

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

## **Purpose**

This guidance is to be used for all International Sportsperson governing body endorsement requests made on or after the **27 August 2024**. This guidance relates to the process for sports governing bodies to provide endorsements for:

1. relevant sporting individuals in their visa applications (Migrants);
2. venues seeking sponsor licences to sponsor Migrants (Sponsors).

Please note that this policy does not relate to the LTA submitting a visa application for any individual or organisation itself, only endorsing such an application.

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## ***Compliance with the Code of Practice for Sports Governing Bodies***

*In reviewing this criteria, the LTA confirm we have reread the Code and agree to our roles and responsibilities as set out within. We confirm we have acted in full compliance with the principles of the Code during this annual review.*

# Lawn Tennis Association Limited governing body endorsement requirements

## Section 1: Overview of governing body endorsements for the International Sportsperson route

The **International Sportsperson route** is a visa application route for elite sportspeople and coaches who:

1. are internationally established and whose employment will make a significant contribution to the development of their sport at the highest level in the UK;
2. who will base themselves in the UK; and
3. will be filling a post that cannot be filled by a suitable British citizen or person who has a right to enter or stay in the UK without restriction.

### **The application process explained:**

The International Sportsperson visa route has two main parts:

#### **1. Migrants (e.g. Coaches)**

The LTA is only permitted to endorse coaches under the International Sportsperson route. If you are applying for a visa to live and work in the UK as a coach under the International Sportsperson route, you need to be endorsed by an **approved governing body**. For the purposes of lawn tennis and padel, the Lawn Tennis Association (LTA) is an approved governing body (as specified in [Appendix Sports Governing Bodies](#)) and can, subject to the criteria being met, provide an endorsement for Migrant applicants.

This endorsement confirms to the Home Office that the Migrant satisfies the requirements for the International Sportsperson route, as agreed between the Home Office and the LTA and detailed in this document (see pages 5 to 7).

Migrants who are employed as coaches or sportspeople must also have the support of a Sponsor and an assigned Certificate of Sponsorship, as set out in paragraph 2 below.

#### **2. Sponsors (e.g. Venues)**

If you are an organisation (such as a venue) and wish to sponsor such Migrants, you must have a sponsor licence. Before you apply to the Home Office for a sponsor licence you must be endorsed by the **approved governing body** for your sport. For the purposes of lawn tennis and padel, the Lawn Tennis Association (LTA) is an approved governing body (as specified in [Appendix](#)

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[Sports Governing Bodies](#)) and can, subject to the criteria being met, provide an endorsement for Migrant applicants.

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 or coaches. Once licensed, you can assign a Certificate of Sponsorship to a Migrant (i.e. a sportsperson or coach) with a job offer that allows them to apply for entry clearance or permission to stay in the UK.

Each Migrant applicant must have a personal endorsement from the **approved governing body** for their sport, before the sponsor can assign them a Certificate of Sponsorship (as set out in paragraph 1 above).

### Conditions of LTA endorsements

To provide endorsements for Migrants and Sponsors, the LTA must work within the Home Office's '[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.

Any LTA endorsement does not guarantee that subsequent endorsements will be issued. Each endorsement will be considered against the relevant requirements and the information provided to the LTA at the time of the request.

Importantly, the LTA does not itself approve any applications for a visa. Endorsements provided by the LTA are merely a confirmation that the Migrant or Sponsor meets the relevant requirements, as outlined in this document.

### Consultation

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

Prior to contacting the Home Office during the annual review of this criteria, the LTA confirm that full consultation has been carried out with all interested bodies, Tennis Scotland and Tennis Wales, and individuals who have relevant expertise in the area of coach qualifications. There are no recognised player associations and employer bodies with which to consult in this area.

### Review

The requirements will be reviewed annually. The next review will be in March 2025.

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## Length of season

The season for lawn and padel runs all year round.

## Section 2: Migrant (coach) application

This form sets out the requirements for and should be used by a Migrant applicant e.g. sportsperson or coach to apply to the Lawn Tennis Association Limited (LTA) for a governing body endorsement under the International Sportsperson route. Applications for extensions of governing body endorsements must also be made using this form.

