

### **Blackrock Athletics Club eVetting Process**

The club is very grateful to all parents and volunteers who give their time for coaching. All of the clubs coaches need to be vetted and this vetting approval, once received, lasts for 3 years. Please note that vetting is done electronically and takes time to process, varying by individual, particularly where individuals have multiple prior addresses and overseas addresses. The process can therefore take a few weeks in some instances and a few months in other cases.

The following are the eVetting Steps:

- 1) Complete the Athletics Ireland eVetting form on this link. (if you do not have an Athletics Ireland number please leave that blank when completing the form).**
- 2) Submit the form with 2 copies of ID's (eg passport and drivers licence) to the Club Children's Officers (contact details below) for validation and signing.**
- 3) The Club Children's Officer will post the eVetting Invitation form along with 2 photocopies of the ID to Athletics Ireland.
- 4) Athletics Ireland will then send you an e-mail inviting you to complete the online eVetting Application Form.
- 5) Complete the online eVetting Application Form and submit it.**
- 6) Athletics Ireland will review the Vetting Application Form and submit it to the National Vetting Bureau for processing.
- 7) The National Vetting Bureau processes the application and forwards a vetting disclosure to the Athletics Ireland Liaison Person. **At this stage you will get an email to say that the vetting process is complete, however you must still await an approved vetting letter from Athletics Ireland.**
- 8) Athletics Ireland reviews the vetting disclosure and sends an approval letter.

**Please let the Club Children's Officer know when you receive the approval letter from Athletics Ireland and retain the letter for your personal records**

#### **Blackrock AC's Child Welfare Officers**

Claire McGoldrick, 8 Proby Garden, Blackrock, Co. Dublin.

Email [mcgoldrick.claire@gmail.com](mailto:mcgoldrick.claire@gmail.com)

Nuala Hunt, 6 Prince Edward Terrace, Carysfort Avenue, Blackrock, Co. Dublin.

Email [huntcarrigroe@gmail.com](mailto:huntcarrigroe@gmail.com)

#### **Blackrock AC's Dedicated Liaison Person**

Michael Wood [michaelinardagh@gmail.com](mailto:michaelinardagh@gmail.com)

# Athletics Ireland eVetting Invitation & ID Validation Form (07/16)

## Section 1 Personal details and Declarations

Under Sec 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.

Club: \_\_\_\_\_ AAI life membership no. \_\_\_\_\_

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_  
(If the applicant is under 18 this must be a parent/guardian email address)

Current Address: \_\_\_\_\_

\_\_\_\_\_ Eircode: \_\_\_\_\_

Athletics Ireland roles and responsibilities (tick any that apply to you):

Juvenile/Youth Coach	<input type="checkbox"/>	Juvenile Teacher/Tutor	<input type="checkbox"/>	County/Regional Committee	<input type="checkbox"/>
Club Children's Officer	<input type="checkbox"/>	Club Youth Worker	<input type="checkbox"/>	National Committee	<input type="checkbox"/>
Juvenile /Youth Team Manager/Chaperone	<input type="checkbox"/>	Juvenile Club Volunteer	<input type="checkbox"/>	Other:	<input type="checkbox"/>
		Official for Juvenile events	<input type="checkbox"/>		

## Applicants Declaration

I have signed the relevant codes of conduct for my roles within Athletics Ireland.

I agree to abide by the safeguarding guidelines and code of ethics of Athletics Ireland.

I have never been asked to leave a sporting organisation.

I have provided documentation to validate my identity as required.

I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Please tick this box to confirm these declarations

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

You may not to take up any role or position requiring vetting until a disclosure has been returned from the National Vetting Bureau of An Garda Síochána and a decision is made by Athletics Ireland on the disclosure returned.

## Section 2 – Identification Verification

This section must be signed by either the Club Children's Officer or the Chairperson of the club.

### Declaration

I verify I have seen the person detailed above presenting for vetting and have attached a copy of their identification documents as indicated in Section 3 (score must be at least 100). I confirm the Parent Consent Form is attached (if the applicant is under eighteen years of age).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Position: \_\_\_\_\_

Club: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Section 3 – Identification Documents

The person signing Section 2 must indicate the ID documents and the copies attached that have been used to verify the identity of the applicant (tick all boxes that apply; score MUST be at least 100).

#### For applicants over eighteen years of age

Identification	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	
<b>Employment ID:</b>		
<ul style="list-style-type: none"> <li>ID card issued by employer (with name and address)</li> </ul>	35	
<ul style="list-style-type: none"> <li>ID card issued by employer (name only)</li> </ul>	25	
<b>Letter from employer</b> (within last 2 yrs) <ul style="list-style-type: none"> <li>Confirming name and address</li> </ul>	35	
<b>P60, P45 or Pay-slip</b> (with home address)	35	
<b>Utility bill e.g. gas, electricity, television, broadband</b> (less than 6 months old; mobile phone bills are not acceptable)	35	

Identification	Score	Tick
<b>Public services card/social services card/medical card</b>	25	
<ul style="list-style-type: none"> <li>With photograph</li> </ul>	40	
<b>Bank/Building Society/Credit Union statement</b>	35	
<b>Credit/debit cards/passbooks</b> (only one per institution)	25	
<b>National age card</b> (issued by An Garda Siochana)	25	
<b>Membership cards:</b>		
<ul style="list-style-type: none"> <li>Club, union or trade, professional bodies</li> </ul>	25	
<ul style="list-style-type: none"> <li>Educational institution</li> </ul>	25	
<b>Correspondence:</b>		
<ul style="list-style-type: none"> <li>From an educational institution /SUSI/CAO</li> </ul>	20	
<ul style="list-style-type: none"> <li>From an insurance company regarding an active policy</li> </ul>	20	
<ul style="list-style-type: none"> <li>From a bank/credit union or government body or state agency</li> </ul>	20	
<b>Recent arrival in Ireland (&lt; 6 weeks)</b>		
<ul style="list-style-type: none"> <li>Passport</li> </ul>	100	
<b>Vetting Subject is unable to achieve 100 points</b>		
<ul style="list-style-type: none"> <li>Affidavit witnessed by a Commissioner for Oaths</li> </ul>	100	

#### For applicants under eighteen years of age

Identification	Score	Tick
Birth certificate	100	
Passport	100	
Written statement by a the Principal confirming attendance at educational institution on a letter head of that institution	100	

### Section 4 – Checklist for applicants

- All fields fully completed in Section 1
- Identification documents have been copied (score must be at least 100)
- Parental Consent Form has been completed where applicant is under 18 years of age
- Section 2 completed by specified person confirming the Parental Consent Form (where relevant) and copies of the identification documents are attached

This form will be returned to the applicant if it is incorrect or incomplete. For all queries and guidance about vetting please email the Liaison Person at [vetting@athleticsireland.ie](mailto:vetting@athleticsireland.ie)

**When completed please return all documents together in an envelope marked ‘Private and Confidential’ to: The Liaison Person, Athletics Ireland, 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9.**