



RugbyConnect

Guide to Making a Vetting Application (NI)¹

Please note, this guide is for individuals who are working/volunteering in a regulated position in a club in Northern Ireland. That is, work or activity that involves teaching, training, caring for and supervision of children 'frequently' (once a week or more) or 'intensively' (4 or more days in a 30-day period or overnight).

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:

- 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://d19fc3vd0jo3m.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.

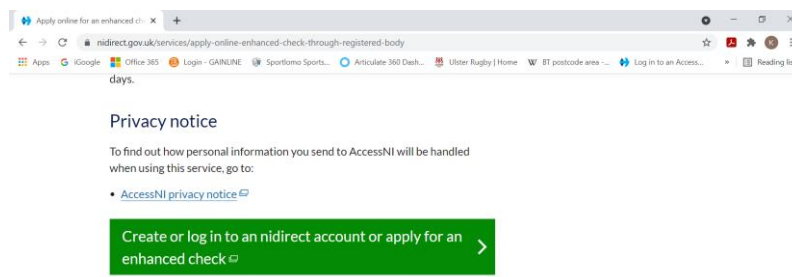
Applying for a Safeguarding Record in RugbyConnect

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/>

Access NI First...

If you haven't already logged onto NI Direct and completed an application for an **Enhanced** Access NI check please do so by following the steps below:

- Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>
- Select the GREEN button to apply for '**ENHANCED CHECK**' through registered body.



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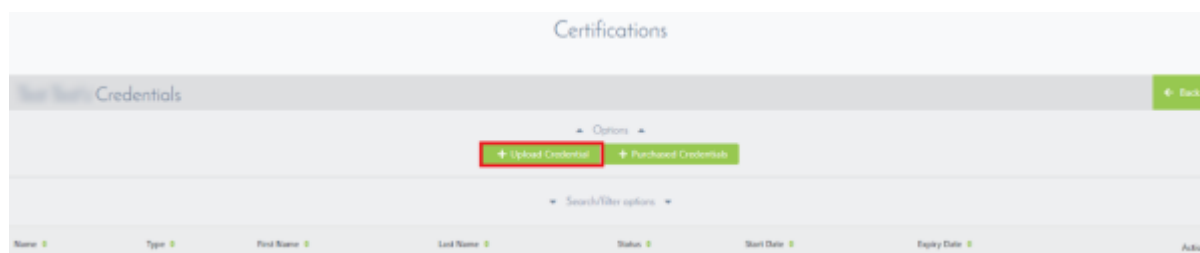
- Register your account by creating your user ID and password (keep this to track your application). If you have completed an ANI application before, you will need your log in details.
- Enter PIN 570679 in Step 1 of the form. This is the IRFU pin number for Anne-Marie Hughes, and will ensure the form comes to the IRFU.
- Complete the remainder of the form and click on 'Confirm and Proceed' to finish the online process.
- Take note of your Online ANI Application Reference as you will need to insert it when you log into RugbyConnect.

... then RugbyConnect

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).



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



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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

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

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

Requires a survey. Will be redirected to fill out 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.

Details

Type

Credential Name

Provider

Provider Identifier

Start Date

Expiry Date

Additional Info

Press the green Save button.

Save

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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):

- 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 *Complete* 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

Complete

Completing the Survey

Reminder: this guide is for individuals who are working/volunteering in a regulated position in a club in Northern Ireland. Therefore, you should select **Access Northern Ireland (Current Address in Northern Ireland, PSNI)** (picture on the next page).

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In which jurisdiction will this application be processed? *

☐ An Garda Síochána NVB (Current Address in Ireland)

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

[Previous](#) [Complete](#)

On the resulting page you will be directed to apply for an Enhanced Access NI check. If you have been following this guide, you should already have done this so you can press *Next*. (If not, open the link in a new tab and follow the instructions starting on page 3 before proceeding with the survey.)

BEFORE completing this form you must apply for an ENHANCED Access NI Check by carrying out the following steps. If you have a valid National Insurance number, Passport Number and Driving Licence number please ensure you have these to hand before starting. To find out how personal information you send to AccessNI will be handled when using this service, go to:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

- Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>
- Select GREEN button to apply for 'ENHANCED CHECK' through registered body.
- Register your account by creating your user ID and password (keep this to track your application). If you have completed an ANI application before, you will need your log in details.
- Enter PIN number 570679 in Step 1 of the form. This is the IRFU pin number for Anne Marie Hughes, the vetting administrator and will ensure the form comes to the IRFU.
- Complete the remainder of the form and click on 'Confirm and Proceed' to finish the online process.
- Take note of your Online ANI Application Reference and insert overleaf.

[Previous](#) [Next](#)

You will be asked to enter some personal information and your Online ANI Reference number. Please ensure that you complete this fully as this is the information that we use to cross-check your Access NI application.

