

# Lawn Tennis Association governing body endorsement requirements

This guidance is to be used for all Tier 2 and Tier 5 governing body endorsement requests made on or after the 20 March 2019.

## 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 page provides a brief explanation of what endorsement requirements apply in respect of the Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting categories of the points-based system.

**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; and the post cannot be filled by a suitable settled worker.

**The Tier 5 (Temporary Worker) Creative and Sporting category** is for sportspeople (and their entourage where appropriate) and coaches (who must be suitably qualified to fulfil the role in question) 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; and the post cannot be filled by a suitable settled worker.

**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 **approved 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 **approved governing body** for their sport before you assign the certificate of sponsorship.

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An **approved governing body** is one specified in [Appendix M](#) of the Immigration Rules. Such a governing body must be recognised by one of the home country sports councils such as Sport England, and will have been approved by the Home Office before being included 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
<b>Sponsor</b>	Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting	4 years from date of issue
<b>Migrant</b>	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.
<b>Sponsor</b>	Tier 5 (Temporary Worker) Creative and Sporting	For the length of the contract or up to a maximum of 12 months, <b>whichever is the shorter period.</b>

### 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

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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.

### **Supplementary Employment**

Tier 2 and Tier 5 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.

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## Section 2: Requirements

This page explains Lawn Tennis Association (LTA) requirements under the Tier 2 (Sportsperson) and Tier 5 (Temporary Worker) Creative and Sporting categories. The requirements are effective from 20 March 2019.

These requirements are applicable to England, Scotland and Wales.

The Board of the Tennis Foundation has adopted LTA policies and where applicable the words Lawn Tennis Association or LTA should be replaced by the Tennis Foundation or TF.

### Consultation

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

### Review

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

### Length of season

The season for lawn tennis runs all year round.

### Requirements

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

Category	Requirement
<b>Sponsor</b> Tier 2 (Sportsperson) and or Tier 5 (Temporary Worker) Creative and Sporting	<p>The LTA may act as sponsor in its own right or may issue an endorsement to Tennis Scotland and Tennis Wales. In addition, the LTA will consider applications for a governing body endorsement for a Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting sponsor licence if the club:</p> <ul style="list-style-type: none"><li>• is a registered tennis venue; or</li><li>• has an LTA grant funded programme or such other high performance programme as the LTA may have in</li></ul>

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Category	Requirement	
	<p>place from time to time</p> <p><b>Applications for endorsements will not be considered and endorsements will not be issued if any of the above criteria is not met.</b></p> <p><b>Venue Registration</b> Venue Registration is the LTA's recognition that a registered tennis venue has achieved certain minimum standards and best practice.</p> <p>This status confirms that the LTA supports a venue's tennis programme, policies and procedures, and venue management. To qualify the venue must be registered to the LTA. The <a href="#">'LTA venue management'</a> page has more information on this.</p>	
<p><b>Migrant</b></p> <p>Tier 2 (Sportsperson) and or Tier 5 (Temporary Worker) Creative and Sporting</p>	<p><b>Full time coach</b></p>	<p>If a sponsor licence holder wishes to apply for a governing body endorsement to employ a coach, they will have to satisfy the following minimum requirements:</p> <ul style="list-style-type: none"> <li>they must have successfully completed a qualification which is an NVQ Level 2 (or equivalent) or above in coaching; NVQ level 2 is the entry qualification for the LTA license scheme which sits between UK Coaching Certificate (UKCC) Level 2 and UKCC Level 3 or, a minimum of 15 days of formal coaching qualifications, including an assessment, with their own National Governing Body and/or internationally recognised provider of coach</li> </ul>

