



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 £28.80 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

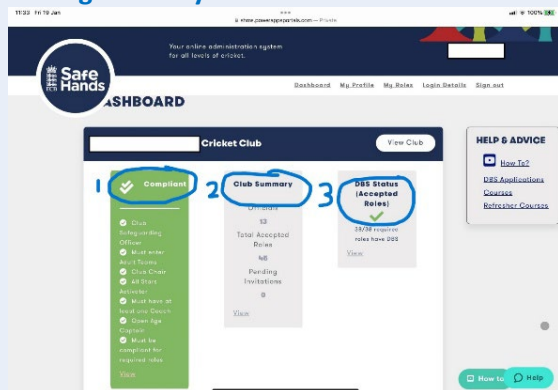
It is the responsibility of the club to ensure that they have conducted all of the necessary checks, confirming that the migrant does not have any current or pending suspensions or periods of ineligibility.

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:

- 1. ALL CLUB ASSESSMENTS PASSED**
- 2. CLUB SUMMARY: NO ADVISORIES/PENDING INVITATIONS**
- 3. ALL DBSs COMPLETE**

Please also provide evidence of **either**:

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 2027 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: NON-UK RESIDENT VETTING FORM

Please complete the 'GBE Non-UK Resident Vetting' form included within the Annex 8 form. **Please note that handwritten information will increase processing times.**

STEP 9: CONTRACT: HEADS OF TERMS

Please fully complete the 'Contract: Heads of Terms' document included within the Annex 8 form. **Please note that the ISP Visa is for a COACH role and the playing aspect is incidental. Therefore, there should be a minimum of 5 hours of scheduled coaching per week. Please also note that the National Minimum Wage rules apply, which includes a minimum of £200 per week. DO NOT SEND A COPY OF THE CONTRACT.**

You must list the coaching sessions that will be undertaken by the migrant. Do not include 1:1s, match- time, umpiring, or the migrant's own practice/training/net sessions.

STEP 10: COACHES CODE OF CONDUCT

The migrant must sign and date the declaration confirming that they have recently read the latest version of the ECB Coaches Code of Conduct, understood it and agree to adhere to it. This is included within the Annex 8 form.

STEP 11: PASSPORT

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

STEP 12: 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 a maximum of 3 months prior to the migrant's arrival into the UK** (older checks will not be processed and a new clearance will be requested).

STEP 13: FEE PAYMENT

Please submit £42 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. GBENAME of club) as failure to do this can result in your application being delayed.**

PLEASE NOTE:

Sponsor Licence GBE - £28.80 (£24+ VAT) (FOR INITIAL SPONSOR ENDORSEMENT ONLY. RENEWALS ARE NO LONGER REQUIRED)

Migrant GBE - £42 (£35 + VAT) (valid until 30th 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 **GBE@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 reviewed 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 Sports person 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 (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 £42.00 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 (An image of the club's fully compliant status on the Safe Hands Management System MUST be provided and MUST display the current date). PLEASE DO NOT SUBMIT YOUR APPLICATION WITHOUT THIS EVIDENCE. Please also note, COMPLIANCE 'IN PROGRESS' WILL NOT BE ACCEPTED	
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SHMS Compliant:

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

ECB Accredited Club	
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	
ECB Non-UK Resident Vetting form (included within Annex 8). Police Clearance certificate from home country & copy of passport photo page.	
AND	
Signed and dated 'Contract: Heads of Terms' (included within Annex 8).	
AND	
Migrant declaration: ECB Coaches Code of Conduct read, understood and agreed.	

Coaching:

Advert:

S/G:

H & S:

Vetting:

PC Date:

PC No:

Passport No:

Contract HoT:

CCC:

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 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.

GBE No:

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

ECB Non-UK Resident Vetting Form

Reason for Applying:

[Application for International Sportspersons Visa \(ISP\)](#)

[Governing Body Endorsement \(GBE\)](#)

PLEASE NOTE: HANDWRITTEN FORMS INCREASE PROCESSING TIMES

FULL name (as it appears on your passport)	Last name / Surname:		
	Forenames:		
	Middle names:		
Surname at birth (if different)		Also known as	
Gender as stated on your passport (please select)	Male ☐ Female ☐	Date of birth	
Country of birth		Nationality	
Passport number		Date of Issue	
Passport issued by			
Visa type If applicable	<u>International Sportspersons Visa (ISP)</u>		
Email address		Telephone no.	
Intended arrival date in UK		Intended departure date from UK	
Intended role in cricket in England and Wales	COACH ONLY		
Club name			
Club Address County Postcode			
Name and address of club contact			

Email address of club contact		Telephone number of club contact	
Overseas address (home country)			
Please provide the date you first resided at the above address:			
If you have been at the current address for less than 5 years, please provide all previous addresses (UK or other) during the past 5 years. Please note additional addresses, below <u>with dates</u> :			
Address in the UK (if known)			
Evidence to be Submitted: ☐ Certificate of Good Conduct from Police Authority or High Commission. <i>Must be valid and in date (maximum 3 months prior to departure)</i> ***IT IS USUALLY EASIER TO OBTAIN THIS BEFORE YOU LEAVE THE COUNTRY*** ☐ Copy of passport photo page ☐ Copy of passport extension page (if applicable) ☐ Copy of Visa (if applicable) INCOMPLETE APPLICATIONS <u>WILL NOT BE ACCEPTED</u>			
By signing this form, I confirm that the information provided, and in each document supplied with it, are accurate and complete and that I have read the Privacy Notice below and understand how my personal data will be used.		Applicant Name: Signed: Date:	



