



RugbyConnect Guide to Making a Vetting Application (ROI)¹

Please note, this guide is for individuals who are working/volunteering in 'relevant work' in a club in the Republic of Ireland. That is work or activity that is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable adults.

This applies to all coaches and regular volunteers working with age-grade rugby players or adult rugby players with an intellectual disability in ROI.

RugbyConnect is the online administration system for clubs affiliated to the IRFU. It will be the sole platform for all aspects of game and competition management. It features a wide range of paperless functionalities to help volunteers manage areas such as player registration, **vetting**, **safeguarding training** and club membership.

All adult players and coaches will need to **register**:

<https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2022/06/14100417/RugbyConnect-Registration-Sign-Up-Guide-22-23.pdf>

or renew:

<https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2022/06/14100418/RugbyConnect-Renewal-Sign-Up-Guide-22-23.pdf>

their membership each season in order to participate in rugby activities.

This guide will take you through the creation of your record (if you don't already have one) and how to get a safeguarding credential as a coach or other relevant volunteer.

¹ Season 2023-2024

Assistance with RugbyConnect

For assistance, please go to <https://www.irishrugby.ie/running-your-club/rugbyconnect/> where you can find lots of guides and useful information.

Or, you can contact your Club Welfare Officer and/or your Spirit of Rugby Officer:

- Luke Murphy (Connacht) – luke.murphy@connacht.ie
- Billy Phelan (Leinster) – billy.phelan@leinsterrugby.ie
- Emily O’Leary (Munster) – emilyoleary@munsterrugby.ie
- Kerry Spence (Ulster) – kerry.spence@ulsterrugby.com

Creating Your Account in RugbyConnect

All coaches, volunteers, helpers, etc. will need to create an account before applying for a vetting credential. There are 2 ways that you can register with your club.

1. Registering through <https://rugbyconnect.irfu.ie/>

Select the province your club is located in. Then scroll down and select the club you wish to register with, followed by the role you are registering for. If you will be carrying out more than one role, you can add additional roles once your account is created.

For further information: <https://d19fc3vd0ojo3m.cloudfront.net/irfu/wp-content/uploads/2022/06/14100417/RugbyConnect-Registration-Sign-Up-Guide-22-23.pdf>

2. Registering through your club’s direct link

Some clubs may distribute a direct registration link to their members and ask you to sign up using it.

Logging Into Your Account in RugbyConnect

Once you have created your account you can log in at any time to amend or edit your details:

<https://irfu.sportsmanager.ie/sportlomo/users/login>

or <https://rugbyconnect.irfu.ie/> - select *Member Login* at the top of the screen.

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Upgrading Your Membership in RugbyConnect

If, for example, you need to register as a player and also as a coach, you will have to choose to sign up with one of the forms first e.g. Player.

Then to add the coach role, you need to log into your Sportlomo account, on your 'Home' page select '**Upgrade / Add Category**'. From here you will add the coach form and be presented with any additional questions from the coach form that were not captured in the player form. Similarly, if you had originally signed up as a coach, you would select 'Upgrade / Add Category', and add the 'Player form'.

Points to note

- Some details can only be amended by your Branch, such as Date of Birth and IRFU ID number.
- All details stored in our system are secure and follow the IRFU data provisions: <https://www.irishrugby.ie/privacy/>
- RugbyConnect will automatically generate a new IRFU ID number for each person who registers. Where an old IRFU ID number exists, we will endeavour to match this to the new one during the course of the season.

