



## E-Vetting FAQs

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### 1. What is Vetting?

Vetting or a criminal background check is conducted in respect of any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons. Vetting is carried out with the permission of the applicant by a registered organisation e.g. the GAA, LGFA, Camogie, through the National Vetting Bureau in Ireland and Access NI in Northern Ireland, to establish whether there is any criminal record or specified information relating to the applicant.

### 2. What is the law on vetting?

**Republic of Ireland:** The National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 - 2016 commenced on 29th April 2016 and from that date a statutory obligation was placed upon the GAA to ensure that all persons who on our behalf, or on behalf of Rounders Ireland or GAA Handball Ireland, and who undertake 'relevant work' with children and vulnerable persons in Ireland are vetted, prior to taking up any such role. Applications must be made through the GAA at <http://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>

**Northern Ireland:** The Disclosure and Barring Service (DBS) helps employers in Northern Ireland make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. The DBS decides whether it is appropriate for a person to be placed on or removed from a barred list.

It is an offence to employ someone in a voluntary or paid capacity when they have been barred from engaging in such activity. Safeguarding legislation enables organisations to carry out background checks on those individuals they engage to work, or volunteer, in regulated activity and any information provided assists in assessing their suitability for their role. The Enhanced Disclosure Checks are issued by AccessNI and all applications must be made through Ulster GAA at <http://ulster.gaa.ie/safeguarding/access-ni/>

### 3. What is the GAA Vetting Policy?

- The GAA has a long established principle of vetting any person who, on our behalf, work 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 a voluntary or paid role.
- In accordance with legislative requirements any person who on our behalf fulfils a role of responsibility including coaching, managing or training underage teams or
- indeed adult teams that contains any player under 18 yrs. of age must be vetted. This requirement also applies to organising underage activities or officiating at underage games.
- It is an offence to work with children or vulnerable persons in the GAA without having satisfactorily completed the vetting process.

- It is also a breach of GAA rule if a person is working with children or vulnerable adults on behalf of the Association and have not been vetted.

**Vetting services for the Association are currently overseen by the National Children’s Office in Croke Park while Comhairle Uladh acts on our behalf in coordinating AccessNI services.**

- To access information and commence your vetting by the GAA through the National Vetting Bureau please go to <http://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>
- To access information and commence your vetting by the GAA through AccessNI please go to <http://ulster.gaa.ie/safeguarding/access-ni/>
- Our international units also adhere to the legislative vetting and police background checks that are required in the jurisdiction in which they operate.

#### **4. Who needs to be vetted in the GAA?**

- Each organisation is required to determine who should be Garda vetted according to the legislation. The Vetting Act defines these people as “any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable adults”.
- In the GAA any person who carries out ‘relevant work’ as described in the Act i.e. a role of responsibility such as coaching, managing or training underage teams or indeed adult teams that contains any player under 18 yrs. of age must be vetted. This requirement also applies to organising underage activities or officiating at underage games.

#### **5. “Any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable adults” must be vetted...what does this mean?**

The term ‘relevant work’ in the GAA includes any of the following roles:

- Coaching, managing or training underage teams, i.e. U18s to Academy level
- Coaching, managing or training adult teams that contains a player under 18 yrs. Membership of Committees, at Club, County and National levels that regulate or oversee the participation of children and young people under 18 yrs. of age or participants in such age category competitions
- All officers or appointed person who carry out roles of responsibility relating to child welfare and the safeguarding of children in the GAA e.g. Children’s Officers, Designated Liaison Persons, Child Welfare related committee members etc.
- All persons officiating at GAA underage games and activities e.g. for children and young people under 18 yrs. of age
- Thereafter, each club/county may decide if additional roles merit a person being vetted

## 6. How long does it take to be e-vetted by the GAA?

Once the applicant completes both the ID process and Step 1 of the GAA vetting application procedures they will within a few days receive to their email address a vetting application form from the NVB. The applicant carefully completes this form and forwards it as required. Normally within a few weeks they will receive, via email, their GAA vetting acceptance letter or a request for any possible follow up requirement. Applicants have 30 days to complete the NVB vetting form following which the invitation expires thus preventing them from working with children or vulnerable person in the GAA.

