

Cricket Ireland Step by Step Guide:
Employing Overseas Players / Coaches to Non-First Class Cricket Clubs
via the Home Office Tier 5 Points Based System

(information adapted from ECB website)

This document is for Cricket Clubs wishing to employ the services of an overseas player-coach or coach only.

Under the Home Office criteria, a Cricket Club must become an official UK Border Agency (UKBA) Sponsor, hold a Sponsor Licence and apply for and issue Certificates of Sponsorship for every overseas person they wish to employ.

The Process is as follows:

1. The Club request endorsement as a sponsor by apply through their home Provincial Union by completing *Cricket Ireland Governing Body Endorsement Requirements Annex B* – these requirements are available for reference to all Clubs on an annual basis. The home Provincial Union when satisfied the criteria have been met will submit the endorsement application to Cricket Ireland. Cricket Ireland will issue the Club with a unique sponsor endorsement number.



2. The Club applies to the 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 or click on this link:
www.gov.uk/apply-sponsor-licence



3. The Club obtains a Sponsor Licence with a Sponsor Licence Number from Home Office.



4. For each player-coach or coach only application, the Club then completes a Cricket Ireland Governing Body Endorsement Requirements Annex D and sends this form, along with supporting evidence i.e. Police Check, Level 2 certificate, to their home Provincial Union – who then checks documents and signs off on the club. Scans of these documents are sufficient to speed up the process before any hard copy / originals of documents are sent to accompany the application.

5. If criteria are satisfied, Cricket Ireland then issues the Club with a Governing Body Endorsement for that individual player-coach or coach only application. This endorsement number is unique to each application.



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



7. Player-coach or coach only, then takes CoS reference number and applies for Entry Clearance / Visa via online visa application system or UK High Commission in whichever country they reside in.

We hope that this information is useful and if you have any questions, please feel free to contact your home Provincial Union or Cricket Ireland: info@cricketireland.ie with the email clearly marked: Overseas Players & Endorsements.