



# BRITISH ROWING: UK BORDER AGENCY POINTS-BASED SYSTEM

## Introduction:

The UK Border Agency has introduced a points system so that those coaches and sports people we need to employ from abroad can work in Britain. The UK Border Agency has recognized British Rowing as the governing body for setting the endorsement requirements and issuing endorsements for rowing.

The Points-Based System has replaced over 80 existing routes to work and study in the United Kingdom with five tiers. The system allows British businesses, and other organisations such as rowing clubs, to recruit the skills they need from abroad while providing assurances to the British public that only those migrants needed will be able to come to the United Kingdom.

## Who does the system apply to?

The Points-Based System will be applicable for migrants from outside the European Economic Area (EEA) and Switzerland. If a club wants to employ an EEA or Swiss national, it should be able to do this without needing to join the scheme, although there are some restrictions on nationals of countries that have recently joined the EEA.

## How does the system work?

Under the new system, migrants need to pass a points-based assessment before they are given permission to enter or remain in the United Kingdom. The system consists of five tiers. Each tier has different points requirements. The number of points the migrant needs and the way the points are awarded depend on the tier they are applying under. Points will be awarded to reflect the migrant's ability, experience, age and, when appropriate, the level of need within the sector the migrant will be working. For more information on the Points-Based System please see the UK Border Agency website [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

## What are the tiers?

The Points-Based System consists of five tiers. The applicable tiers for rowing, as with other sports, are Tiers 2 and 5.

The two tiers, or categories, are known as Skilled Tier 2 (sportspeople) and Temporary Tier 5 (sporting).

- The sportspeople category of Skilled Tier 2 (sportspeople) of the Points-Based System is for elite sports people and coaches who are internationally established at the highest level, whose employment will make a significant contribution to the development of their sport at the highest level in the UK and who intend to base themselves in the UK.
- The sportspeople category of Temporary Tier 5 (sporting) of the Points-Based System is for internationally established sports people at the highest level in their sport and/or whose employment will make a significant contribution to the development and operation of that particular sport in the UK. It is also for coaches who must be suitably qualified to fulfil the role in question. This category is for temporary workers who come to the United Kingdom for up to 12 months.

The UK Border Agency website explains how rowing clubs and other organisations should apply for a licence to be on the register of sponsors for the Points-Based System.

You can go to the following website link to learn more and understand the process  
[www.ukba.homeoffice.gov.uk/](http://www.ukba.homeoffice.gov.uk/)

## **I: British Rowing Endorsement requirements for the Points-Based System: Tier 2 and Tier 5**

British Rowing, Scottish Rowing and the Welsh Rowing have been consulted in drawing up the endorsement requirements. The requirements will be reviewed annually. The criteria apply to extensions and changes of employment as well as to initial applications.

### **I.1 Requirements for sponsors**

Sponsorship requests will only be accepted from British Rowing, Scottish Rowing, Welsh Rowing, and clubs and organisations affiliated to one of these bodies. Clubs and organisations will be required to demonstrate that they meet the core requirements of their National Governing Body including Equity, Safeguarding and Water Safety and can provide evidence that they have in place appropriate Codes of Conduct and Disciplinary Procedures.

### **I.2 Criteria for coaches**

Coaches should have a minimum of 3 years coaching experience at International Level (World Championship, Paralympic or Olympic Games) and provide evidence of delivering finalists at World Level (Junior, Under 23 or Senior). The ability to communicate effectively in English (in writing and orally) is essential. Individuals will hold National Coaching qualifications to a minimum standard of UKCC Level 2, or equivalent competencies for those countries that do not have a coaching award scheme, and will need to undertake health and safety and first aid qualifications and to demonstrate an awareness of child welfare issues.

### **I.3 Criteria for other non-coaching roles**

British Rowing will consider applications for other non-coaching roles which will make a significant contribution to the development of the sport in the UK (e.g. team manager) on an individual discretionary basis. Factors to be taken into account when making a discretionary decision will be:

- The individual's record and reputation in sport in their particular discipline
- Qualifications held
- Relevant experience in a similar job role which should usually be at least three years
- Where the individual comes from outside the rowing environment, whether they bring new knowledge and experience which has the potential to improve the Rowing in Britain and have transferable skills.
- The financial package offered to the individual, in particular whether it is sufficient for the individual not to have recourse to public funds and whether it is compatible with market rates in the UK.

British Rowing will not endorse applications for individuals where it is considered the application is an attempt to circumvent the requirements for coaches. Decisions will be made by a British Rowing sub-committee who will consider written applications from the club or organisation concerned which must include full and complete job descriptions. Should permission be granted British Rowing will monitor the individual's activities against the job description, which has been submitted. Where an application is refused the sub-committee will give written reasons for their decision. The sub-committee's decision will be final.

## **2. Length of Issue:**

As a Sponsor - Tier 2 or Tier 5 - for 4 years

Migrant Tier 2 sport

- Initial application - length of contract or up to 3 years maximum, whichever is the shorter period
- Extension application - length of contract or up to 3 years maximum, whichever is the shorter period. No in-country extensions are possible if they take the migrant's stay in the UK to more than a total of 6 years.

Migrant Tier 5 sporting

- Length of contract or up to 12 months maximum, whichever is the shorter period. No in-country extensions are possible if they take the migrant's stay in the UK to more than a total of 12 months.

