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[2] and regular volunteers working with age-grade rugby players or adult rugby players with an intellectual disability in ROI.

Section 1: Filling in the NVB Form
Section 2: Membership on RugbyConnect
Section 3: Logging into your account
Section 4: Creating a Vetting Credential
Section 5: Completing the Process
Section 6: Editing your Vetting Credential

[1] **Updated August 2026**

[2] Term applied to all roles within rugby taking responsibility for supporting the development of children or adults playing the game. Individuals may have other names or roles such as 'helper', 'assistant', 'manager' etc.

Irish Rugby Football Union

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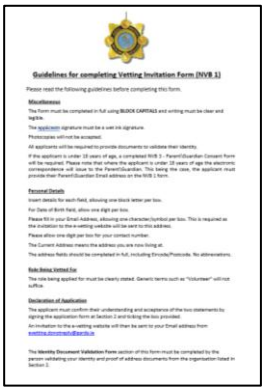
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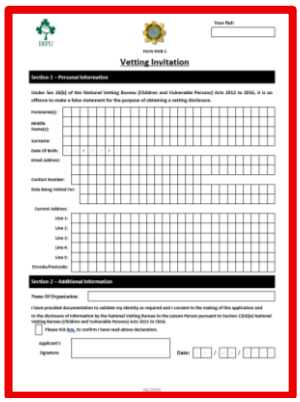
Section 1: Filling in the NVB Form

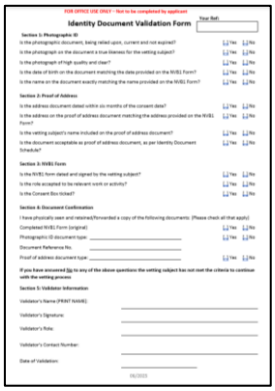
Before you create your Vetting Credential on RugbyConnect, you will need to **print and fill out** the appropriate NVB form(s).

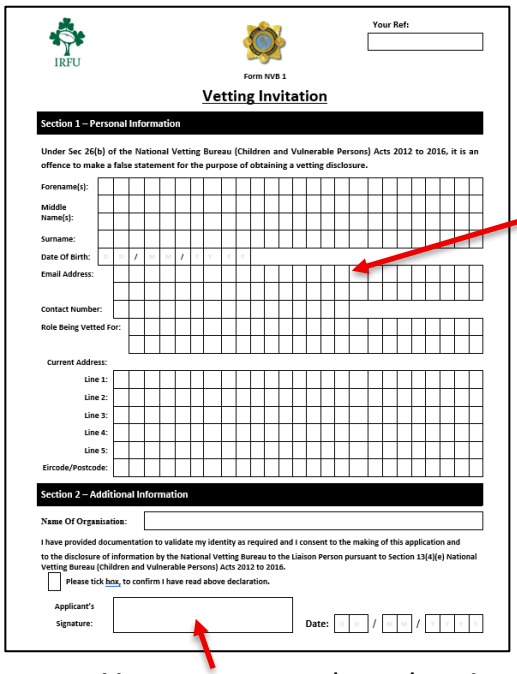
NVB1 Form (all applicants)

Please ask the CWO for the most up-to-date NVB1 Form. The form has 3 parts, you should read the guidelines carefully and print out the **Vetting Invitation** and the **Identity Document Validation Form**. You will fill in the **Vetting Invitation** and the CWO will fill out the Identity Document Validation Form.









- All sections must be completed **in full** using BLOCK CAPITALS with only one character per box
- If you have more than one name this must be listed and **needs to be on your ID** (see Section 4)
- If you are **under 18**, the email address should be your **parent or guardian's email address**
- A contact number must be provided
- The role being vetted for will usually be 'age-grade coach' or 'age-grade helper'. If you are unsure, check the list on the next page.
- Current address means where you live now. It should be completed in full, no abbreviations and ensure you have included your Eircode/Postcode. **This must match your Proof of Address ID** (see Section 4)
- Name of Organisation is your club name
- You must complete the signature, by hand, using a pen, it cannot be a digital signature

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Role Being Vetted For

This will usually be 'age-grade coach' or 'age-grade helper' but on occasion you will have another role and this should be one of the roles listed below. You will also indicate this role on your RugbyConnect Vetting Credential (see Section 4).

