

## HOW TO COMPLETE ANNEX 7

Criterion 1 – BACS payment for £35 is made as per separate payment information found on the ECB website.

Criterion 2 - It is the responsibility of the club to ensure they have conducted all the necessary checks to ensure that the player-coach does not have any current or pending suspensions or periods of ineligibility.

**Failing to complete box 2 invalids your application and it will be returned as incomplete.**

Criterion 3 - tick to confirm playing criteria has been met, attach evidence via Annex 9

Or

Criterion 4 - tick to confirm playing criteria has been met, attach evidence via Annex 9

### **Note that you cannot mix and match criterion 3 and 4**

Criterion 5 –ECB Level II if applicable tick the box and send a copy of the certificate with the application. If First time into the UK player-coach may be booked onto a course. Provide evidence through letter or email from course booker confirming dates, and attendee. **The confirmation must have the name of attendee on it. Invoices and booking forms are not accepted as evidence**

First time of attending ECB Level II, then no need to book onto Health and Safety Assessment and Safeguarding and protecting children module, these are both part of the course.

Criterion 6 – Non- UK Coaching Equivalent, tick box and send a copy of the certificate as evidence. (List of those accepted can be found on the ECB website).

Criterion 7 – Safeguarding and Protecting Children Module, valid for three years. First time of attending **MUST** be face to face. Provide valid certificate or evidence through letter or email from course booker confirming dates, and attendee.

Criterion 8 - Health and Safety Assessment, valid for three years. Attendance **MUST** be face to face. Provide valid certificate or evidence through letter or email from course booker confirming dates, and attendance. **Invoices and booking forms are not accepted as evidence**

Criterion 9 – Vetting form to be filled out completely and signed by the player-coach. Incomplete forms will be returned. Copy of Passport photo ID page to be submitted and Police Clearance certificate to be sent. **Police clearance must be in date by three months of GBE application and cover birth to date**

Criterion 10 – Copy of the contract will evidence that the minimum salary is being paid.

## THE PROCESS

Ensure that you fill in Annex 7 completely and clearly.

Email the full application to [managedmigration@ecb.co.uk](mailto:managedmigration@ecb.co.uk)

### **WE ONLY ACCEPT BACS PAYMENTS – INSTRUCTION ON SEPARATE DOCUMENT ON THE ECB WEBSITE**

Applications will not be reviewed and/or processed until your administration fee has been received.

Upon receipt of a full application (this includes administration fee) ECB will send an email acknowledgement.

Pre-application checks cannot be carried out Once you receive your acknowledgement, your application will be processed within our published guidelines of 7- 10 working days, **please do not ask for updates, you will not receive a reply.**

If your application is incomplete you will receive an email advising what is missing/required.

If all criteria are met and satisfied a letter with a unique Governing Body Endorsement reference for your playercoach will be issued and emailed to the email address noted on Annex 7.

Hard copy letters will not be posted out

**Annex 7 – Tier 5 Individual Migrant Governing Body Endorsement Application Form – Player-Coach Only**

This form should be used by Non-First-Class Cricket Clubs to apply for an ECB Governing Body Endorsement for a migrant under Tier 5 (Temporary Worker) – Creative and Sporting of the Home Office Points Based System for Managed Migration.



**Read the guidance before completing your application. Please complete all sections of the form below unless otherwise indicated:**

Full name of Player-Coach (as per passport)

Name of Club

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Address .....

Club contact name and position:

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Telephone number: .....

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Email: .....

You must confirm that you

- Have made a BACS payment for £35.00 and
- The player/coach is not subject to an ECB or ICC provisional suspension or an unexpired period of ineligibility from playing and/or coaching activities (please read the full criteria document and complete your own checks and tick the box if satisfied)

Please also provide evidence as stated below to meet the criteria:

- 5 First Class and/or ODI and/or International T20 and/or Test and/or U19 World Cup Matches in past 36 months (please provide evidence of date & details of matches)
- Have played a minimum of 20 List "A" T20s in an ICC Full member country in the past 36 months (please provide evidence of date & details of matches)

AND EITHER:

- ECB Level II e.g. ECB Certificate Coaching Children/Young People Adults' Cricket\* or ECB Foundation II Coach\*\* (please provide evidence of date & details of course and/or copy of certificate) \*phased at summer 2021 \*\*due October 2021

OR

- Non – UK coaching qualification that is of an equivalent or higher standard to the ECB Level 2 (please provide evidence of date & details of course and copy of certificate)

AND

- Safeguarding & Protecting Children module of the ECB Level II Coaching course (Please provide evidence of date and details and copy of certificates).

