



Hockey Ireland Garda Vetting Process

What is Garda Vetting

Garda Vetting is the process used in Ireland to assess whether a person has a criminal record or any record of concern that may make them unsuitable to work or volunteer with children or vulnerable adults.

It is carried out by the National Vetting Bureau (NVB) of An Garda Síochána (Ireland's national police service).

Garda Vetting is both a legal requirement and a critical element to ensure our sport takes place in a safe environment.

Who needs to be Vetted

Under the National Vetting Bureau (Children and Vulnerable Persons) Acts, there is a legal requirement to vet any individual who is involved in coaching, supervising, or working directly with children or vulnerable adults.

There is no requirement to vet coaches or managers of senior teams, even if some team members are under 18. In such cases, any interaction with minors is considered incidental to the primary role of providing training to adults and does not meet the threshold for mandatory vetting.

Once completed, Garda Vetting is valid for 3 years. After that period, individuals must be re-vetted to continue in their role.

The Vetting Process

1. Complete the e-vetting and ID validation forms for each applicant. <https://hockey.ie/governance/safeguarding/garda-vetting/>
 - Section 1 completed by applicant.
 - Section 2 completed and signed off by designated Club Officer.
 - The club must verify and retain copies of the applicant's photo ID and proof of address. These documents **do not need to be submitted to Hockey Ireland** but must be kept on file in case of a Garda Vetting Bureau audit.

- A Physical copy of the NVB! Must be retained by the club for 6 months, after 6 months it may be stored digitally.
 - All vetting-related documents must be kept for the duration of the applicant's involvement in relevant work with the club, or until their vetting expires— whichever comes first.
2. If the applicant is under 18 a parental consent form is also needed <https://hockey.ie/wp-content/uploads/2024/03/Parental-Consent-Form-for-Garda-Vetting.pdf>
 3. Club Office emails completed form(s) and batch header in the case of multiple forms to vetting@hockey.ie. Note that **applications cannot be accepted direct from individuals**.
 4. Hockey Ireland will process applications to the Garda Vetting Bureau within 5 working days of receipt. This will trigger an email from the Garda Vetting Bureau to the applicant prompting them to complete the online vetting form within 30 days. Weekly updates will be sent to Club Officers highlighting incomplete applications.
 5. Once the vetting is complete the applicant will receive, and an email confirmation and the vetting disclosure will be sent to Hockey Ireland.
 6. If any relevant disclosures arise, Hockey Ireland will contact the applicant directly to discuss the details.
 7. Hockey Ireland will provide clubs with a monthly report summarizing the vetting status of all individuals associated with that club.

Vetting Charges €

All individuals who step onto the pitch to play, coach, or volunteer must have a current season membership with Hockey Ireland

Vetting is free of charge for all registered members of Hockey Ireland, the applicant's Hockey Ireland Membership Number (e.g., ME12345) must be included on the vetting form.

Off-pitch volunteers may also require vetting. In these cases, the individual is not required to be a Hockey Ireland member however, they may choose to join as a non-playing member for €10, which includes free vetting.

For non-members, the club will be charged €25 per vetting application.

If an applicant fails to complete the online vetting invitation within 30 days, the application must be reprocessed. A €25 reprocessing fee will apply in such cases.

Vetting Compliance Checks

To ensure our sport is being delivered in a safe environment we will be confirming compliance with vetting requirements with

- Review of Vetted persons Vs Junior membership ensuring that sufficient numbers of vetted individuals are in place relative to the number of junior members.

- Periodic requests for club-retained documentation (e.g. vetting forms, ID validation, proof of address).
- Cooperation with Garda Vetting Bureau Compliance Checks, full and timely response to any compliance reviews or audits conducted by the Garda Vetting Bureau.on pitch spot checks of vetting
- On-Pitch Spot Checks. Random in-person checks to verify that individuals working with or supervising minors are fully vetted.