

Frequently Asked Questions

What is Garda Vetting?

Garda Vetting is a way of checking people's history to make sure that they do not have any convictions that might mean they are not suitable to work or volunteer in tennis.

Garda Vetting allows Tennis Ireland find out:

- About the criminal record of an individual
- Whether there are cases pending

This means Tennis Ireland will know if someone has had court orders made against them or if there are any cases pending.

Do I Need Garda Vetting?

Yes – tennis Ireland is currently in the process of rolling out a programme that will ensure all those working or wishing to work in tennis have completed satisfactory disclosures.

I already have Garda Vetting. Do I need another one?

Some individuals may already have completed Garda vetting through bodies other than Tennis Ireland. However Tennis Ireland is unable to accept disclosures from other bodies and the individual will need to complete another Garda Vetting Application Form that will be processed through Tennis Ireland.

It is the policy of Tennis Ireland that all persons engaged in or wish to be engaged by the Federation will be subject to the Garda Vetting procedure.

How is information stored?

Your completed form is returned from the Garda vetting unit to the Tennis Ireland Authorised Signatory clearly marked Private and Confidential. The Authorised Signatory will not disclose information regarding your offence or any other information contained within.

This means that specific disclosed information from the Garda Vetting Unit is:

- Not passed onto any other club or league.
- Not put in the public domain
- However, it may make a recommendation as to a persons suitability to be involved in Tennis

This is important because we recognise that individuals would have concerns that old offences may become public and cause embarrassment or prejudice. This is not the case.

What decision is made on the basis of Garda Vetting?

There are three options:

Accepted: this allows the individual concerned to continue the application process that enables the club, leagues or organisations to know that Tennis Ireland sees no reason why this individual cannot work in tennis.

Rejected: This means that the individual is not considered suitable to work in tennis

Referred: This means that there is some concern and further investigation or clarification is needed. The Tennis Ireland Authorised Signatory will typically contact or write to the individual and possibly, ask for explanations for the offence or references. The tennis Ireland Authorised Signatory may also contact local Gardai/Police Forces for clarification on these offences.

All decisions are made with care and every case is treated on its merits. Where there are serious concerns, the individual will be taken through the case management process in Tennis Ireland.

Data Protection

Personal data will be held by Tennis Ireland in line with the Federations Data Protection Policy that is available on request.

Applicants Under 18 years of age

Applicants applying for Garda Vetting who have not yet reached their eighteenth birthday must submit along with the Garda Vetting Application, a Garda Vetting Consent Form signed by a parent or guardian. This form can be downloaded from The Tennis Ireland website as well.

How long does the Garda Vetting process take?

Garda Vetting typically take around a month to six weeks. Sometimes this process can take considerably longer. This may be due simply to the local police force or to the complexity of the applicants record.

Significant delays can also be caused where forms have not been filled in properly or if the Tennis Ireland guidance is not followed.

Tennis Ireland/Garda Vetting Unit can take no liability for lost documentation.

Tennis Ireland
Garda Vetting Application Form Checklist

Have You?

1. Completed the Form in Block Capitals
2. Ensured that **all details required** are given stating N/A if details are not applicable.
3. Ensured that your writing is clear and legible.
4. Ensure that **all** addresses from your year of birth are clearly stated with no gaps
5. Ensured that all years are clearly stated e.g. 2003-2007, 1978-1985, etc.
6. Provided full disclosure and information on any convictions you might have.

Completed forms should be returned to:

The Authorised Signatory,
Tennis Ireland,
Dublin City University,
Glasnevin,
Dublin 9

***On no account should the Form be sent directly to
the Garda Central Vetting Unit or any Garda Station***