



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.

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, **safeguarding** and club membership.

All adult players and coaches will need to register (or renew) their membership each season in order to participate in rugby activities.

The system is also designed to play its part in COVID-19 risk management and includes a paperless version of the IRFU's Pre-Rugby Personal Assessment Form.

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.

Assistance with RugbyConnect

For assistance you can contact your Club Welfare Officer and/or your Spirit of Rugby Officer:

- Luke Murphy (Connacht) – luke.murphy@connacht.ie
- Stephen Gore (Leinster) – stephen.gore@leinsterrugby.ie
- Emily O'Leary (Munster) – emilyoleary@munsterrugby.ie
- Kerry Spence (Ulster) – kerry.spence@ulsterrugby.com

¹ Season 2021-2022

Creating Your Account in RugbyConnect

All coaches, volunteers, helpers, etc. will need to create an account before applying for a safeguarding record. 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/2020/11/11171625/RugbyConnect-Registration-Sign-Up-Guide.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.

Upgrading Your Membership in RugbyConnect

Some members may be required to upgrade their registration. For example, if you have registered as a player and also need to register as a coach. In order to upgrade, login into your account using one of the links above. On the homepage you will find your 'membership card' which should have an option to 'add/upgrade your membership'.

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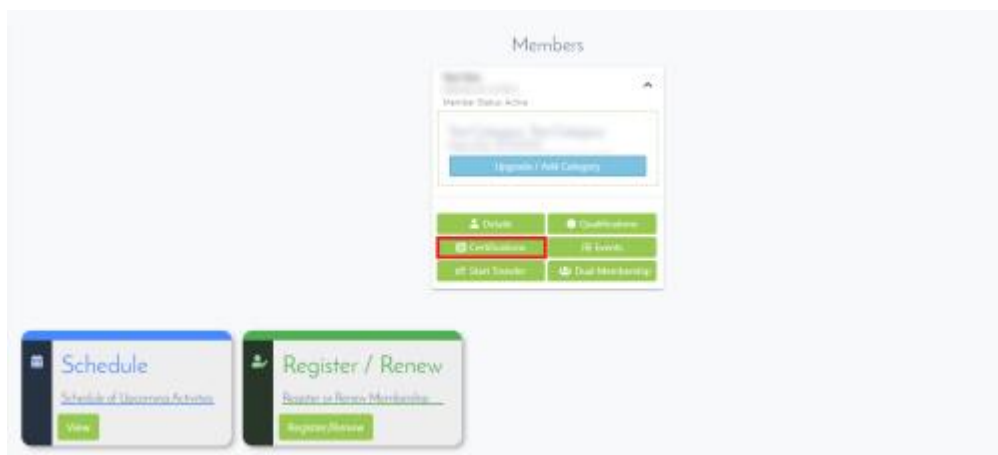
Points to note

- 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 Safeguarding Record 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 safeguarding record (or credential). This includes signing up to the Declaration of Intent and applying for a vetting check through Access NI. 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/>

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).



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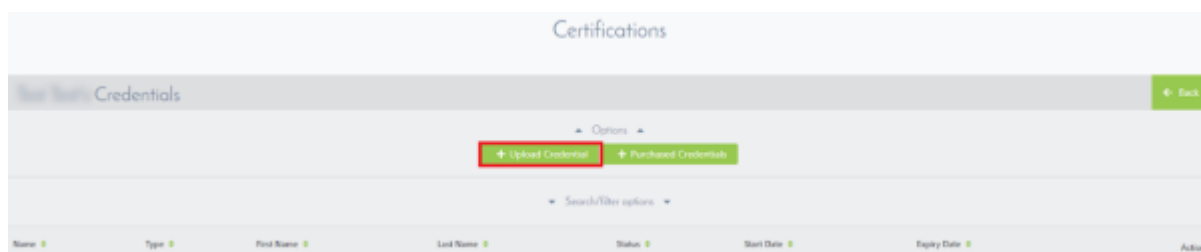
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On the resulting page, click on the *Upload Credential* button.



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

Details

Type

Credential Name

Provider

Select Credential Type
Select Credential Type
Safeguarding
Anti-Doping Credential

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

Details

Type

Credential Name

Provider

Provider Identifier

Safeguarding
Select Credential
Select Credential
IRFU Vetting for Occasional work with young people
IRFU Vetting for Regular work with young people

Once selected, you will see a notification that your application requires a survey. You will be directed to this after saving.

Details

Type

Credential Name

Safeguarding

IRFU Vetting for Regular work with young people

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

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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.

Details

Type	Safeguarding
Credential Name	IRFU Vetting for Regular work with young people
Provider	
Provider Identifier	
Start Date	22/07/2021
Expiry Date	22/07/2023
Additional Info	

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

Press the *Save* button.

Save

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.

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
- Stephen Gore (Leinster) – stephen.gore@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.

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

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

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 (Current Address in Ireland)
- ☐ Access Northern Ireland (Current Address in Northern Ireland, PSNI)

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.

First Name *

Middle Name

Surname *

Date of Birth in DD/MM/YYYY format *

Telephone *

Address Line 1 *

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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 **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.

Proof of address is mandatory and **photographic ID** is mandatory and forms of ID must add up to a **total of 100 points**. So, for example you may choose to upload a passport (photographic ID 70 points) along with an ID card with name and address (35 points) putting you over the 100-point threshold.

Note: proof of address must be within last **6 months** (driver's licence cannot be used for proof of address unless it has been issued within the last 6 months)

Identification

- ☐ Irish driving licence or learner permit (New Card Format) - 80 POINTS
- ☐ Passport - 70 POINTS
- ☐ Birth Certificate - 50 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

Employment ID

- ☐ Id card with name and address - 35 POINTS
- ☐ ID card with name only - 25 POINTS
- ☐ Letter from employer (within last 6mths) (Confirming name and address) - 35 POINTS
- ☐ P60, P45, or Payslip (with address) - 35 POINTS
- ☐ Utility Bill (within 6-months), e.g. gas, electricity but not mobile phone - 35 POINTS

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Identification
☐ Public services card/Social services card/Medical card - 25 POINTS
☐ Public services card/Social services card/Medical card With Photograph - 40 POINTS
☐ Bank/Building Society/ Credit Union Statement - 35 POINTS
☐ Credit/Debit card - 25 POINTS
☐ National age card - 25 POINTS
☐ Membership card from Educational institution - 25 POINTS

Correspondence
☐ Education institution - 20 POINTS
☐ Insurance Company (Active Policy only) - 20 POINTS
☐ Bank/credit union or government body or state agency - 20 POINTS

Recent arrival in Ireland (less than 6 weeks)
☐ Passport (repeat vet within a year) - 100 POINTS

Children U18 Years - Any of the Following
☐ 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

Unable to achieve 100 points
☐ Affidavit witnessed by Commissioner of Oaths - 100 POINTS

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

Attach Passport - 70 POINTS *
 No file chosen

Attach ID card with name and address - 35 POINTS *
 No file chosen

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, a disclosure will be sent to the IRFU. If there is no information on your disclosure we will update your safeguarding credential 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 'approved'.

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

Details

Type

Safeguarding

Name

IRFU Vetting for Regular w

Short Name

IRFUWYP

Current Status

Awaiting Approval

Start Date

Expiry Date

Description

Provider

Provider Identifier

Survey Form

Edit Survey

Attachment(s)

No Attachments provided

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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