

Annex 7 - Evidence Checklist

STEP NUMBER	EVIDENCE	REQUIREMENTS	COMPLETED
1 & 2	Annex 7	FULLY COMPLETED-Signed & dated	
3	Image of club's FULLY COMPLIANT dashboard on SHMS	Date visible	
3	Clubmark evidence OR league letter	N.B. League table <u>not</u> accepted	
4	Matches	Annex 9 or web link	
5	Coaching certificate or coaching course booking confirmation	If providing evidence of a booking, it must include name of attendee and course dates that commence within 6 weeks of arrival in the UK	
6	Safeguarding certificate (if not booked on a coaching course)	Must be valid for entire season	
7	UKBA Health & Safety certificate (if not booked on a coaching course)	Must be valid for entire season	
8	Coaches Code of Conduct declaration	Recently read, with declaration signed and dated	
9	Non-UK Resident Vetting form (ISP version from our web page)	FULLY COMPLETED & signed by the migrant including previous addresses	
10	Police Clearance certificate	Received by Managed Migration within 3 months of issue date	
11	Passport photo page	All information clearly visible	
12	Contract Heads of Terms form	FULLY COMPLETED including coaching sessions. N.B. standard contract <u>not</u> accepted.	
13	Evidence of processing fee paid	£35 paid – reference: GBName of club	