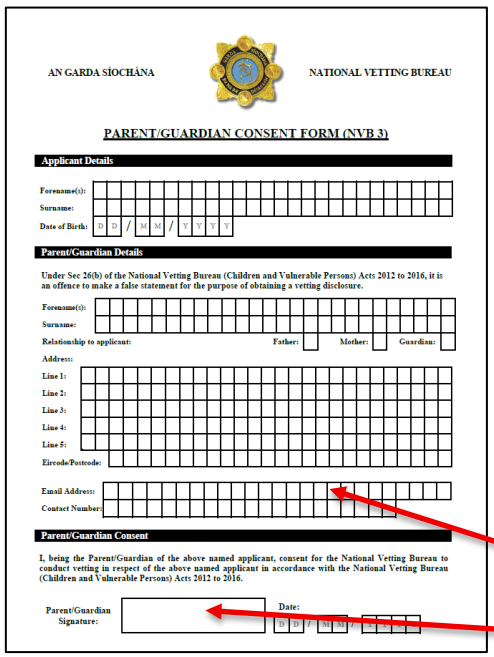
- Club Welfare Officer/Assistant Club Welfare Officer
- Youth/Mini Convenor
- Age-Grade Coach/Manager/Helper/Team Chaperones
- Disability Rugby Coach/Helper/Team Chaperones (adult or age-grade players)
- Staff working with mini/youth players
- Parent/supervisor on tour/travel away

Are you over 18 years old?

YES
Go to Section 2: Membership on RugbyConnect

NO
Continue in this Section

NVB3 Form (Parent/Guardian Consent Form)



AN GARDA SÍOCHÁNA — NATIONAL VETTING BUREAU

PARENT/GUARDIAN CONSENT FORM (NVB 3)

Applicant Details

Forename(s):
Surname:
Date of Birth: D D / M M / Y Y Y Y

Parent/Guardian Details

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):
Surname:
Relationship to applicant: Father: Mother: Guardian:
Address:
Line 1:
Line 2:
Line 3:
Line 4:
Line 5:
Eircode/Postcode:
Email Address:
Contact Number:

Parent/Guardian Consent

I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Parent/Guardian Signature:
Date: D D / M M / Y Y Y Y

As well as the NVB1 Form, your parent or guardian will need to complete the NVB3 Form if you are aged under 18.

This must be printed out and completed in full.

You will need to upload a copy of it when you create your Vetting Credential on RugbyConnect (Section 4) as well as bringing the original to the CWO along with the NVB1 Form and your ID.

- The email address listed here must match the one on the NVB1 form
- Your parent/guardian must complete the signature, by hand, using a pen, it cannot be a digital signature

Section 2: Membership on RugbyConnect

(sometimes known as Sportlomo)

Do you have a current 'Coach' membership on RugbyConnect with your Club?

YES	**NO**
Go to Section 3: Logging into your account	Continue in this Section

RugbyConnect is the online administration system for clubs affiliated to the IRFU.

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

Assistance

For assistance with RugbyConnect, you can contact your **Club Welfare Officer** in the first instance or your Spirit of Rugby Officer:

- Laura Scuffil (Connacht) – laura.scuffil@connachtrugby.ie
- Billy Phelan (Leinster) – billy.phelan@leinsterrugby.ie
- Siobhan Barrett (Munster) – siobhanbarrett@munsterrugby.ie
- Kerry Spence (Ulster) – kerry.spence@ulsterrugby.com

Creating Your Account

All coaches will need to registered with their club 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.**
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.

Upgrading Your Membership

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'.

Section 3: Logging into your account

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.