## **3. Salary**

The salary is usually agreed as part of the contract between the individual and the employer. This should be at least equal to those normally given to a 'resident worker' for this work.

## **4. Advertisement of the Job**

All jobs should be advertised before an endorsement is issued. Advertisements should be placed on the websites of British Rowing, Scottish Rowing and Welsh Rowing as well as that of UK Sport and in at least one UK based rowing, or discipline-specific publication; advertisements may additionally be placed on the FISA website and other websites or sports publications where appropriate.

## **5. Extension Applications and Changes of Employment.**

British Rowing governing body endorsements for migrants and sponsors will be required for each Certificate of Sponsorship to be issued: that is, for initial, change of employment, and extension applications. Applications for extensions of endorsements need to be made in the same way and using the same criteria as the original application.

Any changes to the employment of the migrant, including a change of role within the same Club or organisation, or change of employer, require the migrant to re-apply for a Certificate of Sponsorship under the appropriate criteria and using the same procedure as the original application.

## **6. Dispute handling procedures**

The review and dispute handling arrangements will be placed before a British Rowing sub-committee comprising of three from the following: British Rowing Deputy Chairman, the British Rowing Performance Director, the British Rowing Board members appointed by Scottish Rowing and Welsh Rowing, and one other nominated Executive Board Member, as appropriate, to avoid any conflict of interests.

## **7. Further information**

Contact details for queries – HR Officer, British Rowing, 6 Lower Mall, London W6 9DJ.

The Endorsement Requirements will be published on the British Rowing web site – [www.britishrowing.org/overseasrecruitment](http://www.britishrowing.org/overseasrecruitment)

## **Step-by-Step Application Guide:**

Clubs wishing to employ the services of an overseas coach from outside the EEA, under the Points-Based System must become an official UK Border Agency-licensed Sponsor and issue Certificates of Sponsorship for every overseas person they wish to employ.

### **The full process is as follows:**

1. Club applies to British Rowing for endorsement as sponsor using British Rowing application form (BR-UKBA-1 or 2). Where the Club is a member or affiliated organisation of Scottish Rowing or Welsh Rowing, British Rowing will confirm receipt and ask for verification of application from the appointed Board Member from that governing body. If criteria are satisfied British Rowing will issue the Club with a unique sponsor endorsement number.
2. Club applies to the UK Border Agency for a Sponsor Licence to become registered as an official Sponsor quoting the endorsement allocated by British Rowing, as above. An application is completed online with supporting evidence. The UKBA may require additional evidence after receiving the application.
3. Club obtains Sponsor Licence from UK Border Agency and is allocated an SLN (Sponsor Licence Number) reference code.
4. For each coach the Club completes British Rowing Form (BR-UKBA-3, 4 or 5) and sends it, with supporting evidence, vetting/police check, as appropriate, to British Rowing. As per step (1) above, where appropriate, British Rowing will confirm receipt and verify application with appropriate Board member for Scottish Rowing or Welsh Rowing. An individual endorsement reference will be issued for each migrant whose application is judged to have met the appropriate criteria.
5. Club then uses this individual endorsement reference and enters details in UKBA's online Sponsor Management System and issues a Certificate of Sponsorship (CoS) reference number to the coach. The end date for the individual's contract must not exceed CoS end date as outlined above.
6. Coach then takes Certificate of Sponsorship reference number and applies for Entry Clearance/visa via the online visa application system or to the British Embassy/UK High Commission visa section in whichever country they are in.

### **The role of the Club in the process – acting as the individual's sponsor:**

If a Club wishes to recruit a migrant under Tiers 2 or 5 they have to apply for a sponsor licence.

Migrants applying under any tier other than Tier 1 have to be sponsored by their prospective employer, that is the Club, before they can apply for entry/clearance from within their country.

As noted above for clubs to become sponsors, they will need to obtain approval from British Rowing in the form of a governing body endorsement of their application for a sponsor licence. The purpose of this endorsement for a prospective sponsor is to confirm

to the UK Border Agency officials processing sponsor applications that the application is from a bona fide sports club or equivalent that has a legitimate requirement to bring migrants to the UK as sportspeople.

Sponsorship plays two main roles in the UKBA's Points-Based System application process:

- a. It provides evidence that the migrant has a genuine job or course to go to in the UK
- b. It acts as a pledge from the sponsor that it will accept the responsibilities of sponsorship in respect of the migrant

Once furnished with a licence, the Club will be able to apply for Certificates of Sponsorship under that tier, which it will allocate to migrants coming here to work for it.

However, before a club can issue a Certificate of Sponsorship to a sportsperson, they will also have to obtain an endorsement from British Rowing for each application made for individual sports people and coaches (step 4 above).

The purpose of an endorsement for a migrant is to confirm that he/she is an internationally established sportsperson at the highest level, will make a significant contribution to the development of his/her sport at the highest level in the UK and that it is appropriate to fill the post from outside the European Economic Area.

The issue of a Certificate of Sponsorship authorises the migrant to apply for entry clearance/visa but does not mean that his/her application will succeed. The UK Border Agency will make the final decision about who is allowed to come into the UK. The migrant will need to obtain sufficient points and their personal or immigration history will be considered as part of the entry clearance/visa application process.

A separate endorsement will be required for each Tier that a Club wishes to sponsor under: for example, if a club is already licensed as a sponsor under Tier 2 they would still need to apply for a governing body endorsement to register as a sponsor under Tier 5.

British Rowing

Approved by Board  
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