Applying for a Vetting Credential in RugbyConnect

Once you have successfully created your account and upgraded your membership (where needed) you will be in a position to apply for a vetting record (or credential). This includes signing up to the Declaration of Intent and applying for a vetting check through the Garda Vetting Bureau. Please note that this needs to be renewed every 2 years, in line with the IRFU Vetting Policy <https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/recruitment/>

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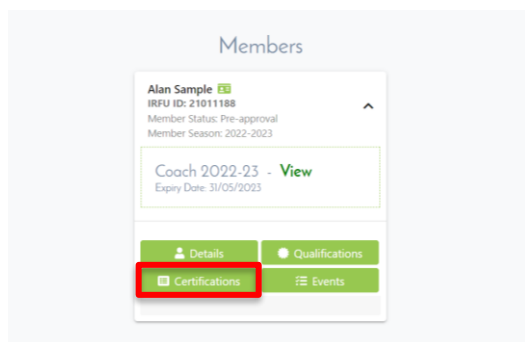
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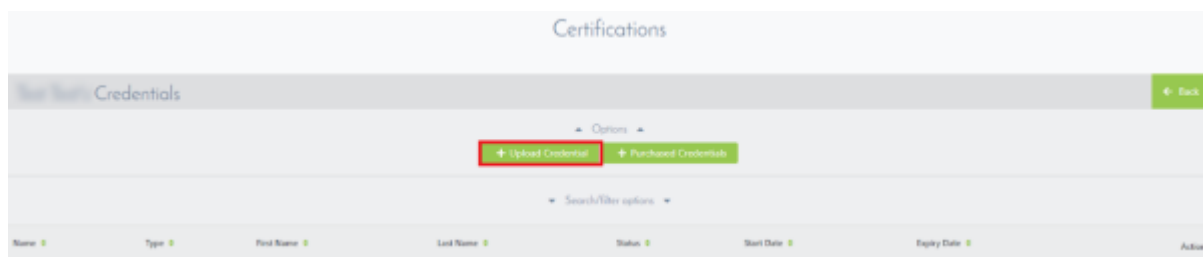


When you log into RugbyConnect you should see your 'membership card' on the homescreen. To begin your application, click the *Certifications* button (this may alternatively show as *Credentials* throughout this process).

If you also have children registered on your account, please take care to select your own membership card.



On the resulting page, click on the *Upload Credential* button.



Next, enter the details of the credential you are applying for. Click on the dropdown list beside the Credential **Type** field and select *Vetting*.

Details

Type

Credential Name

Select Credential Type ▼
Select Credential Type
Vetting

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Click on the dropdown list beside the Credential **Name** field and select *IRFU Vetting for Regular Work with Young People*.

Details

Type	Vetting
Credential Name	Select Credential Select Credential IRFU Vetting for Occasional work with young people IRFU Vetting for Regular work with young people
Provider	
Provider Identifier	

Once selected, you will see a notification that your application requires a survey.

Requires a survey. Will be redirected to fill out after saving

You will be directed to this after saving.

The **Start Date** and **Expiry** fields should auto-populate, if not just type in today's date, this will be amended by the IRFU once your application has been fully approved. All other fields should be left blank.

Provider	<input type="text"/>
Provider Identifier	<input type="text"/>
Start Date	22/07/2021
Expiry Date	22/07/2023
Additional Info	<input type="text"/>

Press the green Save button.



Declaration of Intent

The first part of the survey is the Declaration of Intent. This includes the Code of Conduct for Coaches and other volunteers working regularly with children & young people. It is important for you to read through this as you will be agreeing to abide by it when you submit your application.

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Self-Declaration

Read through the statements carefully and if there are any that you cannot agree to you should discuss this with your Club Welfare Officer or the Branch Welfare Officer (Spirit of Rugby Officer):

- Luke Murphy (Connacht) – luke.murphy@connacht.ie
- Billy Phelan (Leinster) – billy.phelan@leinsterrugby.ie
- Emily O’Leary (Munster) – emilyoleary@munsterrugby.ie
- Kerry Spence (Ulster) – kerry.spence@ulsterrugby.com

Self-Declaration - I agree that

- I will abide by the guidelines contained in the IRFU Safeguarding Policy
- I have not been asked to leave a sporting organisation or organisation while working with young people and/or vulnerable adults
- There is no reason why I should not be working with young people and vulnerable adults and/or in a regulated activity
- I have not been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or am not at present the subject of criminal investigations

Where I cannot agree to all statements above, I will discuss the relevant details with the Club or Branch Welfare Officer to allow an appropriate risk assessment to be made relevant to my role.

