IRISH GYMNASTICS LTD

AccessNI VETTING FLOWCHART

Club Identifies Roles that require an Enhanced Check by AccessNI. Club Lead Officer provides Applicant with all required Forms & Confidential Envelope. All Forms must be completed in full.

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Applicant returns completed forms in envelope provided directly to Club Lead Officer who forwards the ANI Applic, IG Membership Form (copy kept for Club record), ID Validation Form & Fee if applicable to the IG Lead Signatory, IG Office, Sport House, 13 Joyce Way, Dublin 12.

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All correctly completed forms are forwarded by IG Lead Signatory to AccessNI for processing. Any incomplete forms are returned directly to the individuals.

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Lead Signatory receives written communication from AccessNI re.applicant.

NO DISCLOSURES

In conjunction with the Club, if no other issues, the individual is deemed acceptable for the role.

→ Irish Gymnastics Lead Signatory holds database of all individuals vetted.

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The individual ANI Certificate is issued to the Club Lead Officer and individual may carry out specified role. Applicant receives certificate directly from ANI.

DISCLOSURE RECEIVED

The Disclosure is discussed by IG Membership Vetting Control Committee (MVCC). If the Disclosure is not in relation to safe guarding standards, Club is advised by letter. If refused, the Club/ individual are informed. (MVCC not privy to individual's name).

→ Irish Gymnastics Lead Signatory holds database of all individuals vetted.

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If applicant disputes the Disclosure, has queries or wish to appeal, they should contact the IG Lead Signatory.