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

Last Name *

Date of Birth in DD/MM/YYYY format *

Club/Organization *

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Email Address (this must match the one on the ANI application form) *

Current Postcode

Current House Number *

Phone Number *

National Insurance Number

Driving Licence Number

Passport Number

Online ANI Reference Number This is the 10 digit case reference number provided on the confirmation page (Step 12) *

Previous Next

Next, you should choose the **role** you are applying for within your club.

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)

Tick the box next to the role(s) you are applying for.

Please note this **should only be the role(s) you are applying for in the club**, not any role(s) that you hold outside of the club e.g., if you are a paid Youth Worker in the local Youth Club and a volunteer in the rugby club, please DO NOT tick 'Staff working with mini/youth players'. Your club will be charged for this check and may choose to pass the cost on to you. This choice is only for people who are paid to work in a rugby club or Ulster Branch staff.

Again, click *Next* when complete.

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.

You must upload at least **3 pieces of ID**. You must select 1 piece of ID from Group 1 (Primary Identity Documents). The other 2 pieces can be from any group, including Group 1. At least 1 document must show your current address and at least 1 document must be photographic identification.

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GROUP 1: Primary identity documents *

- ☐ Current, valid passport (any nationality)
- ☐ Biometric Residence Permit (UK)
- ☐ Current driving licence photocard (full or provisional) (UK, Isle of Man, Channel Islands or Ireland)
- ☐ Birth certificate issued within 12 months of birth (UK, Isle of Man & Channel Islands – including those issued by UK authorities overseas, for example embassies, High Commissions & HM Forces)
- ☐ Long form Irish birth certificate issued at time of registration of birth
- ☐ Adoption certificate (UK, Channel Islands or Ireland)

GROUP 2a: Trusted government documents

- ☐ Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
- ☐ Marriage/Civil Partnership Certificate (UK, ROI or Channel Islands)
- ☐ HM Forces ID card (UK)
- ☐ Firearms licence (UK, Channel Islands and Isle of Man)
- ☐ Electoral ID card (NI only)
- ☐ Current driving licence photocard (full or provisional) (All countries OUTSIDE the UK, excluding Isle of Man & Channel Islands)
- ☐ Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA)
- ☐ Immigration document, visa or work permit (issued by a country OUTSIDE the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based)

GROUP 2b: Living and social history documents. Documents must be issued within the last 12 months

- ☐ Mortgage Statement (UK or Ireland)
- ☐ Financial statement, for example ISA, pension or endowment (UK or Ireland)
- ☐ P45 or P60 statement (UK, Channel Islands)
- ☐ Land and Property Services rates demand (NI only)
- ☐ Council tax statement (UK, Channel Islands)

These documents must be issued within the last 3 months

- ☐ Credit card statement (UK, Ireland)
- ☐ Bank or Building society statement (UK, Channel Islands or Ireland)
- ☐ Bank or Building society statement (Countries outside the UK) (Branch must be in the country where the applicant lives and works)
- ☐ Bank or building society account opening confirmation letter (UK)
- ☐ Utility bill (not mobile phone) (UK, Ireland)
- ☐ Benefit statement, for example Child Benefit, Pension etc (UK)
- ☐ Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK, Channel Islands)

Documents must be valid at the time of checking

- ☐ EEA National ID card
- ☐ 60+ or Senior (65+) SmartPass issued by Translink (NI)
- ☐ yLink card issued by Translink (NI)
- ☐ Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands)
- ☐ Letter from head teacher or further education college principal (UK for 16 - 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided)
- ☐ Letter of sponsorship from future employment provider or voluntary organisation (Non-UK only, valid only for applicants residing outside UK and Ireland at time of application)
- ☐ Irish Passport Card (cannot be used with an Irish passport)

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Please note that online bank statements and utility bills are not acceptable unless you have printed it, taken it to your local branch and had it stamped and verified by a staff member there.

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.

WARNING: Total size of uploaded documents should not exceed 2.8MB

Current, valid passport (any nationality)

No file chosen

Current driving license photocard (UK, ROI, Isle of Man, Channel Islands or any EEA country)

No file chosen

Land and Property Services rates demand (NI only)

No file chosen

On the next page tick the box to confirm that you **agree** to the vetting application being made. Type your name in the Signature box. Press *Next* to proceed.

I agree for this information to be passed to the IRFU for the purpose of completing an Access NI check. I understand that this process will include a check against the barred list and it is an offence for a barred person to apply for a regulated activity post. *

☐ I agree

Signature *

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

Thank you for providing the necessary information, please contact your Club Welfare Officer to arrange for your ID to be verified. The IRFU will be in touch when the recruitment process is complete.

Your application to work with children and/or vulnerable adults will be submitted when you click Complete.

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Please ensure that you contact your Club Welfare Officer as soon as possible so that they can verify your ID. You **cannot** coach/volunteer with children & young people until this process has been completed and your safeguarding record has been updated to 'approved'.

Please note that unprocessed applications will 'fall off' the Access NI system after 90 days at which stage they will also be deleted from RugbyConnect.

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).



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.

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IRFU Vetting for Regular work with young people Details

Details

Type

Safeguarding

Name

IRFU Vetting for Regular w

Short Name

IRFURWYP

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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