



## **Section 1: overview of governing body endorsements for Tier 2 (Sportsperson) category of the points-based system**

This page provides a brief explanation of the endorsement requirements a sport governing body has agreed UK sponsors of the Tier 2 (Sportsperson) category 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.

**A sport governing body** is one recognised by the one of the home country sports councils like 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 the Tier 2 (Sportsperson) category need to be sponsored by an organisation that has a sponsor licence under Tier 2 (Sportsperson).

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 the UK – if outside the UK or leave to remain in the UK – if already 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)	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.

## 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 in the UK. 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 on this.



## Section 2: requirements

This page explains the Royal Caledonian Curling Club (RCCC) requirements under the Tier 2 (Sportsperson) category for the 2016 to 2017 and 2017 to 2018 seasons. The requirements apply to the UK.

### Consultation

The following requirements have been agreed by the Home Office following consultation between RCCC, British Curling, Sportscotland and Scottish Sports Association.

### Review

The requirements will be reviewed biennially in February 2018.

### Length of season

The season for curling runs from May to April.

### Requirements

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

Category	Requirement	
<b>Sponsor</b>  Tier 2 (Sportsperson)	Clubs or organisations with international level athletes within the sport of curling.	
<b>Migrant</b>  Tier 2 (Sportsperson)	Coach	Coaches should hold the Level 2 Coach Award or its equivalent. If a club applies to employ a coach who does not hold the Level 2 Coach Award or its equivalent but satisfies all other aspects of the criteria, a governing body endorsement may be issued on condition that once they enter the UK they will achieve the Level 2 Coach Award within the first playing season.  Clubs should provide evidence of the coaches' previous coaching experience. The experience should be for a minimum of 3 years and include coaching athlete(s) at international level.



Category	Requirement
	<p>Clubs must provide evidence that a recruitment search of the resident workforce has been undertaken for the job. This shows that it is suitable to fill the post with a migrant.</p> <p>Where clubs are applying for renewal of a governing body endorsement, the coach must have achieved a Level 2 Coaching Award or equivalent. Clubs do not need to supply details of a recruitment search for coaches returning to the UK.</p>

### Further information

This information is available on the RCCC website at [www.royalcaledonianscurlingclub.org](http://www.royalcaledonianscurlingclub.org)

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

Bruce Crawford (CEO)

Email: [bruce@royalcaledonianscurlingclub.org](mailto:bruce@royalcaledonianscurlingclub.org)

Telephone: 0131 333 3003

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

### Dispute handling procedures

Sponsor's or Migrants wishing to appeal must do so within 7 days of receiving notification of the decision refusing their application and are advised to keep copies of all documents relating to the original decision and the appeal.

When a matter is the subject of an appeal, the Appellant shall submit the substance of their appeal, in writing, on the Appeal Form (see below) for the attention of the Appeal Panel.

The Appeals Panel will consist of the following:

Appeal Panel Chair – legal representative

Two other Appeal Panel Members



Appeal hearings will normally be held within 14 days of receipt of an approval. These timescales may be altered at the discretion of the Appeals Panel Chair.

There will be no fee for an appeal, providing you are not asking us to consider new information.

**Guidelines regarding appeals:**

- decisions of the Appeal Panel are final and binding and may not be the subject to further appeal or review.
- the Appellant may be given the right of a personal hearing, but solely at the discretion of the Appeals Panel.
- in the case of a personal hearing the Appellant may be accompanied by one person of their choice. The expenses incurred by the Appellant, and any person accompanying them, in attending a personal hearing are their responsibility.
- appeals which are heard by RCCC Appeals Panel are not legal tribunals, and are not required to follow a strict legal procedure. Notwithstanding these facts, it is intended that the Appellant should always receive a full and fair hearing.
- the procedures to be adopted by the Appeals Panel will be a matter solely determined by the Appeal Panel, ordinarily:-

On being advised that an Appeal has been lodged, the Officer responsible for the original decision should provide a written statement together with the relevant supporting documents, detailing the following:

- the original decision
- the reason for the decision
- any justification or explanation that may be deemed to be appropriate
- the information that was considered in reaching the original decision

The Convenor of the Appeals Panel should ensure that all relevant information is provided to the Appellant, the Officer responsible for the original decision, and to all members of the Appeals Panel, in good time prior to the meeting of the hearing as possible, to give them full opportunity to study the submissions, but the information may be presented to the panel by the Appellant on arrival at the hearing. In such circumstances, the Appellant must accept that the Appeals panel may not be able to fully study this information, and may require the opportunity to further research the matter in the light of the information provided.