Contract: Heads of Terms- Coach Only

Sponsor club:	Club contact's name:
Migrant's name:	Migrant's date of birth:
Contract start date:	Contract end date:
Salary per week:	Age of migrant on arrival into the UK:
Hours of employment per week:	Average number of matches that the professional cricketer is expected to play each week:

Total number of <u>dedicated, scheduled, formal</u> coaching hours that the migrant will either <u>co-coach or lead</u> , each week.		
Session Type: e.g. 'All Stars', 'Dynamos' or regular, scheduled weekly sessions for juniors/women.	Weekly Schedule: i.e. session day & session times	

I declare that the information above, has been agreed by both the migrant and sponsor club and is true and accurate.

Club contact's signature:	Migrant's signature:
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Date:

Date:

Declaration

I have recently read the latest version of the **ECB Coach's Code of Conduct** from the Documents list on the **Overseas Coach/Player** page of the ECB web site.

<https://www.ecb.co.uk/about/policies/regulations/overseas>

I have understood it and will adhere to it without exception.

Signed

Name

Date

Please email this form and evidence to GBE@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>

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	Recreational 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	Recreational Cricket Club(s) <i>(as applicable)</i> 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.



England and Wales Cricket Board

Privacy Notice:

ECB Non-UK Resident Vetting Form

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.

Under data protection law, it is important that we provide you with certain information concerning how your personal data will be used and protected.

More details of how we use and protect your personal data, as well as your rights in respect of it and how to exercise them are in our Privacy Policy which you can find by clicking [here](#) or at www.ecb.co.uk/privacy. Specific information that applies to you and others whose information you provide is shown below.

Names of data controller	The England & Wales Cricket Board Limited
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	Applicant: • Title • Full name / previous name / surname at birth (if different) / known as name • Email Address • Gender • Date of birth • Country of birth and nationality • Telephone number • All previous addresses (if applicable) • Overseas address (home country) • Address in the UK • Period of proposed UK residency • Passport number • Copy of passport photo page • Copy of passport extension page (if applicable) • Copy of visa (if applicable) • Home Office category • Intended role in cricket in England and Wales • Copy of any relevant certificate(s) (if applicable) such as Certificate of Good Conduct from Police Authority or High Commission • Name of Club Club contact • Name and address of club contact • Email address of club contact • Telephone number of club contact.
Sources of personal data	You / your agent or representative Relevant County Cricket Board(s) / Club(s) The Home Office Police Authority or High Commission from Country of permanent residence Relevant safeguarding authorities

Automated decisions	None.
Purposes of processing	For your intended role: • administering the application for the intended role. • administration of the safeguarding procedures within cricket and for identification and vetting purposes. • verifying the information provided and assessing you against the proposed role. General • reporting of figures and trends (including equality, inclusion, and diversity information). • quality and improvement monitoring • direct Marketing (including contacting you about other courses/events) if you have consented to this • diversity monitoring and compliance (such as in respect of ethnicity, gender, race, age and disability) and providing equal opportunities • promotional activities, including photographs, images, video and audio recordings in our promotional materials where you have consented to this.
Who we will disclose your personal data to	For intended role: Relevant County Cricket Board(s) and/ or Clubs who will support you in your role. Authorised ECB or County Board Safeguarding team members. The Home Office General: Relevant safeguarding authorities Complainants Insurers, legal and other professional advisors Regulators
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. • safeguarding matters: that it is necessary for fulfilling cricket's legal obligations in relation to safeguarding children in cricket and to fulfil our responsibilities in law. • equality and inclusion: that that it is necessary for us to comply with the law or that it is necessary for the purposes of equality of opportunity. • medical support: that you have (or if you are under 13, your parent or carer has) given explicit consent by answering the question or that it is in your vital interests or the vital interests of somebody else. • direct marketing: (which may include profiling for the purposes of direct marketing): that you (or, if you are under 13, your parent or carer) has given consent. • promotional activities: that you (or, if you are under 13, your parent or carer) has given consent. • in all other cases: that it is necessary for our legitimate interests which are to which are to regulate the sport of cricket and to ensure that the reputation of cricket is preserved, and this does not prejudice or harm your rights and freedom. and/or that it is necessary for the establishment, exercise or defence of legal claims.
Direct Marketing	We hope you would like to hear from us from time to time and that you will allow us to use your personal data for direct marketing and to tailor our marketing communications to suit what we think you will find interesting and relevant (profiling). You can choose the information you receive by selecting your preferences on sign up. You can change your mind at any time.
Your right to withdraw consent	Where you have (or those under 13, your parent or carer has) given consent, you / they have the right to withdraw that consent at any time. If you or they do, it will not affect the lawfulness or any processing for which we had consent prior to it being withdrawn.
Location of your personal data	We will normally store your personal data within the United Kingdom or the European Economic Area. We also, occasionally, may use service providers such as Survey Monkey in connection with surveys who hold relevant data in the USA in which case, it will be protected in accordance with UK data protection law.
How long we will keep your personal data for	We will normally keep your personal data for 7 years. After this we will keep a permanent record in respect of decisions made regarding your participation in cricket (with supporting information) and delete the other information. In the event of an incident in which you are involved in any way, we may keep your personal data for longer.
Your rights in respect of your personal data	You have the right of access to your personal data and, in some cases, to require 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.