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Category	Requirement	
		<p>education</p> <ul style="list-style-type: none"> <li>• they are an internationally established coach and will contribute significantly to the game in the UK; they will need to demonstrate this in one of the following areas: <ul style="list-style-type: none"> <li>○ lead coach for a minimum period of one year to one or more tennis players in the top 500 WTA/ATP rankings for a minimum period of 6 months during the period that the migrant coach was acting as their lead coach</li> </ul> </li> <li>• team captain to senior official Tennis Europe and/or ITF international teams for a minimum period of one year, for example the Davis Cup or Fed Cup</li> <li>• a satisfactory DBS check, or equivalent criminal records check for their home country; such checks may subsequently need to be carried out in the UK; the LTA shall determine in its sole and absolute discretion whether such checks are satisfactory</li> </ul> <p>To demonstrate that they meet the criteria the migrant coach will need to supply copies of the following:</p> <ul style="list-style-type: none"> <li>• a CV outlining employment history and achievements</li> <li>• certificates of coaching qualifications</li> </ul>

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Category	Requirement
	<p>or Continued Professional Development achieved</p> <ul style="list-style-type: none"> <li>• documentation to confirm a satisfactory DBS check, or criminal records check</li> <li>• copies of their passport</li> <li>• at least 2 employment references; one of which must be from their current or most recent employer, confirming their relevant experience</li> </ul> <p>The migrant coach must have a current LTA Coach License prior to undertaking any coaching in the UK.</p> <p>If the tennis venue wishes to sponsor the migrant coach under the Tier 2 (Sportsperson) or Tier 5 (Temporary Worker) Creative and Sporting categories then the tennis venue will need to provide evidence that the job has been advertised for 4 weeks in the most appropriate advertising medium, for example, via the LTA, Sport England, British Sports Council or UK Sport Websites, which provides the best way of reaching suitably qualified resident workers. This process is essential to confirm that there are no suitable resident workers in the UK who also meet the above criteria and can also do the job.</p> <p><b>Extensions and changes of employment</b></p> <p>Where the sponsor licence holder wishes to extend the employment of a non-European</p>

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Category	Requirement	
		<p>Economic Area (EEA) coach a new governing body endorsement should be applied for in line with the initial requirements, as described above.</p> <p><b>Injuries and Suspensions</b></p> <p>In order to obtain the governing body endorsement, the individual must not be subject to a provisional suspension or any unexpired period of ineligibility from playing and/or coaching activities in any jurisdiction as a result of being charged with or found guilty of a corruption offence and/or a doping offence and/or another misconduct offence.</p>

### Further information

This information is available on the [Lawn Tennis Association](http://www.lta.org.uk) website.

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

Legal Team  
 The Lawn Tennis Association  
 The National Tennis Centre  
 100 Priory Lane  
 Roehampton  
 London SW15 5JQ

Telephone: +44 (0)20 8487 7000  
 Email: [Info@LTA.org.uk](mailto:Info@LTA.org.uk)

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

# **Lawn Tennis Association governing body endorsement requirements**

## **Dispute handling procedures**

### **Review Process**

A request for a review may only be made by a sponsor for whom the governing body endorsement has been initially rejected by the LTA.

Where an application has been refused on the grounds that the sponsor and/or migrant sportsperson or coach does not meet the requirements, the sponsor may request a review of this decision.

The sponsor will have 14 days to submit their request for a review beginning on the date on which the refusal decision is given by the LTA

Any request for a review must be sent to the LTA Legal Team who will refer such request to the Chairman of the LTA's Disciplinary Panel (DP).

Any request for a review must set out details of the decision that the sponsor wishes the DP to review or, if the sponsor does not wish to review the whole decision, the sponsor must identify which part of the decision that it wishes the DP to review.

Any request for a review must set out the full grounds on which the sponsor wishes to rely and the sponsor shall not be entitled to rely on any grounds not set out in the request for a review.

The sponsor should submit supporting evidence to the DP in advance for their consideration in order to allow an informed decision. A sponsor should therefore ensure that all evidence it wishes to present in support of its application is presented to the DP.

