



IAWA Garda Vetting Policy

Introduction

The Irish Amateur Wrestling Association (I.A.W.A.) is the National Governing Body for Wrestling and Grappling sports in Ireland and sets best practice standards at all times to reassure members, parents, the community, stakeholders and sponsors that it will take all steps necessary to maintain and protect the welfare of children and vulnerable adults whilst they are involved in Wrestling and Grappling activities.

Vetting is a process between the National Vetting Bureau and the Irish Amateur Wrestling Association by which the Irish Amateur Wrestling Association will be Supplied with information of concern for adults working or volunteering who might potentially be in contact with children and/or vulnerable persons whilst involved in IAWA activities. Vetting is one element the Irish Amateur Wrestling Association safe recruitment process as a preventative measure that is implemented for the protection of children and vulnerable persons. It will help the Irish Amateur Wrestling Association and their clubs to better protect young people and vulnerable persons against adults with potential to cause harm.

This vetting policy is written in accordance with National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016 Additional relevant legislation; Children's First (currently draft legislation) Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012

You must be a Registered Member of the Irish Amateur Wrestling Association, to undergo in the vetting process with in the I.A.W.A.

Acceptability to work/volunteer in the Irish Amateur Wrestling Association is not assumed until the vetting process is completed and a confirmation letter stating acceptability has been received by the vetting applicant.

Who is required to be vetted?

All Members of the Irish Amateur Wrestling Association, and/or their affiliated clubs, who work with or volunteer with Children and vulnerable persons. If you are between the ages of 16 to 18 you must have Parent consent. No one under the age of 16 will be vetted.

These include but are not limited to; I.A.W.A. Staff Members, Instructors, Coaches, Team Managers, Club Children's Officers, Designated Persons, Junior Officers, Trainee

Instructors, Committees (Club & National) National Board Members, I.A.W.A. appointed volunteers and anyone who works with children and vulnerable persons.

Instructors / Coaches / Members who have never lived in Ireland and reside in another country must submit a copy of their Country's vetting accepted certificate along with a copy translated if it is not in English, along with Verification of their Identity.



IAWA Garda Vetting Policy

Instructors / Coaches / Members who have lived in Ireland and reside in another country for more than 1 year must submit a copy of their Country's vetting accepted certificate along with a copy translated if it is not in English to verify that all is in order.

Members must be re-vetted every 3 years

Criteria and Suitability

The information returned from the NVB will be assessed based on the nature and severity of any offence or conviction that is disclosed.

The levels of suitability are: Accepted, Referral, Rejected

Accepted: This allows the individual concerned to work with Children and Vulnerable persons within the Irish Amateur Wrestling Association. The vetting application does not contain any information to suggest why this individual should not be involved in Teaching, Coaching, and Volunteering in Wrestling and Grappling.

Referral: This means: the returned information from the NVB has disclosures, that need to be further considered. Each case will be processed individually; case by case basis where an application is deemed referred. Special confidential advice may be sought. Once the case has been reviewed, the Applicant will receive a letter with the outcome.

The Irish Amateur Wrestling Association considers the following non-exhaustive list of offences to be particularly relevant, but not limited to:

- Offences against the person, e.g.: Assault, harassment, coercion
- Breaches in trust, e.g. fraud, theft, larceny
- Offences against property e.g. arson, Armed Robbery
- Drug related charges/ convictions
- Domestic Violence
- Offences against animals e.g. Abuse, Cruelty

Rejected: This means: that the individual is considered, not suitable to work or be engaged in, Wrestling and Grappling activities with young people or vulnerable adults. The applicant has specified information or conviction on their Garda record, which is listed under the Irish Amateur Wrestling Associations non-exhaustive list to be reasonable grounds to refuse an individual access to working or volunteering with children or vulnerable adults. This type of disclosure will automatically prohibit a person from being allowed to work with children or vulnerable adults within the Irish Amateur Wrestling Association.

If you have been rejected, you are not allowed to partake in any the Irish Amateur Wrestling Association Activities that involve with Children and/or vulnerable persons, you are not allowed to be a member of a Club that has Children and/or vulnerable persons.



IAWA Garda Vetting Policy

The following is a non-exhaustive list but not limited to, the results in the rejection of an individual to work or volunteer with children or vulnerable adults within the I.A.W.A.