Once you have read the Declaration of Intent you need to agree to the terms at the bottom of the page before pressing the green *Next* button.

I hereby acknowledge that I have received a link to the IRFU's Safeguarding Policy. I acknowledge that I understand the Policy and hereby declare my intention to adhere to the Policy and related guidelines. I agree to attend and complete any necessary safeguarding training as directed by IRFU, Branch and/or Club Welfare Officer. *

Agree

Disagree

[Next](#)

Completing the Survey

Reminder: this guide is for individuals who are working/volunteering in 'relevant work' in a club in the **Republic of Ireland**. Therefore, you should select **An Garda Siochána NVB (Current Address in Ireland)** and press *Next*.

In which jurisdiction will this application be processed? *

An Garda Siochána NVB (Club Address in Ireland)

Access Northern Ireland (Club Address in Northern Ireland, PSNI)

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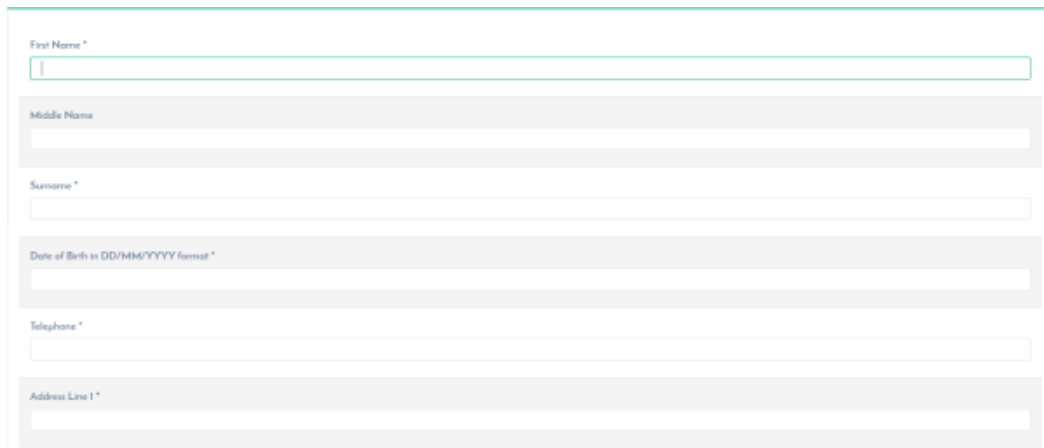
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On the resulting page you will be asked to enter some personal information. All fields marked with an asterisk (*) must be completed.

If this is incomplete, you may be asked to edit the survey and this will slow down your application. Press *Next* to proceed once all the information has been submitted.



The screenshot shows a registration form with the following fields:

- First Name *
- Middle Name
- Surname *
- Date of Birth in DD/MM/YYYY format *
- Telephone *
- Address Line 1 *

Next, you should choose the **role** you are applying for within your club.

Tick the box next to the role(s) you are applying for. Again, click *Next* when complete.

- Role applied for (please tick all that apply) *
- Club Welfare Officer
 - Assistant Club Welfare Officer
 - Youth Convenor
 - Mini Convenor
 - Age-Grade Coach (Mini/Youth)
 - Age-Grade Manager (Mini/Youth)
 - Age-Grade Helper (Regular)
 - Team Chaperones (Regular)
 - Disability Rugby Coach (Adult Players)
 - Disability Rugby Coach (Age-Grade Players)
 - Disability Rugby Helper (Regular)
 - Disability Rugby Team Chaperones (Regular)
 - Staff working with mini/youth players
 - Parent Supervisor on tour/travel away
 - Other (give details)

The next stage is to provide **photographic ID and proof of address**. Files will be uploaded on the next page but first you must select which forms of ID you will be uploading.