### **The Review**

The Chairman of the DP will convene a hearing which can be carried out on the telephone. In such circumstances, the sponsor will be provided with details of the format of the hearing, the terms of reference and the identity of the DP and the particular issues that will be addressed.

### **Power of the Panel**

The DP shall have the authority to determine if:

- There has been a failure by the LTA to follow this policy (i.e. there has been a procedural defect); or

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- The decision has been reached on the basis of an error of fact.

### **The Decision**

The DP will make a decision using the above criteria which shall be final and binding.

### **Further Information**

For more information please contact the LTA Legal Team on 020 8487 7000.

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## Section 3: Process for applying for an endorsement

### How to apply for the LTA's governing body endorsement to become a Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting sponsor

A sponsor can apply to the LTA for a governing body endorsement using the form in [Annex 1](#).

If an application is successful, the LTA will issue an endorsement in the format attached at [Annex 2](#).

The governing body endorsement for a sponsor under Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting shall be granted for a maximum of 4 years.

Applications for extensions of governing body endorsements must be made in the same way as the original application, as outlined in [Annex 1](#).

All potential sponsors should note that the purpose of an endorsement for a prospective sponsor is to confirm to UKVI officials processing sponsor applications that the application is from a bona fide tennis venue that has a legitimate requirement to bring migrants to the UK as sportspeople/coaches.

UKVI has additional criteria that a tennis venue or Tennis Scotland/Tennis Wales must satisfy before a sponsor licence will be granted to the sponsor. It is not the LTA who will grant a sponsor licence.

There is an administration fee of £20.00 for each governing body endorsement for a sponsor licence. Cheques must be forwarded with the completed original application form in [Annex 1](#), made payable to 'LTA Operations Limited'.

### The LTA's governing body endorsement requirements for sportspersons (excluding coaches)

If a sponsor wishes to apply for the LTA's governing body endorsement to employ a full-time sportsperson, who is not a coach, they must apply to the LTA using the form in [Annex 3](#).

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There is an administration fee of £20.00 for each governing body endorsement for a sportsperson. Cheques must be included with the completed application form in [Annex 3](#), made payable to 'LTA Operations Limited'.

If the application is successful, the LTA will issue an endorsement in the format attached at [Annex 5](#).

### **The LTA's governing body endorsement requirements for migrant coaches**

If a sponsor wishes to apply for the LTA's governing body endorsement to employ a full-time coach they must apply to the LTA using the form in [Annex 4](#).

Documentary evidence must be included with this application to confirm that the migrant coach satisfies the minimum criteria.

Applications will be jointly considered by a panel consisting of at least 2 of the following:

- LTA Head of Coach Development
- a senior representative from the LTA Performance Team
- a Lawyer from the LTA Legal Team

There is an administration fee of £20.00 for each governing body endorsement in support of a sponsor licence application. Cheques must be included with the completed application form made payable to 'LTA Operations Limited'.

The LTA shall determine whether a coach is suitable for a governing body endorsement. If the application is successful, the LTA will issue an endorsement in the format attached at [Annex 5](#).

# Lawn Tennis Association governing body endorsement requirements

## Annex 1: Tier 2 and/or Tier 5 governing body endorsement application - sponsor licence

This form should be used to apply to the Lawn Tennis Association (LTA) for a governing body endorsement in support of an application for a **licence to sponsor migrants under the Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting categories.**

Please complete all sections below:

<b>Name of sponsor:</b>	
<b>Address:</b>	
<b>Telephone number</b>	
<b>Fax number</b>	
<b>Contact name &amp; job title</b>	

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<b>Contact email address</b>	
<b>Signature</b>	
<b>Date of application</b>	

Please tick the applicable boxes below:

- we are Tennis Scotland
- we are Tennis Wales
- we are a registered tennis venue
- we have an LTA grant funded programme
- we wish to apply to UKVI for a licence to sponsor migrants under the Tier 2 (Sportsperson) category
- we wish to apply to UKVI for a licence to sponsor migrants under the Tier 5 (Temporary worker) Creative and Sporting category
- we enclose a cheque for £20.00 made payable to 'LTA Operations Limited'

The issue of this LTA (governing body for tennis) endorsement does not guarantee that subsequent endorsements will be issued, each endorsement will be considered against requirements and the information provided to the LTA at the time of the request.

