

HOW TO COMPLETE ANNEX 8

Criterion 1 - It is the responsibility of the club to ensure they have conducted all the necessary checks to ensure that the 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 – UKCC2 or ECB Level II if applicable tick the box and send a copy of the certificate with the application

Criterion 3 – Non- UK Coaching Equivalent, tick box and send a copy of the certificate as evidence. List of those accepted found on ECB website ([additional information for cricket clubs](#))

Criterion 4 – Evidence must show date of advertisement and must be for no less than four weeks

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 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 – Enclose your payment – applications will not be reviewed and/ or processed until received

THE PROCESS

Ensure that you fill Annex 8 completely and clearly

Email application to managedmigration@ecb.co.uk or post to the address found on Annex 8.

If you send your application via email send your cheque separately noting the name of your club and 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

Pre-application checks cannot be carried out

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

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 coach will be issued and posted to the correspondence address noted on Annex 8.

Electronic copies of confirmation letters will not be sent

Annex 8 – Tier 5 Individual Migrant Governing Body Endorsement Application Form – 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.



Please complete all sections of the form below unless otherwise indicated:

Full name of Coach (as per passport) Name of Club.....

..... Club Contact Name and Position:

Club address Telephone Number:

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

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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)

- 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
- Evidence that the job has been advertised in the most appropriate national medium, such as Wisden Cricketer Magazine, County Club /Board Website or ECB Website
- AND
- Safeguarding & Protecting Children module of the ECB UKCC 2 Coaching course (Please provide evidence of date and details and copy of certificates).
- AND
- 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

- 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 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.

Signature..... Date of Application.....

Post this form 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 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. 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

Names of data controller	The England & Wales Cricket Board Limited	Non-First-Class Cricket Clubs
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	Full name of Coach Correspondence address of Coach Club contact name and position Club contact telephone number and email address Endorsement number for club (if known) ECB / ICC suspension / ineligibility confirmation UKCC 2 or ECB Level II Non-UK Coaching qualification certificate Safeguarding & Protecting Children ECB UKCC 2 Coaching course certificate ECB Health & Safety certificate Copy of Passport photo page ECB Non-UK Residents Vetting form including Police clearance from home country	
Sources of personal data	First Class County Marylebone Cricket Club Women's Super League (as applicable)	
Automated decisions	None	
Purposes of processing	<ul style="list-style-type: none">• administration of the governing body endorsement• for the purposes of record keeping	
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: <ul style="list-style-type: none">• administration: that it is necessary to fulfil the contract that you are going to enter into or have entered into with us	

	<ul style="list-style-type: none"> • 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. • legal obligation: 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 each 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.