

UK Visa and Immigration (UKVI) Endorsement Requirements

Approved	2013
Review cycle	Three years or as required
Last review	June 2016
Next review	May 2018
Responsible staff member	Director of F&BS
Responsible group	Board
Inform	Whole Sport
Authorised by	Board

British Rowing Governing Body Endorsement Requirements

Section 1: Overview

Overview of governing body endorsements for Tier 2 (Sportsperson) and Tier 5 (Temporary Worker) Creative and Sporting categories of the points-based system

This page provides a brief explanation of the endorsement requirements that a sport's governing body has agreed that UK sponsors of Tier 2 and/or Tier 5 categories of the points-based system, must show.

The Tier 2 (Sportsperson) category is for elite sportspeople and coaches who are internationally established at the highest level and whose employment will make a significant contribution to the development of their sport at the highest level in the UK, and who will base themselves in the UK.

The Tier 5 (Temporary Worker) Creative and Sporting category is for sportspeople (and their entourage where appropriate) and coaches who are internationally established at the highest level in their sport, and/or will make a significant contribution to the development of their sport in the UK.

Sport governing body is one recognised by the one of the home country sports councils, such as Sport England. Every governing body must be approved by the Home Office before they are included in [Appendix M](#) of the Immigration Rules.

The application process explained: migrants applying to come to the UK under either of the sporting categories above need to be sponsored by an organisation that has a sponsor licence under Tier 2 (Sportsperson) or Tier 5 (Temporary Worker) Creative and Sporting. If you wish to sponsor such migrants, you must have a sponsor licence. Before you apply to the Home Office for a licence you must be endorsed by the governing body for your sport. This endorsement confirms to the Home Office that the application for a licence is from a genuine sports club (or equivalent) that has a legitimate requirement to bring migrants to the UK as sportspeople. Once licensed, you can assign certificates of sponsorship to a sportsperson or coach with a job offer that allows them to apply for leave to enter or remain in the UK. Each individual must also have a personal endorsement from the governing body for their sport before you assign the certificate of sponsorship.

The list of governing bodies and the tiers for which they are currently approved by the Home Office is in [Appendix M](#) of the Immigration Rules.

Approved governing bodies will work within the Home Office [code of practice for sports governing bodies](#) and must comply with any immigration regulations, UK legislation and the principles of the points-based system as detailed on the [GOV.UK](#) website.

Length of endorsement

Governing body endorsements should be issued for a period appropriate to the period of approval for sponsorship or the tier under which the migrant's application is being made, that is:

Type of application	Tier	Length of endorsement
Sponsor	Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting	4 years from date of issue
Migrant	Tier 2 (Sportsperson)	For an initial maximum period of 3 years, with a further extension of a maximum period of 3 years. If the contract is for fewer than 3 years, it will be issued for the length of the contract.
Migrant	Tier 5 (Temporary Worker) Creative and Sporting	For the length of the contract or up to a maximum of 12 months, whichever is the shorter period.

Change of employment

If a migrant is intending to change employer, their new employer must request a new governing body endorsement. The endorsement can be issued for the length of the contract or to the maximum period permitted within the category, whichever is the shorter. The new employer must assign a new certificate of sponsorship to the migrant to allow them to apply to the Home Office for new leave to remain. Leave to remain must be granted before the migrant can start work with the new employer.

Salary

The salary should be agreed as part of the contract between the migrant and the sponsor. This and the other conditions of employment should be at least equal to those normally given to a resident worker for the type of work undertaken.

Supplementary Employment

Migrants are eligible to undertake supplementary employment under the Home Office supplementary employment regulations. The 'Supplementary employment' section of the [Tiers 2 & 5: guidance for sponsors](#) has more information.

Section 2: Requirements

This section explains the British Rowing requirements under the Tier 2 (Sportsperson) and Tier 5 (Temporary Worker) Creative and Sporting categories for the years 2016 to 2018, and are effective from 13 June 2016. These requirements are applicable to England, Scotland and Wales.

Consultation

The following requirements have been agreed by the Home Office following consultation between the British Rowing, Scottish Rowing and Welsh Rowing.

Review

The requirements will be reviewed biennially. The next review will take place in May 2018.

Length of season

The season for rowing runs all year.

Requirements

The table below shows the endorsement requirements for sponsors and migrants.

