

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 the endorsement requirements a sports 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.

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 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 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 Endorsement Requirements

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.

Governing Body Endorsement Requirements

Annual Review

This page explains the England Squash (ES) requirements under the Tier 2 (Sportsperson) and Tier 5 (Temporary Worker) Creative and Sporting categories for the 2019 to 2020. These requirements will apply from 3rd April 2019 are applicable to England.

Consultation

The following requirements have been agreed by the Home Office following consultation with the Performance Department of ES.

Length of season

The season for Squash runs from September to May.

Requirements

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

Category	Requirement	
Sponsor Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting	Governing body endorsements will only be considered from fully affiliated ES member clubs/organisations.	
Migrant Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting	Player	Governing body endorsements will be available to a player if they meet the following requirements: <ul style="list-style-type: none"> • must be ranked in the top 50 of the men’s or top 30 of the women’s world rankings produced by the Professional Squash Association (PSA) for at least 2 months in the 2 years prior to the endorsement application date • must be engaged to play in the Premier Squash League (PSL) • the player’s contract must include suitable provision to make a significant contribution to the development of the sport within the local community • the position for which the player is being signed, cannot be filled by a settled worker <p>Extensions - players returning Where an overseas player is returning for another season, after playing in the UK during the previous season, the UK club have to demonstrate that they either:</p> <ul style="list-style-type: none"> • played at least 75% of their previous UK team's competitive games where they were available for selection • meet the initial player endorsement criteria above

Governing Body Endorsement Requirements

Category	Requirement
	<p>The definition of the term 'available' is when the selection of the team was undertaken the player was not injured or suspended.</p> <p>Matches/games for which the player was unavailable for selection are to be excluded when calculating the player's appearance percentage. Unavailable for selection means the player was not available to play due to injury or suspension and written evidence supporting this, setting out the games missed and the reason(s), must be provided by the player's National Association or club doctor to England Squash 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> <p>Governing body endorsements will be available to a coach if they meet the following requirements:</p> <ul style="list-style-type: none"> • the individual is either qualified to UK Coaching Certificate (UKCC) Level 3 standard or holds a non-UK qualification that is at least equivalent to the UKCC Level 3 standard coaching qualification as confirmed by ES. Information on coach awards can be found on the ES website at www.englandsquash.com • the individual must currently be, or have previously played at world class level, with a top 25 PSA world ranking and have a proven track record of working with elite players in another country; elite players are defined as those who meet the criteria for players above • the individual must be able to demonstrate that they have worked for at least 6 months with such a player or players in the 3 years prior to the date of the endorsement application. We shall seek written confirmation from the player or players concerned and their national federation • the contract must include suitable provision to make a significant contribution to the development of the sport within the local community • the position for which the coach is being signed, cannot be filled by a settled worker

Further information

This information is available on the ES website at www.englandsquash.com

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

Louise Pickford
Performance Operations Manager
England Squash
National Squash Centre
Sportcity
Manchester M11 3FF

Telephone: 0161 438 4318

Email: louise.pickford@englandsquash.com

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

Dispute Handling Procedures

1. England Squash will investigate all complaints without prejudice and with due regard to the obligation upon the Association to ensure fairness and transparency in its dealings.
2. All complaints will be dealt with in strict confidence.
3. The procedure covers:
 - 3.1. the conduct of England Squash employees;
 - 3.2. the decisions taken by England Squash insofar as they affect any individual or group.
4. It does not cover issues relating to:
 - 4.1. child protection, which are dealt with by the Child Protection Policy and Procedures;
 - 4.2. sanctioned events, which are covered by the Organisational Code for Sanctioned Events.
 - 4.3. Issues arising under the Coaches Code of Conduct (except where a complaint relates to an England Squash employee) – these matters are dealt with by the Code.
5. In the first instance, if you have a complaint, you should address it to the manager of the department concerned. Complaints can only be formally investigated once submitted in writing, which should be marked “Private and Confidential”.
6. On receipt of your complaint, the relevant manager will acknowledge receipt within three working days and will investigate it. The manager will normally respond fully within 10 working days, and will convey his or her decision in respect of the complaint and any action to be taken as a result. If it not possible for this timetable to be met, the complainant will be notified as soon as possible within the 10 day period.
7. If you are not satisfied with the response, you can refer it to the Director/Manager responsible. You should do this, again in writing, within 14 days of the manager’s decision. The director will review the previous decision and respond in the same way as outlined above.
8. If you remain unsatisfied with the outcome, or if your complaint relates to a Director/Manager, you can refer it to the Chief Executive. Again, the relevant requirements of paragraphs 3 and 5 should be met. The Chief Executive will further review the previous decision and respond.
9. There will be no further review of decisions after this point, except for the case of a complaint relating to the conduct of the Chief Executive. This should be directed to the Chairman of the Board of Directors, who will consider it in the same way as described above and respond accordingly.
10. A list of all relevant post holders and their responsibilities is on the second page of this document.