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-policy
- RugbyConnect will automatically generate a new IRFU ID for each person if a record 'match' was not found by the club. If you are renewing your membership you should retain your number from last year, if the system did generate a new IRFU ID, there is likely a duplicate record. Please flag this with someone in your club.

Section 4: Creating a Vetting Credential

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 Garda National Vetting Bureau (NVB).

Please note that this needs to be renewed every 3 years, in line with the IRFU Vetting Policy. If you would like a copy of the policy, please email safeguarding@irfu.ie

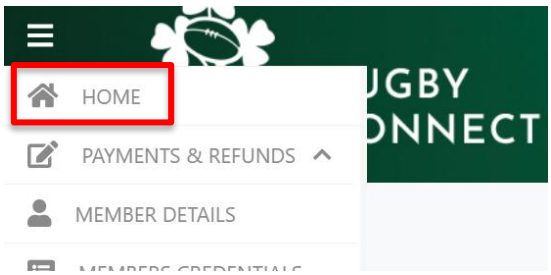
Have you completed the NVB1 Form (and NVB3 Form, if under 18)?

YES Continue in this Section	**NO** Go to Section 1: Filling in the NVB Form

When you log into RugbyConnect you should see your club name at the top of the screen. If you are registered with more than one club, click on the drop-down menu and select the club you are completing your vetting for:

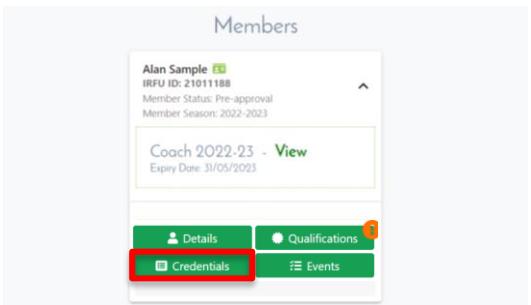


If you are not on the home screen click on the three lines on the top left corner and select 'home' from the menu that appears:



Your 'membership card' should be on the home screen. To begin your application, click the *Credentials* button. This sometimes shows as 'Certifications'.

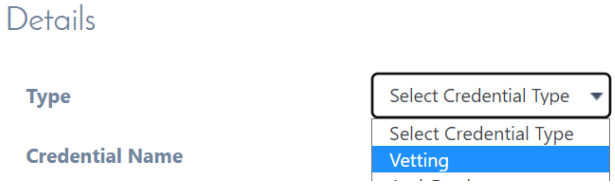
If you also have children registered on your account, please take care to select your own membership card.



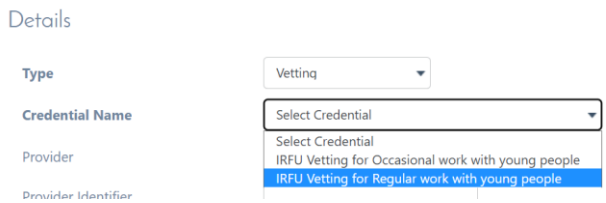
On the resulting page, click on the *Upload Credential* button.



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



Click on the dropdown list beside the Credential **Name** field and select *IRFU Vetting for Regular Work with Young People* (*this is applicable to all individuals who are working /volunteering in a relevant role in a club in Ireland, including those working with vulnerable adults*).



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

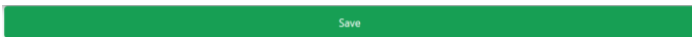
You will be directed to this after saving.

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.



