

## HOW TO COMPLETE ANNEX 7

Criterion 1 - It is the responsibility of the club to ensure they have conducted all the necessary checks to ensure that the player-coach does not have any current or pending suspensions or periods of ineligibility

### **Failing to complete box 1 invalids your application and it will be returned as incomplete**

Criterion 2 - tick to confirm playing criteria has been met, attach evidence via Annex 9

Criterion 3 – UKCC2 or ECB Level II if applicable tick the box and send a copy of the certificate with the application. If First time into the UK player-coach may be booked onto a course. Provide evidence through letter or email from course booker confirming dates, and attendee.

### **Invoices and booking forms are not accepted as evidence**

First time of attending UKCC2, no need to book onto Health and Safety Assessment and Safeguarding and protecting children module, these are both part of the course

Criterion 4 – Non- UK Coaching Equivalent, tick box and send a copy of the certificate as evidence. List of those accepted found on ECB website (add link)

Criterion 5 – Safeguarding and Protecting Children Module, valid for three years. First time of attending **MUST** be face to face. Provide valid certificate or evidence through letter or email from course booker confirming dates, and attendee.

Criterion 6 - Health and Safety Assessment, valid for three years. Attendance **MUST** be face to face. Provide valid certificate or evidence through letter or email from course booker confirming dates, and attendance.

### **Invoices and booking forms are not accepted as evidence**

Criterion 7 – Vetting form to be filled out completely and signed by the player-coach. Incomplete forms will be returned. Copy of Passport photo ID page to be submitted and Police Clearance certificate to be sent.

### **Police clearance must be in date by three months of GBE application and cover birth to date**

Criterion 8 – Copy of the contract will evidence that the minimum salary is being paid

### **Criterion 9 – Enclose your payment – applications will not be reviewed until received**

## THE PROCESS

Ensure that you fill Annex 7 completely and clearly

Email application to [managedmigration@ecb.co.uk](mailto:managedmigration@ecb.co.uk) or post to the address on Annex 7.

If you send your application via email send your cheque separately noting the name of your club and player-coach on the reverse

Applications will not be reviewed and/or processed until your administration fee has been received

We do not accept BACS payments

We do accept personal cheques

Upon receipt of a full application via post or email (this includes administration fee) ECB will send an email acknowledgement

Pre-application checks cannot be carried out

Once you receive your acknowledgement, 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 you do**

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 player-coach will be issued and posted to the correspondence address noted on Annex 7.

Electronic copies of confirmation letters will not be sent

**Annex 7 – Tier 5 Individual Migrant Governing Body Endorsement Application Form – Player-Coach Only**

This form should be used by Non First Class Cricket Clubs to apply for an ECB Governing Body Endorsement for a migrant under Tier 5 (Temporary Worker) – Creative and Sporting 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 Player-Coach (as per passport) ..... Name of Club .....

Club address ..... Club Contact Name and Position: .....

Correspondence address for endorsement to be posted to (UK)..... Telephone Number: .....

..... Email:.....

Please provide evidence as stated below to meet the criteria:

- 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)
- 5 First Class and/or ODI and/or International T20 and/or Test and/or U19 World Cup Matches in past 24 months (please provide evidence of date & details of matches)

AND EITHER:

- UKCC 2 or ECB Level II (please provide evidence of date & details of course and/or copy of certificate)
- OR
- Non – UK coaching qualification that is of an equivalent or higher standard to the ECB UKCC 2 (please provide evidence of date & details of course and copy of certificate)

AND

- Safeguarding & Protecting Children module of the ECB UKCC 2 Coaching course (Please provide evidence of date and details and copy of certificates).

AND

- ECB Health & Safety Assessment undertaken/arranged. (Please provide evidence of date and details and copy of certificates).

AND

- ECB Non-UK Residents Vetting Form including Police Clearance certificate from home country & copy of passport photo page

AND

- Evidence of salary paid is at least the appropriate level (min of £200 pw)
- Enclosed cheque for £35 made payable to “England and Wales Cricket Board”

**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 Player-Coach has been given the Privacy Notice within this application pack and 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.

Club contact signature..... Date of Application.....

**Post to ECB Governing Body Endorsements, England and Wales Cricket Board, Lord’s Cricket Ground, London, NW8 8QZ Or email to: managedmigration@ecb.co.uk (and forward cheque by post, please note that applications will not be processed until payment is received)**

Office use – Date application received..... Date acknowledgement sent.....



## Privacy Notice –Tier 5 Individual Migrant Governing Body Endorsement-Player-Coach Only

The England and Wales Cricket Board Limited (**ECB**) is the national governing body for cricket and is also the Local Organising Committee for the ICC Cricket World Cup 2019 (**CWC2019**), the operator of the New Tournament runs We Are England Cricket Supporters and operates numerous programmes to support recreational cricket. Non-First-Class 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 each of 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 Cricket Clubs |
| <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></p> <p><b>Phone:</b> 020 7432 1200</p> <p><b>Website:</b> <a href="http://www.ecb.co.uk">www.ecb.co.uk</a></p>   |                               |
| <b>Categories of personal data</b>                | <p>Full name of Player -Coach<br/>Correspondence UK address of Player-Coach<br/>Club contact name and position<br/>Club contact telephone number and email address<br/>Endorsement number for club (if known)<br/>ECB / ICC suspension / ineligibility confirmation<br/>Match confirmation<br/>UKCC 2 or ECB Level II certificate<br/>Non-UK Coaching qualification certificate<br/>Safeguarding &amp; Protecting Children ECB UKCC 2 Coaching course certificate<br/>ECB Health &amp; Safety certificate<br/>Copy of Passport photo page<br/>ECB Non-UK Residents Vetting form including Police Clearance certificate from home country<br/>Salary level</p> |                               |
| <b>Sources of personal data</b>                   | <p>First Class County<br/>Marylebone Cricket Club<br/>Women's Super League<br/>(as applicable)</p>  |                               |
| <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> </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</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>legal obligation:</b> that it is necessary for us to comply with the Home Office immigration rules.</li> </ul> |
| <b>Your right to withdraw consent</b>                | <p>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.</p>   |
| <b>Location of your personal data</b>                | <p>We will each keep your personal data within the European Economic Area.</p>  |
| <b>How long we will keep your personal data for</b>  | <p>We will each normally keep your personal data for 2 years. After this time period your personal data will be securely deleted.</p>   |
| <b>Your rights in respect of your personal data</b>  | <p>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.</p>  |
| <b>Complaints</b>                                    | <p>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.</p>   |