**Please forward the original form with the cheque payment to:**

Legal Team  
The Lawn Tennis Association  
The National Tennis Centre  
100 Priory Lane

# **Lawn Tennis Association governing body endorsement requirements**

Roehampton  
London SW15 5JQ.

**The information on this form may be disclosed to UKVI in the event that they investigate The LTA's processes and procedures.**

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### Annex 2: Lawn Tennis Association (LTA) governing body endorsement - sponsor licence

<b>Tier</b>	
<b>Type</b>	LTA sponsor licence endorsement
<b>Endorsement reference number</b>	
<b>Endorsement issue to (Sponsor full name)</b>	
<b>Sponsor address</b>	
<b>Start date of endorsement</b>	
<b>End date of endorsement</b>	

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<b>LTA endorsement issued by</b>	Legal Team The Lawn Tennis Association The National Tennis Centre 100 Priory Lane Roehampton London SW15 5JQ
<b>Signed</b>	(on behalf of The Lawn Tennis Association)
<b>Date endorsement issued</b>	

The Tier 2 (Sportsperson) category is for coaches who are internationally established at the highest level, whose employment will make a significant contribution to the development of the sport of tennis in the UK and who intends to base themselves in the UK. Tier 5 (Temporary Worker) Creative and Sporting category is for coaches who are internationally established at the highest level and/or whose employment will make a significant contribution to the development and organisation of the sport of tennis in the UK and will come to the UK for less than 12 months.

The issue of this LTA (governing body for tennis) endorsement does not guarantee that subsequent endorsements will be issued, each endorsement will be considered against requirements and the information provided to the LTA at the time of the request.

**The information on this form may be disclosed to UKVI in the event that they investigate The LTA's processes and procedures.**

## Lawn Tennis Association governing body endorsement requirements

### Annex 3: Tier 2 and/or Tier 5 sponsor licence governing body endorsement application - sportsperson excluding coaches

This form should be used to apply to the Lawn Tennis Association (LTA) for a governing body endorsement of an application for a sportsperson (excluding coaches) **under the Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting categories.**

Please complete all sections of the form unless otherwise indicated:

<b>Full name of migrant sportsperson</b>	
<b>Address</b>	
<b>Nationality</b>	
<b>Job title of sportsperson</b>	
<b>Period of employment the endorsement is issued for</b>	
<b>Proposed salary</b>	
<b>Supplementary employment</b>	

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<b>section</b>	
<b>Sponsor address</b>	
<b>Sponsor licence number (SLN)</b>	
<b>Telephone number</b>	
<b>Club contact name &amp; job title</b>	
<b>Club contact email address</b>	
<b>Signature</b>	
<b>Date of application</b>	

**Please tick the applicable boxes below:**

- we hold a licence to sponsor migrants under the Tier 2 (Sportsperson) category and we wish to apply to UKVI to sponsor the above migrant under the Tier 2 (Sportsperson) category

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- we hold licence to sponsor migrants under the Tier 5 (Temporary Worker) Creative and Sporting category and we wish to apply to UKVI to sponsor the above migrant under Tier 5 (Temporary Worker) Creative and Sporting

**Please forward the original form with the cheque payment to:**

Legal Team  
The Lawn Tennis Association  
The National Tennis Centre  
100 Priory Lane  
Roehampton  
London SW15 5JQ

**The information on this form may be disclosed to UKVI in the event that they investigate The LTA's processes and procedures.**

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### Annex 4: Tier 2 and/or Tier 5 sponsor licence governing body endorsement application - coach only

This form should be used to apply to the Lawn Tennis Association (LTA) for a governing body endorsement of an application for a coach under Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting categories.