AND

- ECB Health & Safety Assessment undertaken/arranged. (Please provide evidence of date and details and copy of certificates).

AND

- ECB Non-UK Residents Vetting Form including Police Clearance certificate from home country & copy of passport photo page

AND

- Evidence of salary paid is at least the appropriate level (min of £200 pw)

**The personal data provided on this form will be processed in accordance with the Privacy Notice within this application pack.**

**DECLARATION.** By signing this form, I confirm that the Player-Coach and Club contact have been given the Privacy Notice within this application pack and the Player-Coach has authorised the Club to complete this form, submit it to the ECB and for the ECB to submit all relevant details to the Home Office.

Club contact signature..... Date of Application.....

Please email this form and evidence to [managedmigration@ecb.co.uk](mailto:managedmigration@ecb.co.uk)

To make your payment, please refer to the BACS payment details found on the ECB website at <https://www.ecb.co.uk/governance/regulations/governing-body-endorsement>

**Please note that applications will not be processed until payment is received**

Office use – Date application received..... Date acknowledgement sent.....

2021 Season



England and Wales Cricket Board  
GDPR

## Privacy Notice –Tier 5 Individual Migrant Governing Body Endorsement- Player-Coach Only

The England and Wales Cricket Board Limited (**ECB**) is the national governing body for cricket, the organiser of The Hundred, operates We Are England Cricket Supporters and runs numerous programmes to support recreational cricket.

Non-First-Class County Cricket Clubs work under the auspices of the ECB but are separate organisations in their own right.

Under the General Data Protection Regulation, each organisation is required to provide you with certain details concerning how your personal data will be used and protected.

Full details of how the ECB uses and protects your personal data, as well as your rights in respect of it, are in the ECB's Privacy Policy which you can find at [www.ecb.co.uk/privacy](http://www.ecb.co.uk/privacy). The Privacy Policy for each of the other organisations can be found on their websites or by contacting them directly. A summary of the key points is shown below.

<b>Names of data controller</b>	The England & Wales Cricket Board Limited	Non-First-Class County Cricket Club(s)
<b>Contact details</b>	<b>Mail:</b> England and Wales Cricket Board Lord's Cricket Ground London NW8 8QZ <b>Email:</b> <a href="mailto:privacy@ecb.co.uk">privacy@ecb.co.uk</a> <b>Phone:</b> 020 7432 1200 <b>Website:</b> <a href="http://www.ecb.co.uk">www.ecb.co.uk</a>	
<b>Categories of personal data</b>	Full name of Player -Coach Correspondence UK address of Player-Coach Club contact name and position Club contact telephone number and email address  ECB / ICC suspension / ineligibility confirmation Match confirmation UKCC 2 or ECB Level II certificate Non-UK Coaching qualification certificate Safeguarding & Protecting Children ECB UKCC 2 Coaching course certificate ECB Health & Safety certificate Copy of passport photo page ECB Non-UK Residents Vetting form including Police Clearance certificate from home country Salary level	
<b>Sources of personal data</b>	Non-First Class County .Cricket Club(s) (as applicable) The Home Office	
<b>Automated decisions</b>	None	

<b>Purposes of processing</b>	administration of the governing body endorsement for the purposes of record keeping to comply with Home Office requirements	
<b>Who we will disclose your personal data to</b>	The Home Office	The ECB
<b>Legal basis for processing your personal data</b>	<p>The legal basis for the collection and processing of your personal data is:</p> <p><b>administration:</b> that it is necessary to fulfil the contract that you are going to enter into or have entered into with us or another organisation involved in cricket</p> <p><b>record keeping:</b> that it is in our legitimate interests which are to verify accuracy and uphold standards and this does not prejudice or harm your rights and freedom</p> <p><b>compliance:</b> that it is necessary for us to comply with the Home Office immigration rules</p>	
<b>Your right to withdraw consent</b>	Where you have given your consent to any processing of personal data you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we each had consent prior to your withdrawing it.	
<b>Location of your personal data</b>	We will each keep your personal data within the European Economic Area.	
<b>How long we will keep your personal data for</b>	We will normally keep your personal data for 2 years. After this time period your personal data will be securely deleted.	
<b>Your rights in respect of your personal data</b>	You have the right of access to your personal data and, in some cases, to require each of us to restrict, erase or rectify it or to object to our processing it, and the right of data portability.	
<b>Complaints</b>	If you have any concerns or complaints about how any of us are handling your data please do not hesitate to get in touch by emailing <a href="mailto:privacy@ecb.co.uk">privacy@ecb.co.uk</a> or by calling 020 7432 1200. You can also contact the Information Commissioner's Office.	