

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 / 2 previous consecutive GBEs	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 a short time after 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 (included in the annex form)	FULLY COMPLETED & signed by the migrant including previous addresses (part of Annex form)	
9	Contract Heads of Terms form (included in the annex form)	FULLY COMPLETED including coaching sessions. N.B. standard contract <u>not</u> accepted (part of Annex form)	
10	Coaches Code of Conduct declaration (included in the annex form)	Recently read most recent version, 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 prior to the migrant's arrival into the UK.	
13	Evidence of processing fee paid	£42 paid – reference: GBEname of club	