

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	ECB Accredited Club evidence OR league letter	N.B. League table <u>not</u> accepted	
4	Matches	Annex 9, web link or 2 previous consecutive GBEs in the last 3 years	
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	Non-UK Resident Vetting form (ISP version from our web page)	FULLY COMPLETED & signed by the migrant including previous addresses (part of Annex form)	
9	Contract Heads of Terms form	FULLY COMPLETED including coaching sessions. N.B. standard contract <u>not</u> accepted (part of Annex form)	
10	Coaches Code of Conduct declaration	Recently read, with declaration signed and dated (part of Annex form)	
11	Passport photo page	All information clearly visible	
12	Police Clearance certificate	Dated within a maximum of 3 months from the migrant's arrival into the UK.	
13	Evidence of processing fee paid	£35 paid – reference: GBEname of club	