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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. 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 (*example below*) 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):

- Laura Scuffil (Connacht) – laura.scuffil@connachtrugby.ie
- Billy Phelan (Leinster) – billy.phelan@leinsterrugby.ie
- Siobhan Barrett (Munster) – siobhanbarrett@munsterrugby.ie
- Kerry Spence (Ulster) – kerry.spence@ulsterrugby.com

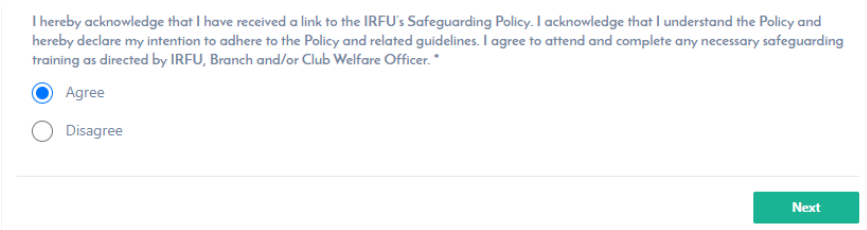


Self-Declaration - I agree that

- 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. *

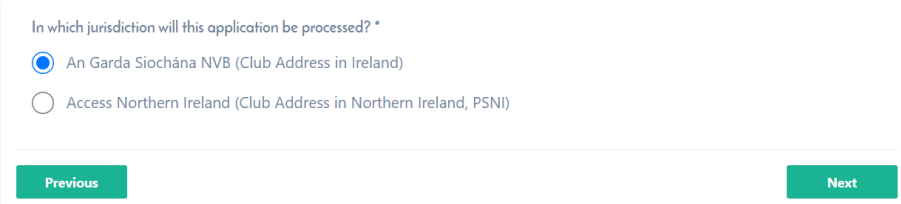
Agree

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 (Club Address in Ireland)** and press *Next.*



On the resulting page you will be asked to enter some personal information. All fields marked with an asterisk (*) must be completed. **Please check that all of your details are inputted correctly, this must match the information on your NVB Form and your uploaded ID.** *Please note if you are aged under 18, it should be your parent/guardian's email address listed in this section.*

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.





Now 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.

The next stage is to provide **ID**.

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IRFU

Two documents must be submitted, one to support **identification** (photo & date of birth) and one to support **proof of address**. Please read the information regarding acceptable ID carefully before clicking *Next*.

Below is the list of the documentation that the National Vetting Bureau will accept when processing vetting applications. If the ID does not match this list, you will be asked to edit the survey and this will slow down your application.

Category	Document Type
	Photo Identification
	Passport from country of citizenship
	Irish/EU/UK Driving Licence or Learner Permit
	Irish Certificate of Naturalisation
	National Identity Card (EU/EEA/Swiss Citizens)
	Proof of Address
Credit Institutions	Bank Statement from a recognised bank (not private money lenders or Revolut)
	Building Society Statement
	Credit Union Statement
	Credit Union Passbook
Utility Providers	Utility Bill (the only utility bills accepted are: gas, electricity, television, broadband, waste & TV licence)
Government Bodies	Correspondence from government departments
Local Authorities	Letter from Local Council confirming tenancy

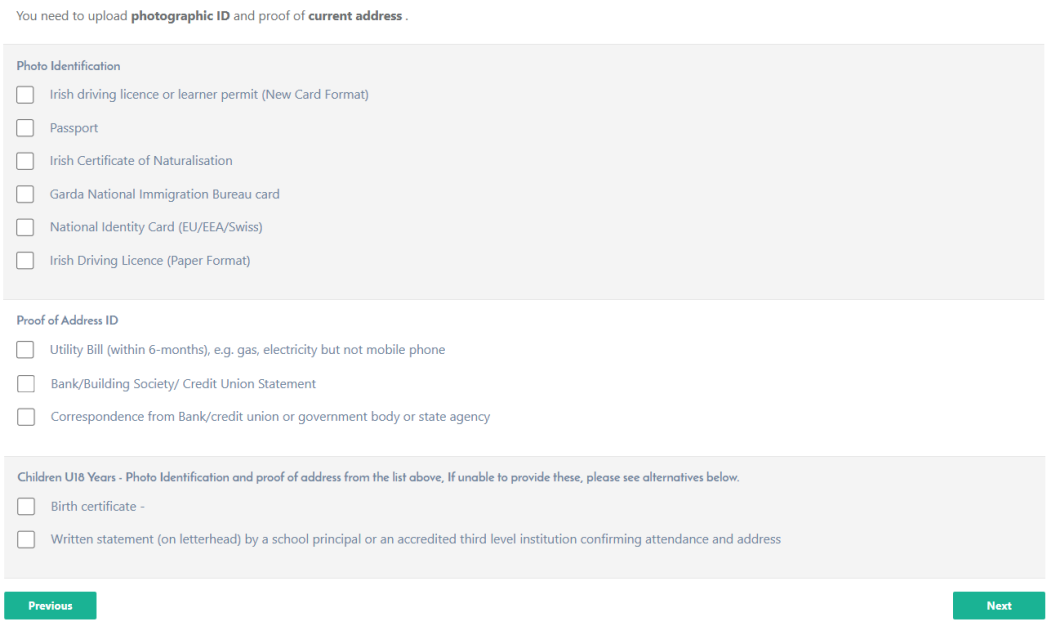
Applicants under 18 should also provide 2 documents from the accepted documentation table (*left*).

