

Volunteer Recruitment, Selection and Vetting Procedure

Volunteer Recruitment and Selection: The following procedures will be used when recruiting Mentors and other personnel used to manage teams:

- **Role Clarification:** The role of the volunteer will be clearly defined e.g. Mentor, Committee Member, etc.
- **Role Assistance:** The various support's available in the Club will be explained to new volunteers e.g., mandatory training courses. For new Mentors in the Nursery, induction meetings will be held in the Club. The *Club Codes, Policies and Procedures* will be made available to every new volunteer on the club website and each volunteer will be required to confirm that they have read and agree to the code of conduct and policies.
- **Application/Subscription Form:** Volunteers should complete a club membership application form prior to formally commencing their role in the Club. This is particularly important for new Mentors as they must be registered in order to be covered by insurance. Signing an application form requires the volunteer to agree to abide by the *Clubs Codes, Policies and Procedures*.
- **Data Retention:** All member details collected on application or subscription forms will be securely stored in the GAA Servasport database. This information will be treated confidentially and only be used for GAA purposes.
- **References and Garda Vetting:** As part of the recruitment process each new volunteer member must be recommended by an existing Club member. These recommendations will be verified by a member of the Club Executive. For volunteers involved in Mentoring or in assisting in juvenile or adult teams, it is mandatory to complete a Garda Vetting process prior to commencement of their role(s). Mentors must also attend a Child Protection Course (Safeguarding) and attend the GAA Foundation Coaching Course. Coaches are now required to attend Award 1 Child when coaching up to 12 years of age, Award 1 Youth/Adult when coaching age 13 to 18 Adult.
- **Meeting the Applicant:** An official representative of the Club will meet each new volunteer to ensure that they are aware of their role(s) and to use the occasion to clarify any issues that may arise and identify any coaching and up-skilling needs as appropriate.

- Volunteer Support: Continuous supports will be made available to all Mentors and volunteers to enable them to full fill their roles successfully. The Club Executive, Juvenile Chairman and the Children's Officers will be available to support all roles in the Club.
- Mentor Ratification: All Mentors (new and existing) will be reviewed and ratified by the Club Executive on an annual basis.

Garda Vetting Step by Step Guide

Athenry GAA is committed to the protection of welfare of all our members. As part of this commitment, the Club requires all mentors and other members to comply with the legal requirement to have Garda Vetting before carrying out any activities involving children.

Obtaining Vetting is a legal requirement pursuant to the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012 – 2016. The Club has a statutory obligation to ensure that all persons who undertake ‘relevant work’ with children are vetted.

The term ‘relevant work’ in the GAA includes any role of responsibility such as coaching, managing or training underage teams or indeed adult teams that contain any player under 18 years of age. It also applies to organising underage activities or refereeing underage games.

Garda Vetting must be obtained before taking up any of the above roles. It is a criminal offence for a person acting on behalf of the GAA, or for a GAA Club to permit any person to commence working with children, without obtaining appropriate Garda vetting in respect of the role for which they have been recruited.

With this in mind, the Club requires all members to review their Garda Vetting and to ensure that vetting is in place for all members by 31st December 2017.

All three of the following steps are required to obtain Garda Vetting:-

Step 1 – Initial application for vetting to the Club

- You must download and complete a GAA E-VETTING FORM. This form compels you to provide proof of your identity to the Club Children’s Officer, who must verify that they have received the ID verification as required.
 - If you are aged between 16 and 18 years of age you must also complete a PARENTAL CONSENT FORM (NVB3)
- On completion of the above form you must gather at least two acceptable forms of identification. A copy of your passport/drivers licence and a utility bill (not less than 6 months old) will be sufficient.

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 full list of documents which are accepted for verification can be found on the Identification form. You will see that each item has a score marked beside it, you must provide Identification up to a minimum score of 100.

- The GAA E-Vetting ID Form (and accompanying proof of ID) must be delivered to the Club in person. Collection of these forms will take place by our Juvenile Secretary John Cloonan, Adult Secretary Caroline McLoughlin and Children's Officer (DLP) Tom Cloonan. Please note that once your application has been vetted, the ID documentation will be destroyed or passed back to you.

Step 2 – GAA Vetting Application Form

- Having completed step 1, you must now submit an online application for Garda Vetting.
- This online application is made at <http://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>
- The GAA will then forward your details to the National Vetting Bureau.

Step 3 – Online application to the National Vetting Bureau.

- The NVB will issue you an email with a link to a vetting application form. This will be issued to the email address you provided in Step 2. 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. Please note this link is only valid for 30 days.
- Once all sections of the form have been answered this then completes your application process for E Vetting in the GAA and within a short period of time you shall be contacted by the GAA informing you as to the outcome of the vetting application.
- You and the Club Secretary will be notified when the vetting process has been completed.

Completion of a Child Protection Course

- Please sign up for one of these courses at your earliest convenience as it is mandatory for mentors to complete a course.

Further questions

If you have any questions about Garda Vetting please contact either of the club secretaries or the childrens officers by email.

Useful Links:- *Vetting in the GAA* <http://www.gaa.ie/the-gaa/child-welfare-and-protection/vetting>

FAQ from Garda <https://vetting.garda.ie/Help/FAQ>