



Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous:

The Form must be completed in full using **BLOCK CAPITALS** and writing must be **clear** and **legible**, as if it is unclear this can delay the process.

If you do not correctly complete **all** the sections your application cannot be processed.

All applicants will be required to provide documents to validate their identity.

If applicant is under 18 years of age, a completed NVB 3 – Parent/Guardian Consent Form will be also be required. Applicant must be at least 16 years of age at time of application.

Please note that where the applicant is under 18 the electronic correspondence will issue to the Parent/Guardian. This being the case, the applicant **must** provide their **Parent/Guardian Email address** on this form.

Personal Details:

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address (parents/guardians if under 18), allowing one character/symbol per box. This is required as the invitation to the **e-vetting website will be sent to this address.**

Please allow one digit per box for you contact number.

The Current Address means the address you are now living at.

The Address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Role Being Vetted For:

The role being applied for must be clearly stated, e.g. Coach for Children's team/ Volunteer within a Children club / Chairperson for Schoolboy Club / Under 16's Manager. Generic terms such as "Volunteer" will not suffice. Please state if you will be fulfilling **more than one role.**

Name of Organisation:

The applicant should provide the name of the Club, League, National Body and/or Provincial Association in the "Name of Organisation" field.

Declaration of Application:

The applicant must confirm their understanding and acceptance of the two statements by **signing & dating** the application form at Section 2 **and** **ticking the box** provided.

Terms of Use

The FAI shall keep a secure central database of all vetting applications in accordance with data protection legislation for the duration of the individual's completed application letter. Garda Vetting information will be stored with the FAI Child Welfare and Safeguarding Department in line with the FAI data policy. Vetting information shall be passed to Affiliated Members seeking information on applicants where the applicant has indicated their consent to such information being disclosed. Affiliated Members shall **not** engage any person to work with children or vulnerable persons without such information being provided by way of production of a FAI letter confirming the vetting status of an individual.

Terms & Conditions

The FAI is registered in the register of relevant Organisations with the Garda Central Vetting Unit for the purposes of Garda vetting. Garda vetting is a process which involves an individual giving consent for An Garda Síochána to furnish the FAI with a statement that there are no convictions recorded in the Republic of Ireland or elsewhere or a statement of all convictions and / or prosecutions, successful or not, pending or completed in the State or elsewhere as the case may be. Garda vetting **must** be completed **prior** to the commencement of any position for those who will be working with Children and/or Vulnerable Persons in any capacity. This is a **Statutory requirement under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016**. The Act creates **offences** and **penalties** for persons who fail to comply with its provisions. **Garda vetting** is **not** a substitute for **safe recruitment** but provides another element in determining a person's suitability to work with Children or Vulnerable Persons.

The FAI recommends that Affiliated Members **do not** solely rely upon vetting checks but should also seek to determine an individual's suitability for a position through normal recruitment processes including interviews and reference checks.

FAI Vetting Obligations

- (a) All those engaging with persons **under the age of 18** and **Vulnerable Persons** shall be Garda Vetted.
- (b) All Children's Officers, Designated Liaison Person, Chairpersons and Secretaries of each Affiliated Member involved with teams that are competing in any age group up to and including Under 18's and Vulnerable Persons shall be Garda Vetted.
- (c) All coaches or those involved with the management of any team that are competing in any age group up to and including Under 18 or have Vulnerable Persons on their team shall be Garda Vetted
- (d) Any other person working or volunteering with Children or Vulnerable Persons in any capacity on behalf of the FAI or an Affiliated Member shall be Garda Vetted. It is the responsibility of the football body concerned to determine the persons within their organisation who this applies to subject to the relevant legislation and guidelines.
- (e) **Failure** to ensure that persons are vetted in accordance with the Policy, FAI Rules and/or legislation may result in **disciplinary action** against the individual and/or Affiliated Member and may also constitute a **legal offence** under relevant legislation.
- (f) Affiliated Members **shall not** accept confirmation of the Garda vetting status of any individual **prior** to confirmation being received by the individual from the FAI that the Garda vetting of the individual is in order, which the individual will receive in the form of written correspondence. It is the responsibility of each Club, League and Provincial Association who engage individuals to ensure that they have received a copy of a completed vetting application letter issued by the FAI from the individual. **No letter other than that issued by the FAI can be accepted.**

Vetting Applications

- (a) The FAI shall provide a Garda vetting service to all Members in line with the Service Level Agreement. Applications for vetting may be made by contacting the Children's Officer of the relevant football body or the person responsible for the vetting application with the relevant football body or directly through the FAI.
- (b) The FAI shall be solely responsible for the approval of all vetting applications and final determination on disclosures provided by the National Vetting Bureau in accordance with the Policy.
- (c) All persons shall complete their vetting application in good faith and shall ensure all information provided is accurate, complete and up to date. **Providing false or incorrect information also carries penalties and is detailed clearly within the National Vetting Bureau Act 2012 to 2016**
- (d) All matters disclosed as part of the Garda vetting application shall remain confidential to FAI authorised personnel, the applicant, the Child Welfare and Safeguarding Committee Members and Statutory Authorities and stored in line with General Data Protection Regulations. However, approvals and rejections shall be notified to all relevant football personnel in accordance with the Policy.