Category	Requirement	
Sponsor Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting	Governing body endorsements will only be accepted from: <ul style="list-style-type: none">• British Rowing• Scottish Rowing• Welsh Rowing 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.	
Migrant Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting	Coaches	Coaches must have: <ul style="list-style-type: none">• a minimum of 3 years coaching experience at International Level (World Championship, Paralympic or Olympic Games).• evidence of delivering finalists at World Level

Category	Requirement	
		<ul style="list-style-type: none"> • evidence of leadership and management experience with extensive exposure to high performance issues and solutions such as planning and preparation for FISA competition • be able to communicate effectively in English both in writing and orally • National Coaching qualifications to a minimum standard of UK Coaching Certificate (UKCC) Level 3, or equivalent competencies for those countries that do not have a coaching award scheme • health and safety and first aid qualifications and demonstrate an awareness of child welfare issues.
<p>Migrant Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting</p>	<p>Performance / Pathway / Team Manager</p>	<p>Performance/Pathway/Team Managers will need to demonstrate that they meet one of the following:</p> <ul style="list-style-type: none"> • coached, participated in or managed a team of elite athletes to a World Class level for a minimum of 5 years • coached at an International Level as stipulated for Coaches • are an elite rower who can demonstrate success at World Class level over a period of at least 5 years <p>The role of Performance/Pathway/Team Manager will include all or a combination of:</p> <ul style="list-style-type: none"> • coaching • team management • administrative responsibilities <p>This will include all aspects of team management and coordinating all support services including coaching, sports science and team development. British Rowing will not endorse applications for individuals where it is considered the application is an attempt to circumvent the requirements for</p>

Category	Requirement
	Coaches. Decisions will be made by a British Rowing sub-committee who will consider written applications from the 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. The sub-committee will give written reasons for their decision. The sub-committee's decision will be final.

Further information

This information is available on the British Rowing website at www.britishrowing.org/jobs (Select Overseas Recruitment).

For any queries relating to the requirements or the endorsement process please contact:

Company Secretary
British Rowing
6 Lower Mall
London W6 9DJ

Telephone: 020 8237 6700
Email: info@britishrowing.org

Information on visas and immigration is available on the GOV.UK website.

Dispute handling procedures

The review and dispute handling arrangements will be placed before a British Rowing sub-committee comprising three from the British Rowing CEO, the Home Nations Director, one of the British Rowing Board members elected by Council and one of the members of British Rowing's Disciplinary and Grievance Panel, as appropriate to avoid any conflict of interests.

Section 3: Process for applying for an endorsement

How to apply for governing body endorsements for Tier 2 (Sportsperson) and Tier 5 (Temporary Worker) Creative and Sporting sponsor applications

Clubs wishing to employ the services of an overseas coach from outside the European Economic Area (EEA), under the points-based system must become an official UK Visa and Immigration (UKVI) licensed sponsor holder which enables them to assign certificates of sponsorship (CoS) for every non EEA 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-UKVI-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 CEO/COO of that governing body. If criteria are satisfied British Rowing will issue the Club with a unique sponsor endorsement number.
2. Club applies to the UKVI for a sponsor licence to become registered as an official sponsor enclosing a copy of the endorsement issued by British Rowing, as above. An application for a sponsor licence is completed online with supporting evidence. UKVI may require additional evidence after receiving the application.
3. Club obtains a sponsor licence from UKVI and is allocated a sponsor licence number (SLN).
4. For each coach the Club completes British Rowing Form (BR-UKVI-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 the CEO/COO of Scottish Rowing or Welsh Rowing. An individual endorsement will be issued for each migrant whose application is judged to have met the appropriate criteria. The Club must give the individual a copy of the endorsement.
5. Club then uses this individual endorsement reference and enters details in UKVI's online sponsor management system (SMS) and assigns a certificate of sponsorship (CoS) to the coach. The end date for the individuals contract must not exceed CoS end date as outlined above. The Club must give the individual a copy of the endorsement.
6. Coach then takes the CoS reference number and a copy of their individual endorsement 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.

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 UKVI 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 UKVI points-based system application process:

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

Once a Club has been granted a sponsor licence, the Club will be able to apply for an allocation of certificate of sponsorship (CoS), which it will assign to migrants coming to the UK to work for it.

Before a Club can assign a CoS to a coach, they will also have to obtain an endorsement from British Rowing for each application made for an individual (step 4 above).

The purpose of an endorsement for a migrant is to confirm that they are an internationally established sportsperson at the highest level and will make a significant contribution to the development of their sport at the highest level in the UK, and that it is appropriate to fill the post with an individual from outside the EEA.

The assigning of a CoS enables the migrant to apply for entry clearance/visa but does not mean that their application will be successful. The UKVI 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 the Tier 2 (Sportsperson) category they would still need to apply for a governing body endorsement to register as a sponsor under the Tier 5 (Temporary Worker) Creative and Sporting category.

British Rowing

Revised June 2016

Approved by the Board 12.07.2016