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Please note the following:

- **Proof of address (POA)** is mandatory and **photo ID** is mandatory and forms of ID must add up to a **total of 100 points**.
- Photo ID must include your name and date of birth.
- POA must be dated within **6 months** of the date of application (driver's licence cannot be used for POA unless it has been issued within the last 6 months).
- Statements from store cards/catalogue companies or mobile phone bills are not acceptable.
- The name on the photo ID must match the name on your POA.
- Your photo ID should be a separate piece of ID to your POA as your ID can't be used for both photo and POA, e.g. Driver's Licence can be photo ID but not POA as well

Photo Identification

- Irish driving licence or learner permit (New Card Format) - 80 POINTS
- Passport - 70 POINTS
- Irish Certificate of Naturalisation - 50 POINTS
- Garda National Immigration Bureau card - 50 POINTS
- National Identity Card (EU/EEA/Swiss) - 50 POINTS
- Irish Driving Licence (Paper Format) - 40 POINTS
- Public services card/Social services card/Medical card With Photograph - 40 POINTS
- ID Card with Name only – 25 POINTS
- Membership card from Educational institution - 25 POINTS

Proof of Address ID

- Utility Bill (within 6-months), e.g. gas, electricity but not mobile phone - 35 POINTS
- Letter from employer (within last 6mths) (Confirming name and address) - 35 POINTS
- P60, P45, or Payslip (with address) - 35 POINTS
- Id card with name and address - 35 POINTS
- Bank/Building Society/ Credit Union Statement – 35 POINTS
- Correspondence from Education institution - 20 POINTS
- Correspondence from Insurance Company (Active Policy only) - 20 POINTS
- Correspondence from Bank/credit union or government body or state agency - 20 POINTS

Other Identification

- Birth Certificate - 50 POINTS
- ID card with name only - 25 POINTS
- Public services card/Social services card/Medical card - 25 POINTS
- Credit/Debit card - 25 POINTS
- National age card - 25 POINTS

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Recent arrival in Ireland (less than 6weeks)

Passport (repeat vet within a year) - 100 POINTS

Children U18 Years - Any of the first 3 documents AND the IRFU GV Parental Consent Form

Birth Certificate - 100 Points

Passport - 100 Points

Written Statement from a Principal confirming attendance at educational institution on a letter head of that institution - 100 Points

IRFU GV Parental Consent Form

Unable to achieve 100 points

Affidavit witnessed by Commissioner of Oaths - 100 POINTS

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Next

Press *Next* when complete.

Depending on the ID documents that you have chosen, you will now be able to upload the relevant files. Click the *Choose File* button to upload the files. Once all files have been uploaded, click *Next* to proceed.

You must upload documents to the value of **100 points**. Please read carefully the list of ID documents allowed below. You will need to upload both **photographic ID** and **proof of current address**. Your POA should be a current utility bill **within last 6-months**. Driver's License should not be used as proof of address unless recently issued. Copies of ID are stored securely by IRFU for the purpose of audit by the National Vetting Bureau as per the Act. The Club Welfare Officer (or equivalent) is the designated person authorised to check the applicant's identity and gather information on behalf of IRFU. They will also view the original.

WARNING: Total size of uploaded documents should not exceed 2.8MB

Upload Photo Identification

No file chosen

Upload Proof of Address

No file chosen

Upload Other ID Document

No file chosen

Upload Other ID Document

No file chosen

Upload Other ID Document

No file chosen

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Next

On the next page tick the box to confirm that you have provided all of the relevant documents and **consent** to the vetting application being made. Type your name in the Signature box. Press *Next* to proceed.

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Under Section 26(b) of the National Vetting Bureau Act it is an offence to make a false statement for the purpose of obtaining a vetting disclosure. A copy of the IRFU Vetting policy is available online. <https://www.irishrugby.ie/playing-the-game/spirit-of-rugby/safeguarding/recruitment/>

I have provided documentation to validate my identity as required and I consent to making this application in accordance with Section 13(4)(e) National Vetting Bureau (Children & Vulnerable Persons Act 2012-2016 *

I Consent

Signature *

Finally, read the information and press *Complete* to submit your application.

