

## Recreational Game Migrant Governing Body Endorsement (GBE) Application: COACH ONLY

### DOES YOUR CLUB HAVE A CURRENT HOME OFFICE SPONSOR LICENCE?

If not, please submit Annex 3 with supporting evidence and £24 processing fee via BACS as per guidance in the 'Documents' list on our website. **Your club cannot be granted a Migrant GBE without this.**

If your club has a current Home Office Sponsor Licence, please ensure that you have the **LATEST VERSION** of all forms, **read the following guidance carefully and complete Annex 8 in full.**

### ANNEX 8: COACH ONLY

#### STEP 1: MIGRANT & SPONSOR CLUB DETAILS

Complete the Migrant and sponsor club details at the top of Annex 8 including the Sponsor Licence GBE number (format: CRIC01/\_/\_/\_\_\_\_)

**PLEASE NOTE:** handwritten information will increase processing times.

#### STEP 2: ELIGIBILITY DECLARATION

It is the responsibility of the club to ensure that they have conducted all of the necessary checks, confirming that the migrant does not have any current or pending suspensions or periods of ineligibility.

**Failing to complete this box invalidates your application and it will be returned as incomplete.**

#### STEP 3: ADDITIONAL MANDATORY CRITERIA

Every club wishing to sponsor a migrant, needs to provide evidence that they currently meet the sponsor licence endorsement criteria, even if they already hold a valid ECB Sponsor Licence Governing Body Endorsement.

Please provide an image (with current date visible) of the club's fully compliant dashboard on the **Safe Hands Management System**.

**To be fully compliant:**

**ALL ROLE INVITATIONS MUST BE ACCEPTED**

**ALL DBSs MUST BE COMPLETED**

**ALL QUALIFICATIONS MUST BE VALID**

Please also provide evidence of **either:**

**Clubmark valid for 2025/ECB Accredited Club.** Please provide a copy of the certificate or ECB email confirming award.  
**OR**

**ECB Premier League-top 2 division participation.** Please provide a letter from league secretary confirming the club's participation in the 2025 league competition. **An image of the league table will not be accepted.**

#### STEP 4: COACHING QUALIFICATION

ECB Level 2 Core Coach Certificate (or historical equivalent) or ECB Foundation Coach certificate.

**Please provide a copy of the certificate.**

**OR**

Non-UK coaching qualification that is of an equivalent or higher standard to the ECB Level 2 Core Coach course or Foundation Coach course.

**Please provide copy of the certificate.**

#### List of Overseas Coaching Qualifications Regarded as Equivalent to the ECB Level 2 Core Coach Certificate

**New Zealand** Level 1 Development Coaching – Level 2 High Performance

**Cricket Australia** Level 1 Community Coach - Level 2 Representative Coach - Level 3 High Performance

**South African** L2 (Bakers Academy) - South African Level 1

(please note that the SA Level 1 Bakers Academy is not suitable).

#### STEP 5: ADVERTISEMENT

**Please provide a copy of the job advert (screenshot/ scanned copy/ link)**

The job must have been advertised in the most appropriate (cricket-specific) national medium, such as *Wisden Cricketer Magazine*, *The Cricketer*, County Club /Board website or ECB website. It must show the full job description, start date, contract length, date of the advertisement and must have been published for a minimum of four weeks.

Additional guidance:

The club should keep evidence of all of the UK settled residents who have applied and why they were not recruited, for when the club is audited by the Home Office.

#### STEP 6: SAFEGUARDING CERTIFICATE

Please provide a certificate which is **valid for the duration of the season**. Certificates are valid for 3 years from their issue date.

**'Safeguarding Level 2'** (pre-requisite for the certification of the ECB Foundation Coach course and the ECB Level 2 Core Coach course).

**OR**

**'Safeguarding for Specialist Roles'** and a 'top-up' module most relevant to the migrant's role (accepted, but no longer available to complete)

**OR**

**'Safeguarding Level 2'** (ECB online, arranged through your local county cricket board).

#### STEP 7: UKBA HEALTH & SAFETY CERTIFICATE

Please provide a certificate which is **valid for the duration of the season**. Certificates are valid for 3 years from their issue date.

UKBA Health and Safety Assessment (via 'Microsoft Teams' or 'Zoom') arranged through your local county cricket board.