The Appeals Panel will converse, and where appropriate, invite the Appellant to join the hearing. The Appellant may be accompanied by one other person if the Appellant so chooses.

The Convenor will notify the Appellant and the other interested parties of the decision of the Appeals Panel in writing. This will normally be within 3 working days of the hearing.

To lodge an appeal the Appellant, on receiving details of the decision, should provide a written statement of the appeal, indicating the grounds for the appeal, together with such accompanying documents as the Appellant deems to be appropriate.

The person responsible for convening the Appeal Panel shall notify all concerned of the date, time and place for the hearing of the Appeal, which shall be determined after having due regard to the urgency of the matter and with reasonable regard to the availability of all concerned. The Convenor shall notify the Appellant of the composition of the Appeals Panel.



## Tier 2 (Sportsperson) Governing Body Endorsement - Reviews & Disputes Appeals Procedure Appeal Form

<b>Name:</b>	
<b>Address:</b>	
<b>Email Address:</b>	
<b>Contact Number:</b>	
<b>Sponsor Endorsement Reference Number:</b>	
<b>Date Appeal Submitted:</b>	

<b>Nature/Statement of the Appeal:</b>

<b>Other Relevant Information:</b> Please use additional sheets if necessary

<b>Appellants Signature:</b>		<b>Date:</b>	
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### To be completed by the Appeals Panel Chair

<b>Date of Appeal Hearing:</b>	
<b>Appeal Hearing Attendees:</b>	
<b>Details of the Hearing:</b>	

Royal Caledonian Curling Club (RCCC)  
 Governing Body Endorsement Requirements



Outcome of the Hearing:	
Uphold the Original Decision:	
Overturn the Original Decision:	

Outcome Statement::

Signed:			
Appeal Panel Chair:		Date:	



### Section 3: process for applying for an endorsement

Please note RCCC will not accept electronic or faxed submissions. Applications will not be processed until they are completed and received in full along with any supporting documentation that may be required.

#### Tier 2 (Sportsperson) – Sponsor Licence Governing Body Endorsement Application Form

This form should be used to apply to the Royal Caledonian Curling Club (RCCC) for a governing body endorsement of an application for a sponsor licence under the Tier 2 (Sportsperson) category.

Please send this form to: **CEO, RCCC, Ochil House, Springkerse, Stirling, FK7 7XE**

Please complete all sections of the form below unless otherwise indicated:

Required Start Date of Sponsor Endorsement Application:	
Name of Club/Employer:	
Address:	
Contact Name & Position:	
Telephone Number:	
Fax Number:	
Email:	
Date of Application:	
Signature:	

Supporting Evidence Required: None



## Tier 2 (Sportsperson) - Governing Body Endorsement Application Form Coaches Only

This form should be used to apply to the Royal Caledonian Curling Club (RCCC) for a governing body endorsement of an application for a migrant under the Tier 2 (Sportsperson) category.

Please send this form to: **CEO, RCCC, Ochil House, Springkerse, Stirling, FK7 7XE**

Please complete all sections of the form below unless otherwise indicated:

Full Name of Coach:	
Date of Birth:	
Nationality:	
Current Address:	
Employment Start Date:	
Employment End Date:	
Address Migrant Employed At:	
Job Title:	
Salary (where appropriate):	
Name of Club/Employer:	
Sponsor Endorsement Ref:	
Contact Name & Position:	
Telephone Number:	
Fax Number:	
Email:	
Date of Application:	
Signature:	

Supporting Evidence Required:

Coach Profile



Evidence of Coaching Qualification(s)

Signed Contract

**Please indicate which of the following criteria are met: (all that are applicable)**

Coaches should hold the Level 2 Coaching Award or its equivalent. If a club applies to employ a coach who does not hold the Level 2 Coaching Award or its equivalent but satisfied all other aspects of the criteria, a governing body endorsement may be issued on a condition that once they enter the UK they will normally achieve the Level 2 Coaching Award within the first playing season.

- Yes – this therefore meets the governing body endorsement requirements
- No – this therefore does not meet the governing body endorsement requirements

Clubs should provide evidence of the coaches' previous coaching experience. Evidence to show a recruitment search has been undertaken should be provided. This should include a copy of an advertisement and details of responses – see the sponsor for more information.

- Yes – this therefore meets the governing body endorsement requirements
- No – this therefore does not meet the governing body endorsement requirements

Where clubs are applying for renewal of a governing body endorsement, the coach must have achieved a Level 2 Coaching Award. Clubs do not need to supply details of a recruitment search for coaches returning to the UK.

- Yes – this therefore meets the governing body endorsement requirements
- No – this therefore does not meet the governing body endorsement requirements.