within Ulster GAA working with children and/or vulnerable persons. The application process requires you to provide some personal information and to have that information verified by Ulster GAA.

Ulster GAA will then initiate an e-vetting request with the National Vetting Bureau on your behalf. Following this you will receive an email from the National Vetting Bureau with a link to a secure web portal, owned and managed by the NVB, where you will be required to enter further personal information. This will enable vetting to take place.

Upon completion of the vetting process you will be notified of the outcome by Ulster GAA. If your application has been accepted, you will be free to take up your position within your County/Club.

Please note that Ulster GAA will only retain your personal information for the duration of the e-vetting process and will inform your Club and County upon receipt of application and completion of vetting process.

3. Key Steps in Ulster GAA's eVetting process for club members

3.1 Opening the eVetting Form

Open the e-vetting application form by clicking on the link in the GAA website which can be found by browsing to 'The GAA' section, selecting the Child Welfare and Protection link and opening the Vetting page. (Refer to figure below)

The URL is as follows: <http://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>

Figure 1- Location of Vetting Information on GAA.ie

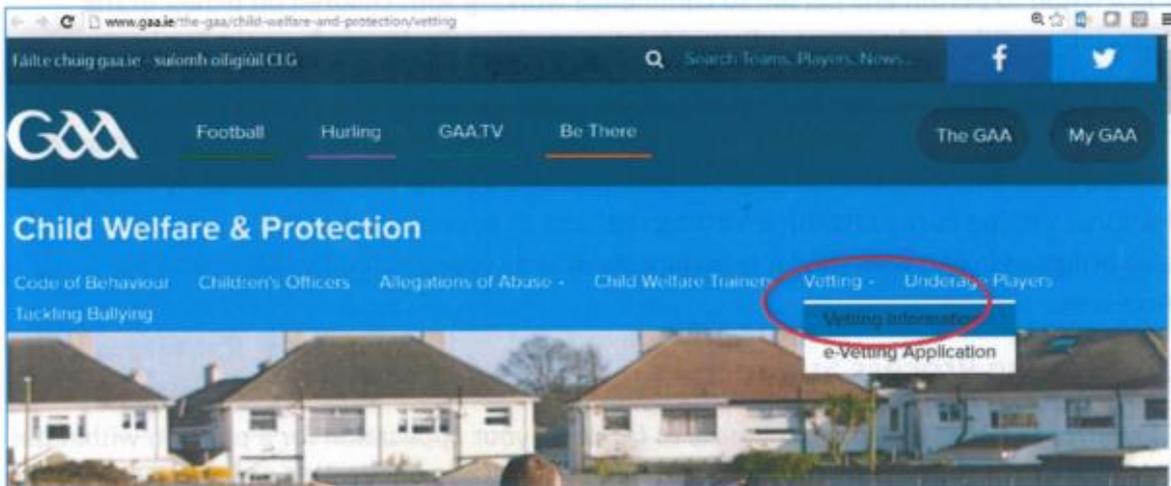


Figure 2- Location of link to the eVetting request form



3.2 Completing your personal information on the online form

The e-vetting application form is used to collate information relating to applicants for the eVetting process, to verify the personal information provided and to initiate a NVB vetting process request on the applicant's behalf. The form is outlined below



E-Vetting Application

Applicant details
Step No 1

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, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

County Board to which your club is Affiliated? *	<input type="text"/>	Select your county board from the drop down
Club *	<input type="text"/>	Select your club from the drop down menu
Club Position/Role *	<input type="text"/>	Enter the role you are being vetted for e.g. Underage Coach
Is your application related to Féile? *	<input type="radio"/> Yes <input type="radio"/> No	Select yes if you are a host family for Féile. otherwise no
GAA Membership No.	<input type="text"/>	Your club secretary or registrar will be able to provide you with your GAA membership number if you don't know it. (This field is not mandatory)
First Name *	<input type="text"/>	
Surname *	<input type="text"/>	
Date of Birth *	<input type="text"/>	Enter your date of birth, if you are Under 18, there will be slightly different requirements and you must provide a parent or guardian's email and complete a NVB consent
Email Address *	<input type="text"/>	
Verify Email Address *	<input type="text"/>	

Note for applicant

Please note all correspondence in relation to your Garda Vetting Application will be sent to this address. If under 18 the above email address must be that of the Parent/Guardian and this form will only be processed for the under 18's when this form is accompanied by a fully completed NVB 3 Parent/Guardian Consent form.

Address Line 1 *	<input type="text"/>	
Address Line 2 *	<input type="text"/>	
Address Line 3	<input type="text"/>	
County *	<input type="text"/>	
Post Code	<input type="text"/>	
Country	<input type="text" value="Ireland"/>	
Home phone	<input type="text"/>	You must provide a contact number, if you do not have a mobile phone, please provide a number at which you can be contacted
Mobile Phone *	<input type="text"/>	

I have furnished my Club Children's Officer with, as a minimum, one piece of photographic identification and at least one document confirming my current address, which may be retained and referenced until such time as I have notified the Club Children's Officer otherwise.