Only where they do not have any of these documents should they use the alternatives (*below*).

In circumstances where an applicant under the age of 18, **does not have documentation outlined in the accepted documentation table**, the following will be accepted.

Identification
Birth Certificate
Written statement by a school principal or an accredited third level institution confirming attendance and address

Files will be uploaded on the next page but first you must select which forms of ID you will be uploading. Press *Next* when complete.



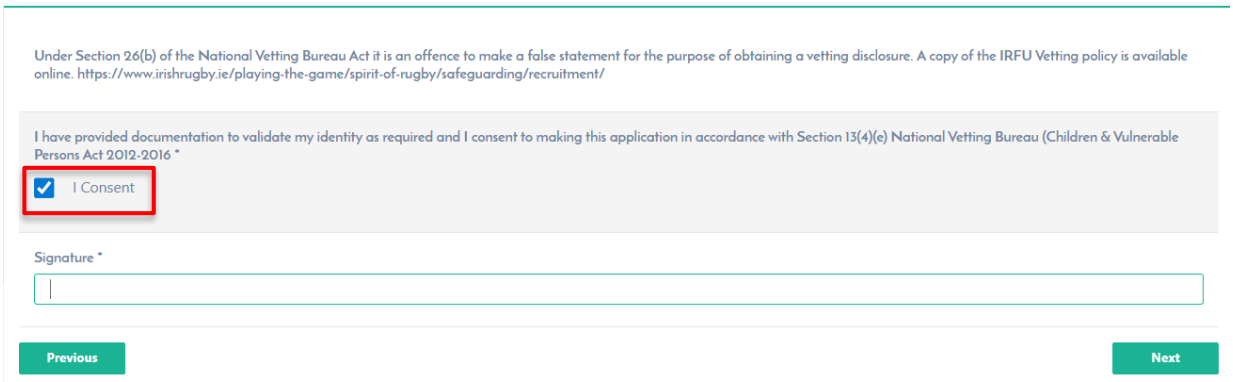
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You will now be able to upload the relevant files under **Upload Photo Identification** and **Upload Proof of Address**. Click the *Choose File* button to upload the files. *Please note that the total size of uploaded documents cannot exceed 2.8MB.*