- Any offence/Conviction of a sexual nature
- Any offence/Conviction against child or of child abuse or pornography
- Any offence/Conviction that causes gross bodily harm
- Any offence/Conviction of Murder or manslaughter
- An offence/Conviction of kidnapping
- Any offence/Conviction or pattern of offences/Convictions that might cause concern for the well-being of children
- Any Offences concerning abuse of a child that are deemed as chargeable for trial by the Director of Public Prosecutions

Appeals - Dispute Resolution Procedure:

Disputing Disclosed information:

This procedure is designed to address any instance in which an Applicant disputes the details contained in the relevant Garda Vetting Disclosure. This process may be activated by the Applicant. The Applicant must submit a letter in writing to the Liaison Person, stating the basis of their dispute. The Liaison Person will then resubmit the entire file to the NVB for further checks. Once this outcome has been reviewed the Applicant will receive a letter stating the outcome of the dispute. This may change if any alternation to legislation occurs.

Sharing Vetting information with others

The Irish Amateur Wrestling Association at present will not share or release any Applicants Vetting information to any other persons unless there is a clear and specific risk to children.

Final Phase of Vetting

The Irish Amateur Wrestling Association will inform each applicant individually by letter of their Vetting application disclosure. Vetting will also be noted on their Personal profile on the Irish Amateur Wrestling Association website Ireland data base, which is controlled by the Liaison Officer. It is the Vetted person's responsibility to forward their letter to the relevant parties whom need verification of their Vetting Process.



IAWA Garda Vetting Policy

Definitions:

Child- Means a person under the age of 18 year other than a person who is or has been married. As per the Children's First Bill

LP- Liaison Person

I.A.W.A. – **Irish Amateur Wrestling Association**

NVB- National Vetting Bureau



IAWA Garda Vetting Policy

NVB Vetting Application Process

Introduction

The Irish Amateur Wrestling Association has one Liaison Person who is responsible for the vetting process. The LP is appointed by The Board of the Irish Amateur Wrestling Association. The LP is responsible for processing all vetting applications, submissions to and information received from the NVB, and for the confidentiality of any disclosures. The Irish Amateur Wrestling Association will only Process Vetting forms of Registered Members of the Irish Amateur Wrestling Association.

Confidentiality

The LP will keep and store all disclosed information in a safe and secure place. In order to make a decision in referral or rejected application, disclosed information will be anonymized where advice is sought. Disclosed information will only be used or disclosed in accordance with the act.

Commencement of the Act 2016

National Vetting Bureau (Children and Vulnerable persons) Act 2012-2016 Commenced on the 29th April 2016. From 31st of October 2017 Paper forms will no longer be accepted by the Irish Amateur Wrestling Association. 1st November 2017 the E Vetting Will Start.

The E Vetting Process

Guidelines for completing Vetting Invitation Form IW-103. Please read the following guidelines before completing your Garda Vetting form.

Important Note –

YOU MUST BE A CURRENT REGISTERED MEMBER OF THE IRISH AMATEUR WRESTLING ASSOCIATION CLG. to take advantage of E-vetting through the IAWA.

Membership is available on www.irishwrestling.ie/membership

You will need your unique membership number to complete your vetting form.

General

The Form must be completed in full using BLOCK CAPITAL LETTERS.

Writing must be clear and legible.

The Form should be completed in Black or Blue Ball Point Pen.

Photocopies will not be accepted.

All applicants will be required to provide original documents to validate their identity.

If the applicant is under 18 years of age, a Parent\Guardian Consent Form will be required (IW-106).

Please note that where the applicant is under 18 years of age completed IW-106 – Parent Consent Form will be



IAWA Garda Vetting Policy

required. The electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the Parent\Guardian Consent Form.

Personal Details

Insert details for each field, allowing one block capital letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your current Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your current contact number.

Current Address means the address you are currently living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Your Eircode can be found on www.eircodefinder.ie.

Role Being Vetted For

The role that you are applying for must be clearly stated. Generic terms such as “Volunteer” will not suffice.

Declaration of Application

Applicants for Vetting by the National Vetting Bureau must have their identity verified and stamped by a serving Garda in a Garda Station.

Only the signed and stamped ID Verification and Application Form needs to be returned to the IAWA Garda Vetting Unit.

Copies of YOUR IDENTIFICATION DO NOT need to be returned to IAWA Garda Vetting Unit.

At least one item of the verification documents should be photographic identification

It is important that you read the Irish Amateur Wrestling Association Garda Vetting Policy at www.irishwrestling.ie/governance/garda-vetting-policy , to ensure that you are aware and understand the Garda E-Vetting Process.



