



RugbyConnect

Guide to Making a Vetting Credential (NI)¹

Section 1: Membership on RugbyConnect

(sometimes known as Sportlomo)

Do you have a current 'Coach'² membership on RugbyConnect with your Club?

YES

Go to Section 2: Logging into your account

NO

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 - Kerry Spence (Ulster) – kerry.spence@ulsterrugby.com

Creating Your Account

All coaches will need to be 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.

¹ **Updated September 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.

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 2: 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.

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com   



Section 3: 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 Access NI. 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 applied for an Enhanced Check on the Access NI website?

YES

Continue in this Section

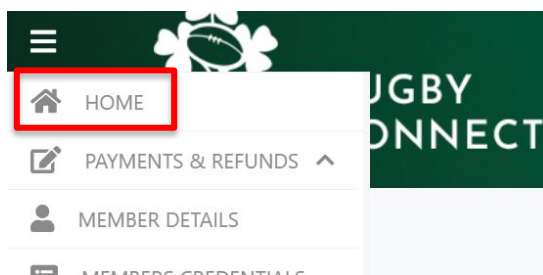
NO

STOP! Ask your Club Welfare Officer for the current Access NI Application Guide

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 below 'CHANGE ASSOCIATION' 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 on the drop-down menu on the *Membership* button.

Irish Rugby Football Union

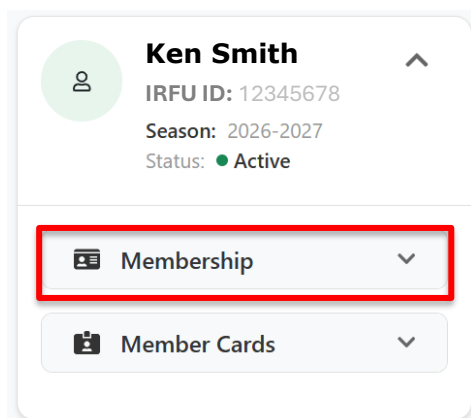
10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

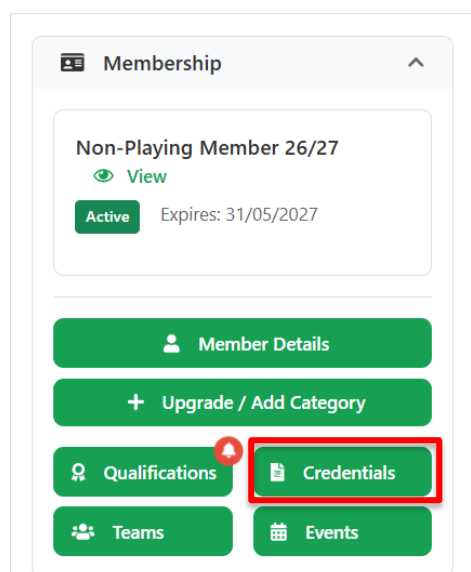
www.irishrugby.com



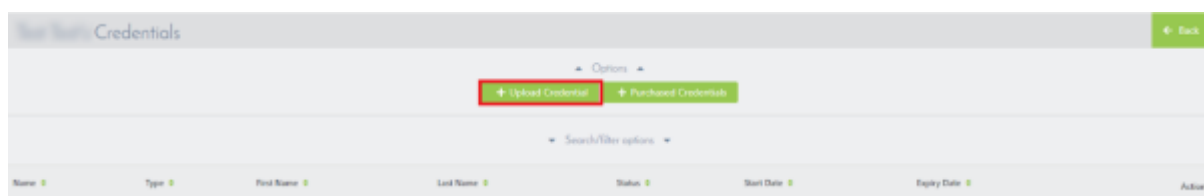
If you also have children registered on your account, please take care to select your own membership card.



This will show your membership categories. If it does not list **Coach**, click on the + *Upgrade / Add category* button and complete that process before clicking on the *Credentials* button.



To create your vetting credential, click on the *Upload Credential* button.



Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com



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

Details

Type	Select Credential Type
Credential Name	Select Credential Type 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 regulated position in a club in Northern Ireland, including those working with adults)

Details

Type	Vetting
Credential Name	Select Credential Select Credential IRFU Vetting for Occasional work with young people IRFU Vetting for Regular work with young people
Provider	
Provider Identifier	

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

Requires a survey. Will be redirected to fill out after saving

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.

Provider	
Provider Identifier	
Start Date	22/07/2021
Expiry Date	22/07/2023
Additional Info	

Press the green Save button.

Save

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.

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com



IRFU

Self-Declaration

Read through the statements carefully (*example below*) and if there are any that you cannot agree to you should discuss this with 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 *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

Select **Access NI (CLUB Address in Northern Ireland)**.

In which jurisdiction will this application be processed? *

☐ An Garda Síochána NVB (Club Address in Ireland)

☒ Access NI (Club Address in Northern Ireland)

Previous

Next

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

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com



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.

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

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

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 Volunteer (Mini/Youth) eg managers, helpers, chaperones
- ☐ Disability Rugby Coach (Mini/Youth Players)
- ☐ Disability Rugby Coach (Adult Players)
- ☐ Regular Disability Rugby Helper (Mini/Youth Players) eg managers, helpers, chaperones
- ☐ Regular Disability Rugby Helper (Adult Players) eg managers, helpers, chaperones
- ☐ Parent supervisor on tour/travel away
- ☐ Paid staff employed in a relevant role in your club or Branch
- ☐ Other (give details)

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 'Paid staff employed in a relevant role in your club or Branch'. 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.

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 so that they may verify your vetting credential. When the recruitment process is complete **your safeguarding credential will be updated to 'active'**.

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

Previous

Complete

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com



Things to note...

Please ensure that you contact your Club Welfare Officer as soon as possible so that they can verify your vetting credential. 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.

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

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

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | F +353 01 6473801

www.irishrugby.com   