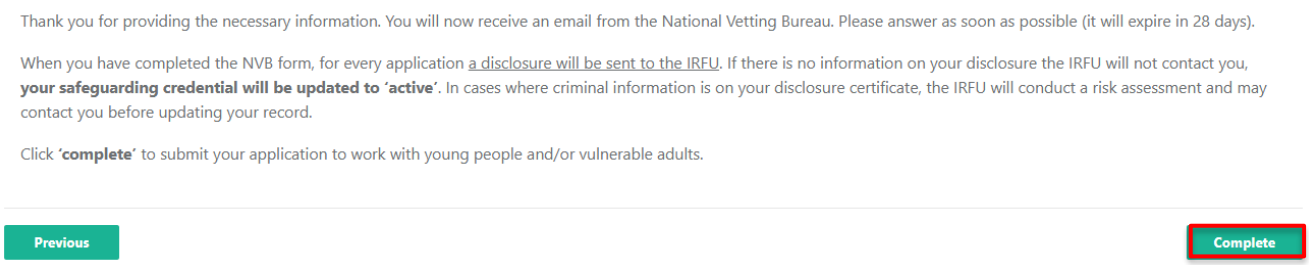
You do not need to Upload Other ID Documents unless requested by the CWO or IRFU. **If you are under 18 your NVB3 Form should be uploaded here**. Once all files have been uploaded, click *Next* to proceed.



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.



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



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Section 5: Completing the Process

Once you have completed the NVB1 Form *(and NVB3 Form, if under 18),* AND your vetting credential on RugbyConnect please contact your Club Welfare Officer as soon as possible.

You will need to meet with them (or other appointed club member) so that they can verify your ID. You will need to bring the printed forms and the originals of the ID you have uploaded to RugbyConnect.

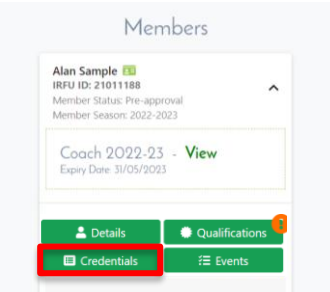
You will then need to keep an eye on your email inbox, particularly junk or spam folders, for an email from the National Vetting Bureau. You must respond to this within 28 days.

Things to note…

You **cannot** work/volunteer in a relevant role with children and/or adults at risk unless you are IRFU Safeguarding Approved. This means an Active/Approved vetting credential on RugbyConnect and completed IRFU safeguarding training.

Convictions will only be considered when relevant to the position applied for. A criminal record will not necessarily preclude someone from taking a role within Irish Rugby and will be considered on a case-by-case basis as part of our risk assessment process. You may be contacted for further information to enable the IRFU to make a safe and fair recruitment decision as per the IRFU Vetting Policy. If you would like a copy of the policy, please email safeguarding@irfu.ie

Section 6: Editing your Vetting Credential



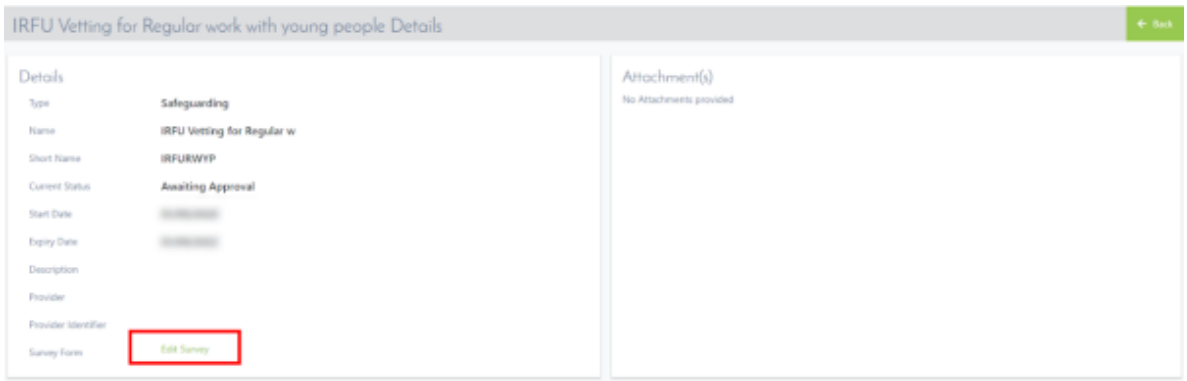
Occasionally you may be asked to edit some of the information you have submitted on your form. To do so, login to your public user account and click the *Credentials* button on your membership card.

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



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.



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* to save the changes.

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