

## ENGLAND AND WALES CRICKET BOARD



### **Work Permits for Overseas Cricketers who also wish to Coach 2004 Season**

Work Permits (UK), part of the Immigration & Nationality Directorate of the Home Office, have published the Criteria for the issuing of Work Permits for the 2004 season. As in previous years coaches should not only have appropriate coaching qualifications but also must have a knowledge of UK Health and Safety and Child Protection requirements. For the 2004 season Work Permits (UK) continue to require the equivalent of the UK Level II course.

This does **not** mean that they have to take a UK Level II course before they can coach in this country, although if they do take the course Work Permits (UK) will accept the UK qualification. It does mean that, in addition to having a qualification equivalent to UK Level II, they have to have attended the “Good Practice and Child Protection” and “First Aid Appointed Persons” courses which are part of the UK Level 1 course and provide the equivalent of a CRB check from their home country, and there is a process in place to allow them to do this. Any coach without the necessary qualifications will not be able to obtain a Work Permit until the coach has taken the UK Level II course. Some counties make special arrangements to run courses specifically for visiting players, who should contact their local CDO for information.

The following procedures apply to female as well as male coaches and any reference to he/him also refers to she/her.

#### **Qualified Coaches coming to the UK for the first time**

This procedure applies to any coach holding a qualification equivalent to UK Level II. The ECB Coach Education Department is responsible for all decisions relating to international qualification equivalency.

- A) The visiting coach must register with Coach Education at Edgbaston, using a form which is available from Coach Education. Coaches (or their clubs) will need to pay £50 in order to obtain the course materials and to cover the costs of registration.
- B) Coach Education will send the ECB’s Cricket Coach’s Manual, including the Level II supplement, to the UK address of the coach.
- C) The coach will contact his local Cricket Development Officer (CDO) and the CDO will meet the visiting coach and:
  - 1) Confirm that he has obtained a clearance certificate equivalent to a CRB clearance and verify the identity of the coach. The CDO must complete the ‘Overseas Coach Clearance Form’ and send it, together with a copy of the clearance certificate, to the ECB Child Protection Manager at Lord’s
  - 2) confirm that the coach has completed both the “Good Practice and Child Protection” and “First Aid Appointed Person” courses to ensure that the coach is fully conversant with Child Protection issues and is able to take charge of any first aid need and incident, calling in emergency services when required
  - 3) ensure that the coach understands the safety guidelines included in the Coach’s Manual as well as the Fast Bowling Directives, the

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safety guidance on the wearing of helmets by young cricketers issued in February 2000 and the Fielding Regulations

- 4) discuss with the coach his plans for coaching during the summer – there may be scope for using visiting coaches on local programmes in addition to the work required by the club that is hiring him.
- D) The CDO must notify Coach Education when the coach has satisfactorily completed these steps.
- E) Coach Education will then notify Work Permits (UK) that the coach has met the ECB requirements and his Work Permit will be extended to include coaching as well as playing (coaches will be allowed into the country initially based on their playing qualifications).

### Coaches who have previously met the UK Coaching requirements

- A) The visiting coach must re-register with Coach Education at Edgbaston, using a form which is available from Coach Education. Coaches (or their clubs) will need to pay £10 in order to cover the costs of registration.
- B) The coach should contact his local Cricket Development Officer (CDO) and the CDO will meet the visiting coach and:
- 1) Confirm that he has obtained a clearance certificate equivalent to a CRB clearance and verify the identity of the coach. The CDO must complete the ‘Overseas Coach Clearance Form’ and send it, together with a copy of the clearance certificate, to the ECB Child Protection Manager at Lord’s
  - 2) confirm that the coach has completed both the “Good Practice and Child Protection” and “First Aid Appointed Person” courses to ensure that the coach is fully conversant with Child Protection issues and is able to take charge of any first aid need and incident, calling in emergency services when required
  - 3) update the coach on UK issues, such as the Fast Bowling Directives, the guidance on the wearing of helmets and the Fielding Regulations
  - 4) discuss with the coach his plans for coaching during the summer – there may be scope for using visiting coaches on local programmes in addition to the work required by the club that is hiring him.
- C) The CDO must notify Coach Education when the coach has satisfactorily completed these steps.
- D) Coach Education will then notify Work Permits (UK) that the coach has met the ECB requirements and his work permit will be extended to include coaching as well as playing (coaches will be allowed into the country initially based on their playing qualifications). Coach Education will maintain a database of overseas coaches who have met the Level II requirements.