All written complaints should be directed to the relevant person below, marked “Private and Confidential” and addressed to:

England Squash Limited

The National Squash Centre
Sportcity
Manchester
M11 3FF

Management	Name	Area of Complaint
Board		
Chairman	Joy Carter	CEO
Senior Management Team		
Chief Executive	Keir Worth	Directors/Managers
Partnerships & Programmes Director	Mark Williams	Partnerships, Programmes, Performance, Coaching
Director of Finance & Operations	Louise Perry	HR, Finance, IT, Legal, Marketing, Membership, Competitions & Events

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

The governing body endorsement requirement document, together with the appropriate application form should be used when applying for endorsements.

- clubs/counties eligible for a Tier 2 (Sportsperson) sponsor licence governing body endorsement should use the application forms in [Annex A](#) and [Annex C](#) for a migrant player or coach
- clubs/counties eligible for a Tier 5 (Temporary Worker) Creative and Sporting sponsor licence governing body endorsement should use the application forms in [Annex B](#) and [Annex D](#) for a migrant player or coach

There is an administration fee of £50 for each governing body endorsement for a sponsor licence. Cheques must be included with applications, made payable to England Squash.

Annex A: Tier 2 (Sportsperson) sponsor licence governing body endorsement application form

This form should be used to apply to ES for a governing body endorsement of an application for a sponsor licence under the Tier 2 (Sportsperson) category of the Home Office points-based system.

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

Required start date of sponsor endorsement application	
Name of Club/County	
Address	
Contact Name and Position	
Telephone Number	
Fax Number	
Email	
Date of Application	
Signature	

Enclosed cheque for £50 made payable to England Squash

Please send this form to:

Louise Pickford
 Performance Operations Manager
 England Squash
 National Squash Centre
 Sportcity
 Manchester
 M11 3FF

The information on this form may be disclosed to the Home Office in the event that they investigate England Squash processes and procedures.

Annex B: Tier 5 (Temporary Worker) Creative and Sporting sponsor licence governing body endorsement application form

This form should be used to apply to ES for a governing body endorsement of an application for a sponsor licence under Tier 5 (Temporary Worker) Creative and Sporting sub category of the Home Office points-based system.

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

Required start date of sponsor endorsement application	
Name of club/county	
Address	
Contact name and position	
Telephone number	
Fax number	
Email	
Date of application	
Signature	

Enclosed cheque for £50 made payable to England Squash

Please send this form to:

Louise Pickford
 Performance Operations Manager
 England Squash
 National Squash Centre
 Sportcity
 Manchester
 M11 3FF

The information on this form may be disclosed to the Home Office in the event that they investigate England Squash processes and procedures

Annex C: Tier 2 (Sportsperson) migrant governing body endorsement application form – player/coach

This form should be used to apply to ES for a Governing Body Endorsement of an application for a migrant under Tier 2 (Sportsperson) category of the Home Office points-based system.

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

Full name of player/coach	
Date of birth	
Nationality	
Current address	
Employment start date	
Employment end date	
Player/coach employment address	
Job title	
Salary	
Name of club	
Sponsor endorsement reference number (available from ES)	
Contact name and position	
Telephone number	
Fax number	
Date of application	
Signature	

Please provide evidence as stated below:

- Player/Coach Profile

And

- Signed Player/Coach Contract
- Enclosed cheque for £50 made payable to England Squash

Please send this form to:

Louise Pickford
 Performance Operations Manager
 England Squash
 National Squash Centre Sportcity
 Manchester
 M11 3FF

The information on this form may be disclosed to the Home Office in the event that they investigate England Squash processes and procedures.

Annex D: Tier 5 (Temporary Worker) Creative and Sporting migrant governing body endorsement application form – player/coach

This form should be used to apply to ES for a governing body endorsement of an application for a migrant under Tier 5 (Temporary Worker) Creative and Sporting category of the Home Office points-based system.

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

Full name of player/coach	
Date of birth	
Nationality	
Current address	
Employment start date	
Employment end date	
Player/coach employment address	
Job title	
Salary	
Name of club	
Sponsor endorsement reference number (available from ES)	
Contact name and position	
Telephone number	
Fax number	
Date of application	
Signature	

Please provide evidence as stated below:

- Player/Coach Profile

And

- Signed Player/Coach Contract
- Enclosed cheque for £50 made payable to England Squash

Please send this form to:

Louise Pickford
 Performance Operations Manager
 England Squash
 National Squash Centre

Sportcity
 Manchester
 M11 3FF

The information on this form may be disclosed to the Home Office in the event that they investigate England Squash processes and procedures.