Similarly in the case of Access NI applications once the applicant has completed their Online Access NI Enhanced Disclosure Application form and forwarded their Identity documentation as verified by the nominated officer in their Club to Ulster GAA, the GAA forward the application to Access NI. Within a couple of weeks the applicant will receive their GAA vetting acceptance letter if their Enhanced Disclosure certificate is clear, via email which they should share with the Club Children's Officer. If their enhanced disclosure certificate contains information the applicant must forward same to Ulster GAA to allow the risk assessment process to commence.

## 7. Who makes the decision regarding acceptability or otherwise of my vetting application?

- The vetting process is but one of many recruitment considerations when a person is being considered for a role of responsibility or regulated role with children and vulnerable persons in the GAA. ([See Code of Best Practice](#)).
- In all matters relating to a vetting disclosure received from the National Vetting Bureau in Ireland the decision on the suitability of an applicant for a stated position is the sole responsibility of the registered organisation i.e. the National Children's Office on behalf of the GAA. The decision is not made by the applicant's Club or by a Committee of the Club.
- Enhanced Disclosure Certificates issued by AccessNI that contain information are risk assessed by Ulster GAA, and the decision in relation to the applicant's suitability for the post applied is made by the Ulster GAA Case Management Team after consultation with the applicant. The decision is not made by the applicant's Club or by a Committee of the Club.

## 8. If I worked with my underage team prior to the commencement of the National Vetting Bureau Acts do I still have to be vetted now?

Any person who was working with children in the GAA prior to the commencement of the Act and **was not previously vetted** for that role may continue in that capacity but must apply as a matter of priority to be vetted by the GAA under what is termed 'retrospective vetting.' Retrospective vetting must be completed by 31 December 2017. This term and these conditions are allowed for in the Act.



Any person who was working with children in the GAA prior to the commencement of the Act and **was previously vetted** prior to the commencement of the Act, 29 April 2016, is not required to be re-vetted until such time as they are informed when the Association's re-vetting commences in their County. No formal re-vetting on a County by County basis shall commence until 2018.

**9. Is my vetting recognised by LGFA and by the Camogie Association?**

Yes. A previous agreement between the GAA, LGFA and Camogie permits each of the Gaelic Games Associations to recognise the vetting carried out by each other, i.e. the GAA will accept and recognise the vetting disclosure for a coach who has been vetted by either LGFA or Camogie and they will do likewise for each of the Gaelic Games Associations.

This agreement applies to vetting carried out under the old vetting procedures and also applies to e-vetting applications under Section 12 3 (a) of the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 – 2016. The Act states that where 2 or more relevant organisations jointly agree in writing to the employment, contracting, permitting or placement of a person to undertake relevant work or activities, it shall be a defence in any proceedings brought against a person for an offence under subsection (2) to show that another relevant organisation who was party to the agreement received a vetting disclosure in respect of the employment, contract, permission or placement of the person concerned.

As the GAA also acts on behalf of the Rounders and Handball Associations in the processing of vetting applications both Associations are also subject to this agreement.

However, for those applying through Access NI, you must be vetted for each club that you are working with.

**10. Does the GAA carry out vetting for LGFA and Camogie?**

No. Each of these Associations carry out their own vetting on shared e-vetting system.

[Vetting link to LGFA](#)

[Vetting link to Camogie](#)

**11. What if I am coaching or assisting teams in more than one of the Gaelic Games Associations, e.g. Manager of an U16s GAA team and Coach of an U16s LGFA team?**

At the outset you choose the Association through which you submit your vetting application. When completing the section 'Position/Role' you should include all roles that you fulfil in each of our Gaelic Games Associations. The same vetting application applies to all of our Associations.



When you receive your vetting acceptance letter you should ensure that the Children's Officer and any other relevant personnel in both the GAA and LGFA are in receipt of a copy of that letter.