IAWA Garda Vetting Policy

Identification	Score	Tick
Irish driving license or permit (new credit card format)	80	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth Certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving license or permit (old paper format)	40	
Employment ID		
ID card issued by employer (with name and address)	35	
ID card issued by employer (name only)	25	
Letter from employer (within last two years)		
Confirming name and address	35	
P60. P45, or Pay slip (with home address)	35	
Utility bill e.g. gas, electrical, television, broadband (must not be less than 6 months old. Printed online bills are NOT excepted)	35	
Public services card/social services card/ medical card	25	
with photograph	40	
Bank/Building Society/ Credit Union statement	35	
National age card (issued by An Garda Síochána)	25	
Membership card		
Club, union or trade, professional bodies	25	
Educational institution	25	
Correspondence		
from an educational institution/SUSI/CAO	20	
From an insurance company regarding an active policy	20	
From a bank/credit union or government body or state agency	20	
Recent arrival in Ireland (Less than 6 week)		
Passport	100	
Vetting subject is unable to achieve 100 points		
Affidavit witnessed by Commissioner for Oaths	100	
	Total	



IAWA Garda Vetting Policy

Identification Verification Process- Step 1 IW-103

The first process is to verify who you are. Fill in the ID verification page. Once filled in you will need to have this form verified by a responsible person. These people are listed on the form. You will need to provide Proof of your identity by showing and making copies of 2 forms of ID. One with Photo on it and another to confirm your current residence. Those combined forms of ID must make up 100 points. The accepted list is with the Id Verification and

E Vetting invitation. This will be posted in along with Step No 1B.

Completing a Vetting invitation form – Step 1-B

If you wish to be vetted, you must fill in a Vetting Invitation Form. It is imperative that Vetting invitation form is filled in correctly. Name, DOB, email, address. If the form has any errors, or is illegible, it will be returned to you and a new form will need to be completed. Each Applicant should ensure that all information is complete, and the Identification section has been signed and dated.

This is the second step in starting the online vetting process. Completed forms along with ID Verification should be posted to IAWA Garda Vetting, Beacon Point, Athboy, Co Meath

On receipt by IAWA, the Vetting invitation is received by the LP, the LP enters the submitted details onto the NVB website. This will result in the applicant receiving an email to invite them to complete the online vetting form. In the email you will be given a reference number. This is an important number to allow you to proceed with the online process. You will need the following information to hand to complete the form online.

Online Vetting Process – Step 2

The Applicant will receive an email from the NVB to commence with the online vetting. You will be required to have your reference number to hand to start. Once online, the applicant will need to complete all aspects of the form.

The following details are required;

Details of Birth, Passport Number, Mothers maiden Name, ALL address from birth until present day, any criminal record details eg court date, outcome. If you are 18 you will require a parent consent form. Also, all addresses must have a post code or Eir Code

If the form is not complete, you will not be allowed to submit it.



IAWA Garda Vetting Policy

Online Vetting Process – Step 3

Once you have completed the form IAWA will be notified, and the LP will verify details submitted and then send to NVB for processing.

Applicants will be able to check the process of their vetting application by logging onto the NVB website using their application reference number.

Once the application has been processed by the NVB, this will be returned to the LP with any disclosures. The LP will then act on disclosed information in accordance with the IAWA Vetting Policy.

Online Vetting Process – Step 4

The LP will contact the applicant if there is a disclosure. The LP will request the applicant to confirm and clarify the details of the disclosure, provide further information. If this is not adequate the applicant will give the LP permission to seek additional details from the NVB. Successful vetting applicant will receive a letter indicating their suitability to work with or volunteer within the Irish Amateur Wrestling Association.

The applicant may appeal the information disclosed, this process goes to the NVB

All members who result in an Accepted status will be recorded on the Irish Amateur Wrestling Association Database

Members who have never lived in Ireland

You must have lived in Ireland to partake in our vetting Process. Instructors / Coaches / Members who have never lived in Ireland and reside in another country must submit a copy of their Country's vetting accepted certificate. This must be translated into English to verify that all is in order.

Post to the address below.

Paper Forms

If an applicant cannot complete the online process, please reply in writing to:

Liaison Officer

15 The Haven, Tower Cross, Mornington, County Meath, Eircode A92H9Y2

Please note: Application's not completed online may result in a delay in the vetting process.