



## **Step by Step Guide: For Non-First-Class Cricket Clubs via Tier 5 of the Home Office Points Based System**

For cricket clubs wishing to “employ” the services of an overseas player-coach or coach only, under the Home Office criteria they must become an official UKBA Sponsor, hold a Sponsor Licence and issue Certificates of Sponsorship for every overseas person they wish to employ.

### **The process for being able to issue Certificates of Sponsorship is as follows:**

**1)** Club request endorsement as sponsor – ECB Annex 3 application form. If criteria are satisfied ECB will issue Club with unique sponsor endorsement number. Letter of confirmation will be emailed to the club contact on the application form. This must be renewed every four years with ECB and then Home Office.



**2)** Club applies to Home Office to become registered as an official Sponsor. Application to be completed online and evidence submitted. Search for “Apply for a Sponsor Licence” on the Home Office Website.



**3)** Club obtains Sponsor Licence from Home Office with SLN reference and passwords



**4)** For each player-coach or coach only, Club completes ECB Annex 7, 9 or 8 and sends, with supporting evidence to ECB (**refer to evidence guidance with the application forms**)



**5)** If criteria are satisfied, ECB then sends Club a Governing Body Endorsement for that individual - with an endorsement number unique to that individual. Letter of confirmation will be emailed to the club contact on the application form. This is only valid for the relevant season.



**6)** Club then uses this individual endorsement and enters details in online Sponsor Management System and issues Certificate of Sponsorship (CoS) for individual player-coach. End date must not exceed GBE end date.



**7)** Player-coach then takes Certificate of Sponsorship reference number and applies for Entry Clearance/visa via online visa application system or UK High Commission in whichever country they are in. The Player-coach will require a copy of the Governing Body Endorsement Confirmation letter with his unique reference number.