Similarly, if you are coaching with more than one Club you are obliged to share the vetting acceptance letter with each Club.

**12. I am vetted by another sports organisation can I use this vetting in the GAA?**

Unfortunately not. Apart from the agreements between LGFA, Camogie and GAA, permitted in the Vetting Act under Section 12 3(a) due to the fact that we are jointly promoting Gaelic Games, we do not have any written agreement with other sports associations for mutual recognition of vetting outcomes. The same unfortunately applies to the vetting outcomes of youth or church or other community groups.

**13. What if a vetting applicant is under 18 yrs. of age?**

GAA vetting services are available to any person over 16 yrs. of age fulfilling a role of responsibility with children or vulnerable adults. A parental consent form (NVB Parent/Guardian Consent Form) must be completed for applicants between 16 and 18 yrs. of age and the form must be uploaded and forwarded to the GAA as part of the application process. The applicant must also use the email address of the parent/guardian when making the application.

**14. What if I live in North Ireland and I am a coach with an U14 team is in the Republic of Ireland will the one vetting process suffice?**

Vetting conducted in another jurisdiction has no standing in law in the Republic of Ireland. In order to satisfy the requirements of the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 to 2016 the coach would require vetting through the National Vetting Bureau. If the coach was also working with a GAA Club in Northern Ireland they would have to be vetted there as well under AccessNI.

**15. The GAA/NVB e-vetting**

When the Vetting Act came into being on 29 April 2016 the GAA became one of the first organisations to replace 'paper vetting' with a new on-line or E –Vetting system. E-Vetting replaces all previous paper vetting systems which also brings us in line with similar e-vetting services as coordinated by Ulster GAA for AccessNI.

**16. How can you be e-vetted through the GAA?**

Vetting for a member of the GAA involves 3 easy steps as outlined below. A vetting applicant generally commences the vetting application process through their Club on the GAA e-vetting system at [www.gaa.ie](http://www.gaa.ie).

### **16.1 Making a vetting application:**

- The applicant must in the first instance complete the GAA E-Vetting ID Form. This the only form that you are compelled to print out in hard copy and you must ensure that the completed form is presented to your Club Children's Officer, accompanied by your ID documents. Your Children's Officer who must verify this by signing and retaining the ID Form and by retaining the ID as presented to them. (See Step 1)
- Following completion of the initial process you will then be directed to <http://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting> where the GAA on-line E-Vetting Application Form is available to download. Once you complete the GAA on-line E-Vetting Application Form and the conditions therein the information provided is forwarded to the NVB by the GAA and
- You will receive an on-line NVB Vetting Form to complete. This is sent to you via your email by the NVB. Complete and return the form on-line to the NVB
- The GAA authorised liaison person will receive your on-line completed application from the NVB, will review it and return it to the National Vetting Bureau for processing
- The NVB will also inform the applicant that the GAA has been forwarded the vetting 'disclosure' that relate to the applicant
- The National Vetting Bureau processes the application and having completed this task sends a vetting disclosure to the GAA with a nil disclosure or a disclosure convictions and or prosecutions deemed relevant that relate to the applicant
- The GAA reviews the disclosure and makes a decision on the acceptability or otherwise of the vetting application having considered any disclosure and the role applied for by the applicant
- Where an applicant is in receipt of a GAA vetting acceptance letter the applicant's club secretary shall also receive a copy of the acceptance letter so as to enable the club confirm that all members working with children or vulnerable persons have been vetted
- Applicants may request a copy of their disclosure from the GAA
- Should consideration be given to refusing an application this is discussed directly with the applicant who may appeal any such decision and no discussion takes place with the applicants Club without their permission or until all processes relating to the application have been exhausted

### **16.2 Why do I have to show my ID to the Club Children's Officer?**

- NVB Vetting regulations require that all applications must provide their necessary ID documentation, prior to commencing the vetting process with their applicant organisation.
- In the GAA it is necessary at Club level to show the required ID to the Club Children's Officer and having done so the applicant must then either provide a copy of the ID documents for the Children's Officer to retain until such time as the vetting process has been completed, or the applicant may scan and upload the ID documents that will then accompany their e-vetting application.
- Whether the applicant chooses to supply a copy of their ID or to have it uploaded along with their vetting application they must in the first instance have shown the



necessary ID to their Club Children's Officer. Should an applicant fail to show their documents to their Children's Officer they will be in breach of the vetting act regulations and their application is liable to be cancelled by the GAA.