#### STEP 8: COACHES CODE OF CONDUCT

Please submit a signed and dated statement from the migrant confirming that they have recently read, understood and agree to adhere to the ECB Coaches Code of Conduct. **Failing to include this will result in the application being returned as incomplete.**

#### STEP 9: NON-UK RESIDENT VETTING FORM

Please complete the 'GBE Non-UK Resident Vetting' form available in the 'Documents' list on our website. **Note that handwritten information will increase processing times.**

#### STEP 10: POLICE CLEARANCE CERTIFICATE

The following is guidance on the types of overseas checks that we will accept as part of the overseas vetting process, agreed with the HOME OFFICE.

|                    |                                                                |
|--------------------|----------------------------------------------------------------|
| Australia          | Federal Police check                                           |
| South Africa       | South African Police Service check (SAPS)                      |
| New Zealand        | Ministry of Justice check                                      |
| West Indies        | Police Headquarters check                                      |
| Sri Lanka          | Police Headquarters in Colombo                                 |
| Pakistan           | Police Clearance certificate                                   |
| India              | Police Clearance certificate                                   |
| Zimbabwe           | Republic Police Clearance                                      |
| Namibia & Tanzania | Government check on watermarked letterhead (original required) |
| U.S.A              | State Police check (this will need to be stamped & notarised)  |

#### ALL CHECKS:

**MUST** be clear, readable and in **ENGLISH** (photocopies are acceptable unless otherwise stated)

**MUST** cover entire life, from birth to date

**MUST** be on official letterhead with stamp (stamp to be in English)

**MUST** be signed by an official

**MUST** be date stamped

**MUST** be **issued within the 3 months prior to date of receipt of the GBE application** (older checks will not be processed and a new clearance will be requested). **For the 2026 Season only**, should your club need to make an 'early' application, we *can* endorse the migrant but will require an additional police certificate **dated a maximum of 3**

months prior to the migrant's planned arrival into the UK. From 1<sup>st</sup> September 2026, we will be unable to accept 'early' applications and will only process applications with a police certificate issued less than 3 months in advance of the migrant's planned arrival into the UK.

#### STEP 11: PASSPORT

Please submit a copy of the photo page of the passport. All information must be clearly visible.

#### STEP 12: CONTRACT: HEADS OF TERMS - NEW FOR THE 2025 SEASON

Please fully complete and submit the 'Contract: Heads of Terms' document. **Please also note that the National Minimum Wage rules apply which includes a minimum of £200 per week.**

**Failing to include this document will result in the application being returned as incomplete.**

**WE WILL NOT ACCEPT A COPY OF THE CONTRACT**

#### STEP 13: FEE PAYMENT

Please submit £35 processing fee via BACS as per guidance in the documents list and tick the fee payment box on Annex 8. **When paying, it is very important that you add the narrative of GBE and the name of your Club (e.g. GBName of club) as failure to do this can result in your application being delayed.**

##### PLEASE NOTE:

**Sponsor Licence GBE - £24 (FOR INITIAL SPONSOR ENDORSEMENT ONLY. RENEWALS ARE NO LONGER REQUIRED)**

**Migrant GBE - £35 (valid until 30<sup>th</sup> September of the relevant season or until the end of the migrant's contract, whichever is sooner)**

#### THE PROCESS

Ensure that you complete Annex 8 fully and clearly.

Email the full application to **managedmigration@ecb.co.uk**

Applications **WILL NOT** be reviewed and/or processed until your administration fee has been received.

Pre-application checks **CANNOT** be carried out.

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 coach will be issued and emailed to the email address noted on Annex 8.