Clubs will be aware that the Work Permit relates to the specific contract between the player and the club (assuming that the club is the employer). Work Permits (UK) allow cricketers to accept additional work of a similar nature with a different employer outside of their normal working hours without needing permission from Work Permits (UK), but for coaches it is recommended that the contract includes a clause to allow the coach “to perform such coaching duties for other cricketing bodies within the County Board area, on a sub-contract basis, as the club and the coach may mutually agree to.”

### Overseas Coaches not covered by the Work Permit Regulations

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Please see the ECB paper “Overseas Coaches Clearance Procedure” for full details.

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### Useful Contacts

Any questions should be addressed to the following contacts:

### ECB Contacts

On which overseas qualifications are equivalent to UK Level II

Gordon Lord, ECB Coach Education Manager, Edgbaston 0121 440 1748  
[gordon.lord@ecb.co.uk](mailto:gordon.lord@ecb.co.uk)

On course registration, materials etc.

Heather Nash, ECB Coach Education, Edgbaston 0121 440 1748  
[heather.nash@ecb.co.uk](mailto:heather.nash@ecb.co.uk)

On child welfare issues

Rebecca Ledingham, ECB Child Protection Manager 0207 432 1174  
[rebecca.ledingham@ecb.co.uk](mailto:rebecca.ledingham@ecb.co.uk)

On work permit regulations and on general questions about this process

Frank Kemp, ECB Cricket Operations Manager 020 7432 1216  
[frank.kemp@ecb.co.uk](mailto:frank.kemp@ecb.co.uk)

ECB Coach Education Department Office:

Warwickshire County Cricket Ground, Edgbaston, Birmingham B5 7QX

ECB Play-Cricket web site

Further information relating to overseas coaches, work permits and child welfare can be found on  
[www.play-cricket.com](http://www.play-cricket.com) under the ECB Information section on the Home page

### Work Permits (UK)

0114 259 3710

Fax 0114 259 4987

Work Permits (UK) have a very comprehensive web site with application forms and details on how to apply for a Work Permit – it can be found at:

[www.workpermits.gov.uk](http://www.workpermits.gov.uk)

### Criminal Records Bureau

Overseas Enquiry Line 08700 100 450

E-mail enquiries to [overseas@crb.gsi.gov.uk](mailto:overseas@crb.gsi.gov.uk)

Overseas Services web page [www.crb.gov.uk/services\\_overseas.asp](http://www.crb.gov.uk/services_overseas.asp)

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**Overseas Coach Clearance Form**

Name of Club \_\_\_\_\_ County Board \_\_\_\_\_

Full Name of Coach \_\_\_\_\_

Male      Female (please circle) Surname at Birth (if different) \_\_\_\_\_

UK Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

UK Telephone numbers – Home \_\_\_\_\_

Mobile \_\_\_\_\_

Club \_\_\_\_\_

Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_

Country of Birth \_\_\_\_\_

Passport Number \_\_\_\_\_ Nationality \_\_\_\_\_

Issued by \_\_\_\_\_

Courses completed – Good Practice and Child Protection (date) \_\_\_\_\_

Courses completed – First Aid Appointed Person (date) \_\_\_\_\_

Coaching Qualifications \_\_\_\_\_

\_\_\_\_\_

Work Permit Number (if applicable) \_\_\_\_\_

Evidence of Clearance \_\_\_\_\_

Signed \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

**Please return to:      ECB Child Protection Manager**  
**Lord's Cricket Ground, London NW8 8QZ**  
**Fax 0207 266 4022      E-mail rebecca.ledingham@ecb.co.uk**