HOW TO COMPLETE ANNEX 7

N.B. <u>Typewritten</u> information helps to speed up processing times.

Before completing this form, please check that your club has a valid Sponsor Licence Governing Body Endorsement. This is valid for 4 years and appears in the following format: **CRIC01/_ _/ _ _ _ _ Please insert your club's current GBE number in the space provided on the Annex 7 form, next to the club name. If you require a new Sponsor Licence GBE, please complete Annex 3 in addition to Annex 7.**

Criterion 1 - BACS payment for £35 is made as per separate payment information found on the ECB website. https://www.ecb.co.uk/about/policies-and-regulations/regulations/overseas

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 invalidates your application and it will be returned as incomplete.

Criterion 3 - tick only If the Migrant was issued a GBE in 2022 and could not complete their ECB Core Coach course due to the extension of visa processing times. Evidence of entry date to the UK, and the booking confirmation of the ECB Core Coach course (containing the Migrant's name) that was due to be attended in 2022, MUST BE PROVIDED.

Criterion 4 - tick to confirm playing criteria has been met, please provide a link to the matches, or attach evidence via Annex 9.

Or

Criterion 5 - tick to confirm playing criteria has been met, please provide a link to the matches, or attach evidence via Annex 9
To meet the criteria the applicant must have played a minimum of 20 List "A" T20s in an ICC Full member country in past 36 months. List A 50 overs (per side) matches do not meet the criteria, only List A T20 matches will be accepted.

A list of examples of domestic List A T20 competitions can be found in the Additional Information for cricket clubs on the following page https://www.ecb.co.uk/about/policies-and-regulations/regulations/overseas

Note that you cannot mix and match criterion 4 and 5

Criterion 6 - Level II e.g., UKCC 2, ECB Certificate Coaching Children/Young People Adults' Cricket or ECB Foundation II Coach/ECB Core Coach, if applicable tick the box and send a copy of the certificate with the application.

If it is the first time into the UK, and the migrant does not hold a recognised coaching qualification, they may be provided a one-off opportunity to come to the UK as a player-coach, provided they attend, complete and pass a Core Coach course prior to leaving the UK. Failure to do this may result in no future endorsements being issued, unless an alternative suitable equivalent has been attained. 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**.

If the migrant is attending an ECB Core Coach Course-there is no need to book onto Health and Safety Assessment and Safeguarding module, these both form part of the course.
The Safeguarding and Health & Safety elements are valid for 3 years once the Core Coach award has been attained. They then must be renewed/updated. These both run on a 3 yearly renewal cycle. If these elements are due to expire during a season in which the migrant is present in the UK, they need to renew/update during that season, in order for any future endorsements to be issued. It is the responsibility of the individual and the club who is, or will be the sponsor, to ensure that the Safeguarding and Health & Safety assessments are kept up to date and are current at all times.

Criterion 7 - 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 8 – UK Coaching '*Safeguarding and Protecting Children*' **or** ECB '*Safeguarding for Specialist Roles*' (with top-up module most appropriate to the migrant's role), valid for 3 years. These can currently be completed on-line. Provide valid certificate. (Migrants applying to be endorsed for the first time, can alternatively provide evidence through letter or email from course booker confirming dates, and name of attendee).

Criterion 9 - Health and Safety Assessment, valid for 3 years. Attendance **MUST** be face to face. If it is due to expire during a season in which the migrant is present in the UK, they need to renew/update the required elements during that season, in order for any future endorsements to be issued. Provide valid certificate. (Migrants applying to be endorsed for the first time, provide evidence through letter or email from course booker confirming dates, and name of attendee). **Invoices and booking forms are not accepted as evidence.**

Criterion 10 – A signed letter from the Migrant confirming that they have read, understood and agree to adhere to the ECB Coaches Code of Conduct, must be submitted. **Failing to include this letter will result in the application being returned as incomplete.**

Criterion 11 - 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 12 - Copy of the contract signed by all parties which includes Coaching Schedule, outlining the salary to be paid.

THE PROCESS

Ensure that you fill in Annex 7 completely and clearly.

Email the full application to 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 player-coach will be issued and emailed to the email address noted on Annex 7.

Hard copy letters will not be posted out.

Annex 7 – 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 the International Sportsperson route, for short term engagement, 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):			DOB:
Player-Coach's Home Address:			
Name of Sponsor Club:			Current Sponsor Licence GBE No: **CRIC01/ _ _ / _ _ _ _**
Club Contact Name:		Position:	
Telephone Number:		Email:	

YOU MUST CONFIRM THAT:	**Please Tick**	For Office Use
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)		
If the individual was granted an endorsement for 2022 but was not able to attend, complete and pass an ECB Core Coach course due to the extension of visa processing times, that you are able to provide evidence of entry date to the UK, and the booking confirmation of the ECB Core Coach course (containing the Migrant's name) that was due to be attended in 2022		

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		Match Dates:
OR		
Have played a minimum of 20 List "A" T20s in an ICC Full member country in past 36 months		
AND EITHER:		
Level II e.g. UKCC 2, ECB Certificate Coaching Children/Young People Adults' Cricket or ECB Foundation II Coach/ECB Core Coach		Coaching:
OR		Safeguarding:
Non–UK coaching qualification that is of an equivalent or higher standard to the ECB Core Coach level		H & S:
AND		
'Safeguarding & Protecting Children' module of the Level 2 / Foundation 2 / ECB Core Coach course **OR** ECB '*Safeguarding for Specialist Roles*' (with top-up module most appropriate to the migrant's role)		CCC:
AND		Vetting:
ECB Health & Safety Assessment undertaken/arranged		PC Date:
AND		
ECB Coaches Code of Conduct read and understood		PC No:
AND		
ECB Non-UK Residents Vetting Form including Police Clearance certificate from home country & copy of passport photo page		Passport No:
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.	Date Received:
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.	GBE No:

Club contact signature……..Date of application……

Please email this form and evidence to managedmigration@ecb.co.uk
To make 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

England and Wales Cricket Board

GDPR

Privacy Notice – Sponsor Licence Governing Body Endorsement

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. The Privacy Policy for the other organisations can be found on their websites or by contacting them directly. A summary of the key points is shown below

Names of data controller	The England & Wales Cricket Board Limited	Non-First-Class County Cricket Club(s)
Contact details	**Mail:** England and Wales Cricket Board Lord's Cricket Ground London NW8 8QZ **Email:** privacy@ecb.co.uk **Phone:** 020 7432 1200 **Website:** www.ecb.co.uk	
Categories of personal data	Club contact name and position Club contact telephone number and email address	
Sources of personal data	Non-First-Class County Cricket Club(s) *(as applicable)* The Home Office	
Automated decisions	None	
Purposes of processing	• administration of the governing body endorsement • for the purposes of record keeping • to comply with Home Office requirements	
Who we will disclose your personal data to	The Home Office	The ECB
Legal basis for processing your personal data	The legal basis for the collection and processing of your personal data is: • **administration:** 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 • **record keeping:** 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. • **compliance:** that it is necessary for us to comply with the Home Office immigration rules.	
Your right to withdraw consent	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.	
Location of your personal data	We will each keep your personal data within the European Economic Area.	
How long we will keep your personal data for	We will normally keep your personal data for 2 years. After this time period your personal data will be securely deleted.	

Your rights in respect of your personal data	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.
Complaints	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 privacy@ecb.co.uk or by calling 020 7432 1200. You can also contact the Information Commissioner's Office.