**PLEASE NOTE: WE ARE UNABLE TO ACCEPT APPLICATIONS FROM AGENTS OR ANY THIRD PARTY. APPLICATIONS MUST BE SUBMITTED DIRECTLY BY THE SPONSOR CLUB.**

# Annex 8 – Individual Migrant Governing Body Endorsement Application Form – Coach Only

This form should be used by Recreational 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 Coach<br>(as per passport): |  |           |  | DOB:                            |                       |
| Coach's Home Address:                    |  |           |  |                                 |                       |
| Name of Sponsor Club:                    |  |           |  | Current Sponsor Licence GBE No: | CRIC01/ _ _ / _ _ _ _ |
| 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 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). |  |

Searched:

## ABOUT THE SPONSOR CLUB- PLEASE PROVIDE THE EVIDENCE SPECIFIED IN THE STEP-BY-STEP GUIDE:

|                                                                                                                                                                                                                                                                                                                                                                   |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| The Sponsor Club is "Safe Hands" Compliant including all DBSs<br>(An image of the club's <u>fully</u> compliant status on the Safe Hands Management System MUST be provided and MUST display the <u>current</u> date). <b>PLEASE DO NOT SUBMIT YOUR APPLICATION WITHOUT THIS EVIDENCE.</b> Please also note, <b>COMPLIANCE 'IN PROGRESS' WILL NOT BE ACCEPTED</b> |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

SHMS Compliant:

**AND** please also indicate which of the following criteria has been met and PROVIDE EVIDENCE (at least one required):

|                                                   |  |
|---------------------------------------------------|--|
| ECB Accredited Club/ Clubmark valid for 2025      |  |
| OR                                                |  |
| ECB Premier League – Top 2 Division Participation |  |

Accreditation:

OR

Top 2 Divisions:

## ABOUT THE MIGRANT- PLEASE PROVIDE THE EVIDENCE SPECIFIED IN THE STEP-BY-STEP GUIDE:

|                                                                                                                                         |  |
|-----------------------------------------------------------------------------------------------------------------------------------------|--|
| ECB Level 2 Core Coach Certificate or ECB historical equivalent.                                                                        |  |
| OR                                                                                                                                      |  |
| Non-UK coaching qualification that is of an equivalent or higher standard to the ECB Level 2 Core Coach course/Foundation Coach course. |  |
| AND                                                                                                                                     |  |
| Coaching job advertisement.                                                                                                             |  |
| AND                                                                                                                                     |  |
| Safeguarding certificate as listed in the step-by-step guide.                                                                           |  |
| AND                                                                                                                                     |  |
| UKBA Health & Safety Assessment.                                                                                                        |  |
| AND                                                                                                                                     |  |
| Migrant statement: ECB Coaches Code of Conduct read, understood and agreed.                                                             |  |
| AND                                                                                                                                     |  |
| ECB Non-UK Resident Vetting form including Police Clearance certificate from home country & copy of passport photo page.                |  |
| AND                                                                                                                                     |  |
| Signed and dated 'Contract: Heads of Terms'. Evidence of salary paid is at the minimum wage or above.                                   |  |

Coaching:

Advert:

Safeguarding:

H & S:

CCC:

Vetting:

PC Date:

PC No:

Passport No:

Contract HoT:

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 Coach and Club contact have been given the Privacy Notice within this application pack and the 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.

Date Received:

GBE No:

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

Please email this form and evidence to [managedmigration@ecb.co.uk](mailto: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/about/policies/regulations/overseas>



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](http://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

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                        |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>Names of data controller</b>                      | The England & Wales Cricket Board Limited                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Non-First-Class County Cricket Club(s) |
| <b>Contact details</b>                               | <p><b>Mail:</b> England and Wales Cricket Board<br/>Lord's Cricket Ground<br/>London<br/>NW8 8QZ</p> <p><b>Email:</b> <a href="mailto:privacy@ecb.co.uk">privacy@ecb.co.uk</a><br/><b>Phone:</b> 020 7432 1200<br/><b>Website:</b> <a href="http://www.ecb.co.uk">www.ecb.co.uk</a></p>                                                                                                                                                                                                                                                                                                                           |                                        |
| <b>Categories of personal data</b>                   | Club contact name and position<br>Club contact telephone number and email address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        |
| <b>Sources of personal data</b>                      | Non-First-Class County Cricket Club(s)<br>(as applicable)<br>The Home Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                        |
| <b>Automated decisions</b>                           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |
| <b>Purposes of processing</b>                        | <ul style="list-style-type: none"> <li>administration of the governing body endorsement</li> <li>for the purposes of record keeping</li> <li>to comply with Home Office requirements</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                        |
| <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> <ul style="list-style-type: none"> <li><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</li> <li><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.</li> <li><b>compliance:</b> that it is necessary for us to comply with the Home Office immigration rules.</li> </ul> |                                        |
| <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. |