Please complete all sections of the form unless otherwise indicated:

<b>Full name of coach</b>	
<b>Address of coach</b>	
<b>Nationality</b>	
<b>Job title of coach</b>	
<b>Period of employment the endorsement is issued for</b>	
<b>Proposed salary</b>	
<b>Name of sponsor</b>	
<b>Supplementary employment section</b>	

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<b>Sponsor licence number</b>	
<b>Telephone number</b>	
<b>Contact name &amp; job title</b>	
<b>Contact email address</b>	
<b>Signature</b>	
<b>Date of application</b>	

**Please tick the applicable boxes below:**

- we are a licensed sponsor under the Tier 2 (Sportsperson) and we wish to apply to UKVI to sponsor the above migrant Coach under the Tier 2 (Sportsperson) category
- we are a licensed sponsor under the Tier 5 (Temporary Worker) Creative and Sporting category and we wish to apply to UKVI to sponsor the above migrant Coach under Tier 5 (Temporary Worker) Creative and Sporting category
- we enclose a colour photo copy of the migrant coach passport (photo page - confirming name and nationality) which has been countersigned and dated by the Tennis Venue Representative
- we enclose a cheque for £20.00 made payable to 'LTA Operations Limited'

We also enclose the following documents as evidence that the migrant coach meets the following criteria:

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- they have successfully completed a qualification which is an NVQ Level 2 (or equivalent) or above in coaching (NVQ level 2 is the entry qualification for the LTA license scheme which sits between UKCC Level 2 and UKCC Level 3)
- they are an internationally established coach and will contribute significantly to the game in England, Scotland or Wales They will need to demonstrate this in one of the following areas:
  - lead coach to one or more top 500 WTA/ATP players for a total of more than 2 years
  - lead coach to one or more top 100 ITF junior players for a total of more than 2 years
  - team captain to junior and/or senior international teams over 2 years or more, for example The Davis Cup, Fed Cup, Junior Davis Cup
- a satisfactory DBS check, or equivalent criminal records check for their home country
- a CV outlining employment history and achievements
- certificates of coaching qualifications or CPD achieved
- copies of their passport
- at least 2 employment references, one of which must be from their current or most recent employer, confirming their relevant experience

### **Please tick the box below if applicable:**

- evidence that the job has been advertised in the most appropriate medium. This information must only be provided if you intend to apply to UKVI to sponsor the coach under Tier 2 (Sportsperson)

### **Please forward the original form with the cheque payment to:**

LTA Legal Team  
The Lawn Tennis Association  
The National Tennis Centre  
100 Priory Lane  
Roehampton  
London

## Lawn Tennis Association governing body endorsement requirements

SW15 5JQ

The information on this form may be disclosed to UKVI in the event that they investigate The LTA's processes and procedures.

### Annex 5: LTA endorsement - Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting migrant

<b>Tier endorsement issued under</b>	
<b>Type</b> (i.e. sportsperson or coach)	
<b>Endorsement reference number</b>	
<b>Endorsement issue to</b> (Sponsor full name)	
<b>Sponsor address</b>	
<b>Endorsement issued for</b> (Migrant full name)	
<b>Address of migrant</b>	

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<b>Job title</b>	
<b>Proposed Salary</b>	
<b>Period of employment the endorsement is issued for</b>	
<b>LTA endorsement issued by</b>	The Lawn Tennis Association The National Tennis Centre 100 Priory Lane Roehampton London SW15 5JQ
<b>Signed</b>	(on behalf of The Lawn Tennis Association)
<b>Date endorsement issued</b>	

The issue of this LTA (governing body for tennis) endorsement does not guarantee that subsequent endorsements will be issued, each endorsement will be considered against requirements and the information provided to the LTA at the time of the request.

**The information on this form may be disclosed to UKVI in the event that they investigate The LTA's processes and procedures.**