- Should an applicant falsely claim to have shown the necessary ID documents to their Club Children's Officer by indicating same on the vetting application documents and then proceed to complete the vetting application form they shall be in breach of the regulations that relate to the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 - 2016 and their application may at any time be cancelled by the GAA thus making them ineligible to work with children and vulnerable persons.
- See vetting ID requirements [here](#)

### **16.3 Step 1 The initial e-vetting application process at Club level**

The applicant must in the first instance complete the GAA E-Vetting ID Form. This is the only form that you are compelled to print out in hard copy and you must ensure that the completed form is presented to your Club Children's Officer, accompanied by your ID documents. Your Children's Officer who must verify this by signing the ID Form.

The ID verification documents shall be retained by the Club Children's Officer (for the duration of the e-vetting process) or if the applicant prefers they may scan and upload their ID documents and attach it to Step 2 of the process.

Whether the ID documentation is retained by the Children's Officer or is uploaded by the applicant as part of Step 2 the Children's Officer must have had sight of these documents and must also have verified them as being acceptable.

The primary purpose of this form is for you to provide your name, address, club, role for which you applied, and to present your ID (e.g. copy of your passport plus a utility bill showing your current address) plus a valid email address for future reference. The form also provides you with the opportunity to formally consent to applying through the GAA to be vetted. The full list of documents which are accepted for verification can be found [here](#)  
Click here for the GAA E-Vetting ID Form





#### **16.4 Step 2 Completing the Vetting Application form**

Following completion of the initial process you will then be directed to <http://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting> where the GAA on-line E-Vetting Application Form is available to download.

Once you complete the GAA on-line E-Vetting Application Form the information provided is forwarded to the NVB by the GAA and you will receive an acknowledgement from the NVB that they have received your form and you will subsequently receive an on-line NVB Vetting Form to complete. All such information is sent by the NVB to the email address you have provide as part of the application process.

The details entered will be emailed back to you, for your own records. Your Club Secretary will also receive an email informing him/her that you have applied as a member of the club, to be issued with the NVB Vetting Application Form.

[Click here for GAA on-line E-Vetting application form](#)

#### **16.5 Step 3 NVB Vetting Application Form**

The NVB will issue you with the NVB Vetting Application form. This will be issued to the email address you provided in Step 2. Applicants have 30 days to complete the NVB vetting form following which the invitation expires thus preventing them from working with children or vulnerable person in the GAA.

Completing this form is a confidential matter between you and the NVB. All sections of the form including 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 and submitted this 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 inform you as to the outcome of the vetting application.

You and your Club Secretary will be notified when the vetting process has been completed. Your Club is responsible for maintaining an up to date and accurate list of all persons in the Club who have been vetted by the GAA.

#### **17. How long does my Vetting last?**

The Vetting Act provides for the re-vetting of all applicants with each organisation operating its own re-vetting policy and practices within an agreed time frame. The GAA Vetting Policy stipulates that as part of our good practice procedures members shall be re-vetted at a minimum within a five year time period. The GAA vetting policy, as it applies to vetting through the National Vetting Bureau and AccessNI also states a member of the Association may be re-vetted at any time in accordance with our good practice procedures.

**From 1 January 2018** each County shall individually and in sequence be informed when their re-vetting period commences and ends. This process will apply to those who at that stage



had been vetted up to five years previously but will not apply to any person who was vetted of late under the e-vetting system as they will receive an email in a few years' time reminding them of our good practice procedures on re-vetting

### **18. Vetting Queries**

All Vetting queries should be forwarded to [evetting@gaa.ie](mailto:evetting@gaa.ie)