

British Canoeing governing body immigration endorsement requirements

Introduction

The Home Office recognises British Canoeing as the governing body in the UK for setting the endorsement requirements and issuing endorsements for players and coaches in Paddle Sports in the UK.

There are two categories in which sports people and coaches can enter the UK and work in a professional capacity for a governing body. The two categories are known as the Tier 2 (Sportsperson) and Tier 5 Temporary Worker (Creative and Sporting).

This policy sets out the requirements and process that migrants must fulfil to get a governing body endorsement to sponsor an individual player or coach.

Section 1: overview of governing body endorsements for Tier 2 (Sportsperson) and Tier 5 (Temporary Worker) Creative and Sporting categories of the points-based system

This section provides a brief explanation of the endorsement requirements a sport governing body has agreed UK sponsors of Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting categories of the points-based system must show.

Definitions:

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

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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

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		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 and 5: guidance for sponsors](#) has more information on this.

Section 2: requirements

This page explains British Canoeing's requirements under the Tier 2 (Sportsperson) and Tier 5 (Temporary Worker) Creative and Sporting categories which are effective from 1 July 2018.

These requirements are applicable to England, Scotland, Wales and Northern Ireland.

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Consultation

The following requirements have been agreed by the Home Office following consultation with British Canoeing.

Review

The requirements will be reviewed biennially. The next review will be in July 2020.

Length of season

The competition seasons runs from April to September, the canoeing season is all year round.

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	Requests for endorsements will only be issued to British Canoeing, Scottish Canoe Association, Canoe Wales, Canoe Association of Northern Ireland or clubs and activity centres affiliated to one of these bodies.	
Migrant Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting	Coach	Coaches should have a minimum of 3 years technical coaching experience at World Level (World Championship or Olympic Games) and provide evidence of delivering finalists at World Level (Senior). The ability to communicate effectively in English (in writing and orally) is essential. Individuals will hold National Coaching qualifications at Level 3 or above and will need

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Category	Requirement
	<p>to undertake health and safety and first aid qualifications and an awareness of child welfare issues.</p> <p>British Canoeing 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 Canoeing sub-committee (Head of HR and Performance Director) who will consider written applications from the organisation concerned which must include full and complete job descriptions. Should permission be granted, British Canoeing will monitor the individual's activities against the job description which has been submitted.</p> <p>The sub-committee will give written reasons for their decision. The sub-committee's decision will be subject to dispute resolution as set out below.</p>

Further information

This information is available on the British Canoeing website www.britishcanoeing.org.uk

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

Head of Human Resources

British Canoeing

National Water Sports Centre

Adbolton Lane

British Canoeing governing body immigration endorsement requirements

Holme Pierrepont

Nottingham NG12 2LU

Telephone: 0845 370 9500

Email: info@britishcanoeing.org.uk

Information on visas and immigration is available on the [GOV.UK](https://www.gov.uk) website.

Dispute resolution handling procedures

Should a migrant wish to appeal the decision of the sub committee an appeal can be brought on any (either individually or cumulative) of the following grounds:

- The decision was not in accordance with this Policy (as published);
- The Policy has been misapplied and/or applied in circumstances where the application of the Policy was unfair;
- The sub-committee has shown bias or the appearance of bias or the decision has otherwise been demonstrably unfair;

An initial Notice of Appeal should be submitted to the Head of Governance and Compliance within 5 days of the outcome of the application being announced or communicated. The Notice of Appeal should set out the grounds of the appeal and should include full details of which ground(s) detailed above the appeal is based upon and the manner in which the ground(s) have been met.

Having considered the Notice of Appeal the Head of Governance and Compliance will either uphold the original decision or conclude that a further formal review is required at which point, they will request the British Canoeing Chief Executive Officer or their designee reconsider the application. The decision of the British Canoeing Chief Executive Officer or their designee will be final and binding. Each case will be taken on its own merits and will not form a precedent for future cases The Head of Governance and Compliance will advise the migrant in writing of the outcome in this regard within 5 days of receipt of the initial Notice of Appeal.

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Data Protection

British Canoeing is a privacy conscious organisation and is strongly committed to an individual's right to privacy. All data gathered during the course of any application will be processed and stored in compliance with the British Canoeing Data Protection Policy and in accordance with all applicable Data Protection laws in effect at the time of publication of this document, including but not limited to, the GDPR which came into effect on 25th May 2018.

Further information on British Canoeing's approach to privacy and data protection, including our privacy notices, policies and contact details, can be located in our Privacy Centre (<https://www.britishcanoeing.org.uk/about/privacy-centre>). Should an individual wish any data we hold relating to them to be deleted at any point, they should contact us at GDPR@britishcanoeing.org.uk.

Section 3: process for applying for an endorsement

British Canoeing is not registered to give advice on immigration. For further information on the points-based system, please see the UK Visas and Immigration pages on the GOV.UK website at www.gov.uk/browse/visas-immigration.

In view of the small anticipated number of endorsement requests we have not developed application forms but will consider written applications on a case by case basis.