Thank you for providing the necessary information. You will now receive an email from the National Vetting Bureau. Please answer as soon as possible (it will expire in 28 days).

When you have completed the NVB form, for every application a disclosure will be sent to the IRFU. If there is no information on your disclosure the IRFU will not contact you, **your safeguarding credential will be updated to 'active'**. In cases where criminal information is on your disclosure certificate, the IRFU will conduct a risk assessment and may contact you before updating your record.

Click '**complete**' to submit your application to work with young people and/or vulnerable adults.

Previous

Complete

Please ensure that you contact your Club Welfare Officer as soon as possible so that they can verify your ID. You will then need to keep an eye on your email inbox, particularly junk or spam folders, for an email from the National Vetting Bureau. You must respond to this within 28 days.

You **cannot** coach/volunteer with children & young people until this process has been completed and your safeguarding record has been updated to 'active'.

Editing Your Application

For some reason you may be requested to edit some of the information you have submitted on your form. To do so, login to your public user account and click the Certifications button on your membership card (this may alternatively show as *Credentials* throughout this process).

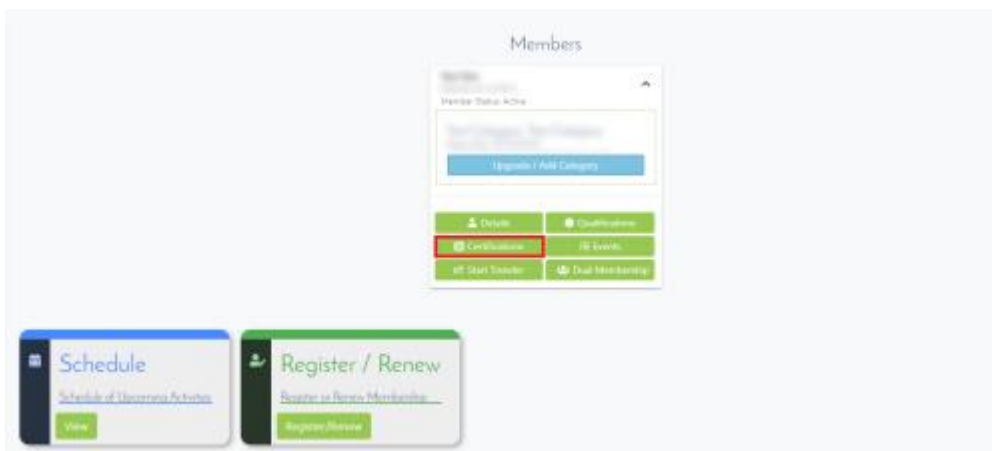
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To edit your credential, click on the *pencil edit icon* next to the credential in question.

Name	Type	First Name	Last Name	Status	Start Date	Expiry Date	Actions
IRFU Vetting for Regular work with young people	Safeguarding			Awaiting Approval			

Click the *Edit Survey* button to edit your submitted form. If *Edit Survey* is unavailable please ask your CWO to view your application, you will be able to edit the survey following this.

IRFU Vetting for Regular work with young people Details ← Back

<p>Details</p> <p>Type: Safeguarding</p> <p>Name: IRFU Vetting for Regular w</p> <p>Short Name: IRFURWYP</p> <p>Current Status: Awaiting Approval</p> <p>Start Date: [blurred]</p> <p>Expiry Date: [blurred]</p> <p>Description:</p> <p>Provider:</p> <p>Provider Identifier:</p> <p>Survey Form: Edit Survey</p>	<p>Attachment(s)</p> <p>No Attachments provided</p>
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You will need to scroll through the form by clicking on the *Next* button on each section before editing any of the information you had previously submitted.

Continue to click *Next* and proceed through the form until clicking *Complete* as in steps above.

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