Limerick Athletic Club Coach Recruitment and Vetting Policy

Purpose

The purpose of this policy is to outline Limerick AC's approach to the recruitment and vetting of juvenile coaches.

Document Control

Version Number	Date	Changes
Draft	14th September 2026	Creation of document
1.0	18th November 2026	Approval by Committee

1. Introduction

Limerick AC is a volunteer-led club. To protect our young athletes and support our coaches, all adults taking responsibility for minors must undergo a formal recruitment and vetting process.

2. Requirements by Role

The level of training required depends on your involvement with the club. **Garda Vetting and Safeguarding certificates must be renewed every 4 years.**

Role	Garda Vetting	Safeguarding Training	Coaching Course**	AAI Registration
Coaches	**Required**	Level 1	Required	Yes
Volunteer Parents	**Required**	Level 1	Optional	Yes
Club Committee	**Required**	None	No	Yes
Welfare Officers	**Required**	Level 2	No	Yes
Ad-hoc Helpers	No*	No*	No	No

**Note: Ad-hoc helpers (occasional event assistance) must never be left unsupervised with children.*

** Coaching Pathway - Athletics Ireland

3. Coaching Administration and Recruitment

Coaches shall be recruited as per the Section 10 of the Club Constitution as outlined below.

a) The establishment of a coaching sub-committee is allowed under this constitution; it's set-up and form is agreed by the clubs' coaches.
b) Any decisions that impact on the constitution of the club or the workings of the management committee or that requires the management committee support, or approval needs to be submitted in writing to the Club Committee for approval.
c) Any new or potential coach will need written agreement from three (3) existing club coaches before becoming a coach in the club.
d) If a new coach is joining from another club, the club committee is allowed to contact that coaches' previous clubs for references.
e) The club committee has the right to refuse membership and not accept the application for membership of a new coach should the above criteria not be met.
f) All coaches performing a role within the Club need to be Garda Vetted.

g) A coach wishing to attend a course or approved workshop should submit a request to the club development officer at least seven days in advance of the course.

4. The Garda Vetting Process (Step-by-Step)

Vetting can take anywhere from two weeks to two months. All individuals must be vetted before they can begin coaching with the club.

Vetting is a Two-Step Process as outlined below. The Vetting Form and Related information can be found at Garda Vetting Policy - Athletics Ireland

a) ID Validation: Present the form and original ID (Passport/Driving Licence) to our Club Children's Officer. They must vouch for the originals.
b) National Processing: We post your form to Athletics Ireland. Within 14 days, you will receive an email from the National Vetting Bureau.
c) Online Application: Complete the online link in that email immediately *(note: please check your junk folder as many email systems tend to treat the email as junk).*
d) Final Approval: Once processed, you will receive an approval letter from Athletics Ireland. Please forward a copy of this letter to the Club Children's Officer.

4. Child Safeguarding Training

Anyone in regular contact with children must complete Safeguarding training.

a) Initial Training: Most coaches require Level 1. The club will allow a 3-month grace period for new coaches to complete this.
b) Refreshers courses should be completed every 4 years.
c) Courses are run by Sport Ireland, Limerick Sports Partnerships, and Athletics Ireland.
d) Online Refresher: Access the Sport Ireland E-Learning Refresher here.

5. Payment for Courses

a) To encourage all coaches and volunteers to attain the required qualifications, Limerick AC shall pay for all relevant courses.
b) The attendee may pay for the course and present the receipt to the treasurer for reimbursement, or request the Club Development Officer to enrol them on the course in the first place

6. Register of Coaches and Qualifications

a) A register of coaches and their qualifications shall be kept by the Club Development Officer
b) A register of all vetted coaches and club officers shall be kept by the Club Development Officer
c) The Club Development Officer shall notify individuals as and when their safeguard training or vetting require updating. They should ideally provide this information 3 months in advance.

7. Key Contacts for Volunteers

The Child Protection Officer shall handle all vetting applications with strict confidentiality.

Child Protection Officer: Siobhan McCormack
Phone : 087 629 9429

Compliance Notice: Any official, coach, or volunteer who fails to comply with the club-approved child welfare and vetting policies will be asked to cease working with the Club until requirements are met.