Documentation Furnished? * Yes No

I have presented my Club Children's Officer with, as a minimum, one piece of photographic identification and at least one document confirming my current address, which I have scanned and attached to this application.

Documentation scanned and attached? * Yes No

Reference Number A unique reference number will be assigned to your application

* Required

Submit

3.3 Provision of a valid email address

You must provide a valid email address as correspondence from the NVB relating to your application will only be issued by email.

4.4 Provision of Documentary Evidence

You are required to provide documentary photographic evidence of your identity and proof of current address. The full list of identity documents which are accepted for verification are outlined below. Please note that the NVB operates on a points system. The documentation provided by you must total 100 points or more based on the scoring assigned in the table below:

GAA E Vetting Identification Verification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit (old paper format)	40	
Employment ID		
<ul style="list-style-type: none"> ID card issued by employer (with name and address) 	35	
<ul style="list-style-type: none"> ID card issued by employer (name only) 	25	
Letter from employer (within last two years)		
<ul style="list-style-type: none"> Confirming name and address 	35	
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Public services card/social services card/medical card	25	
<ul style="list-style-type: none"> With photograph 	40	
Bank/Building Society/Credit Union statement	35	
<ul style="list-style-type: none"> Credit/debit cards/passbooks (only one per institution) 	25	
National age card (issued by An Garda Síochána)	25	

GAA E Vetting Identification Verification	Score	Tick
Membership card		
<ul style="list-style-type: none"> Club, union or trade, professional bodies 	25	
<ul style="list-style-type: none"> Educational institution 	25	
Correspondence		
From an educational institution/SUSI/CAO	20	
From an insurance company regarding an active policy	20	
From a bank/credit union or government body or state agency	20	

Figure 5- Acceptable forms of identity for Under 18s

GAA E Vetting Identification Verification for Under 18s	Score	Tick
Children under 18 years (any one of the following)		
<ul style="list-style-type: none"> Birth certificate 	100	
<ul style="list-style-type: none"> Passport 	100	
Written statement by a the Principal confirming attendance at educational institution on a letter head of that institution	100	
Recent arrival in Ireland (less than 6 weeks)		
<ul style="list-style-type: none"> Passport 	100	
Vetting Subject is unable to achieve 100 points**		
Affidavit witnessed by a Commissioner for Oaths	100	
TOTAL		

4.5 Validation of documentation

You must present the documentary evidence that you are providing for verification to your Club Children’s Officer. Then you must scan and submit the signed documentation using the upload facility on the online form.

Failure to attach identity documents to your application will result in a delay in your application form being processed as these are required by Ulster GAA to sign off your online application.

4.6 Process for Under 18s

For applicants aged under 18 years, please note that there are additional steps required to submit the e-vetting form. A parental consent form (NVB Parent/Guardian Consent Form) must be completed, this is available at the following URL:

http://www.gaa.ie/mm/Document/TheGaa/ChildProtectionandWelfare/12/73/47/3nvb3parentGuardianConsentForm_Neutral.pdf

4.7 Submitting Forms

Once you have entered the necessary details and attached the relevant identity documentation, **click submit to complete the first step** in the process. The details that you entered will be emailed to you, for your records, and your club secretary will be notified that an application has been received in your name (no personal details are shared)

4.8 EVetting invitation from the National Vetting Bureau (NVB)

Within a few days **you will receive an email from the NVB** which will contain a link to your online e-vetting form. Please complete this form promptly.

4.9 Notification of completion of process

The vetting process will then be conducted and **you will receive notification of the outcome via email**, your club secretary will be notified that your application has been completed.

3.10 Commencement of role in your Club

Once you have completed the e-vetting process and confirmed your approval with your Club, you are free to take up the role working with children or vulnerable persons.

E-Vetting Process Flowchart

STEP 1: Opening the eVetting Form

- Go to 'The GAA' section on GAA.ie
- Select the Child Welfare and Protection link
- Open the Vetting page

Quick link to URL: <http://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>

Step 2: Complete your personal information on the online form

- Completing this form will initiate the National Vetting Bureau vetting process request on the applicants behalf
Please ensure you provide a valid email address

If applicant is aged under 18:

A parental consent form (NVB Parent/Guardian Consent Form) must be completed, this is available at the following URL:
http://www.gaa.ie/mm/Document/TheGaa/ChildProtectionandWelfare/12/73/47/3nwb3parentGuardianConsentForm_Neutral.pdf

Step 3: Provision of Identity documentation evidence

- Provide documentary evidence for verification to your Club Children's Officer
- Scan documentary evidence and

Step 4: Submitting Forms:

- Click submit at the bottom of the form to complete the first step

Step 5: eVetting invitation from National Vetting Bureau

- You will receive an email from the NVB, this will contain the link to your online e-vetting form
- Please complete promptly and submit

Step 6: Notification of completion of process

Via email