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>                                    |  |

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|   |  |
|---|--|
| <b>Supplementary employment section</b> |  |
| <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>              |  |

### Requirements

If the LTA or a Sponsor wishes to apply for a governing body endorsement to employ a coach under the Migrant route, **the applicant will have to satisfy all of the following requirements**. Evidence that the applicant satisfies the criteria must also be provided and attached to this form.

| <b>Requirement</b>   | <b>Satisfied</b> | <b>State evidence provided (i.e. CV, coaching certificates, references)</b> |
|--|------------------|---|
| <b>1. Migrant must have completed at least one of the following:</b> |                  |   |

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|   |  |  |
|---|--|--|
| <p>a) successfully completed a formally assessed tennis or padel coaching qualification that is deemed equivalent to the LTA Level 3 Coach Award; or</p>  | <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> |  |
| <p>b) an award that is equivalent to and recognised by the International Tennis Federation (ITF) or International Padel Federation (FIP) (as applicable); or</p>  | <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> |  |
| <p>c) based on coaching track record at ATP / WTA, ITF or FIP level (as applicable) deemed by the LTA Head of Performance Coach Education Development or the LTA Head of Padel (as applicable) to comply with the required competencies of these coaching awards.</p> | <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> |  |
| <p><b>2. Migrant must be an internationally established coach and will contribute significantly to the game in the UK; which will be demonstrated in at least one of the following ways:</b></p>  |  |  |
| <p>a) the applicant was the lead coach for a minimum of one year to one or more tennis players who, during this time, were listed in the top 500 WTA/ATP rankings for a period of at least 6 months; or</p>   | <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> |  |
| <p>b) lead coach for a minimum period of one year to one or more padel tennis players in the top 200 of the FIP or similar ranking system for padel tennis players (as determined by the</p>  | <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> |  |

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|   |   |  |
|---|---|--|
| LTA Head of Padel) for a minimum period of 6 months during the period that the applicant was acting as their lead coach; or   |   |  |
| c) team captain to official Tennis Europe and/or ITF international teams for a minimum period of one year, for example the Tennis Europe Winter or Summer Cup for Juniors, and the Davis Cup or Billie Jean King Cup for Professional Players; or   | YES <input type="checkbox"/><br>NO <input type="checkbox"/> |  |
| d) team captain to official teams of the World Padel Championships' sanctioned by the FIP, for a minimum period of one year.  | YES <input type="checkbox"/><br>NO <input type="checkbox"/> |  |
| <b>3. Migrant must have a satisfactory, current and valid 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.</b>  | YES <input type="checkbox"/><br>NO <input type="checkbox"/> |  |
| <b>4. The Sponsor must advertise the job for at least 28 days 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.</b> | YES <input type="checkbox"/><br>NO <input type="checkbox"/> |  |

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It should be noted that the Migrant must have current LTA Coach Accreditation prior to undertaking any coaching in the UK.

### **Evidence**

To demonstrate that the Migrant meets the requirements above, the LTA will need copies of the following documents. Please tick to confirm that you are providing these:

1. a CV outlining employment history and achievements;
2. certificates of coaching qualifications achieved and relied upon;
3. documentation to confirm a satisfactory DBS check, or criminal records check;
4. copies of their passport;
5. at least 2 employment references; one of which must be from their current or most recent employer, confirming their relevant experience; and
6. evidence that the job has been advertised for at least 28 days in the most appropriate medium.

### **Further information**

This form will only be processed where the Migrant applicant meets all the necessary criteria.

This information is available on the LTA website (<http://www.lta.org.uk>).

For any queries relating to the requirements or the endorsement process please contact the LTA Legal Team using the Contact Us form on the LTA's website: <https://www.lta.org.uk/about-us/contact-us/>

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

### **Where do I submit this form?**

Please send the completed form to the LTA Legal Team using the Contact Us form on the LTA's website: <https://www.lta.org.uk/about-us/contact-us/>

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 Limited governing body endorsement requirements**

## **Process for applying for Migrant endorsement**

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

1. LTA Head of Coach Development
2. a senior representative from the LTA Performance Team
3. LTA Head of Padel (in respect of padel only)
4. a lawyer from the LTA Legal Team

The panel shall determine whether a coach is suitable for a governing body endorsement. If the application is successful, the LTA will issue an endorsement via a form.

There is a non-refundable administration fee of £200.00 for each governing body endorsement in support of a sponsor licence application. Applicants must request bank details and transfer the fee to LTA Operations Limited with reference "GBE Endorsement – NAME OF APPLICANT". The endorsement will not be granted until the fee has been received by the LTA.

**PLEASE NOTE:** UKVI has additional criteria that a Migrant must satisfy before a visa will be granted to the Migrant. It is not the LTA who will grant a visa.

## **Injuries, absences and suspensions**

Consideration will be given to the following when applying the criteria: injury; a period of maternity or paternity leave; serious illness or any legitimate medical reasons; suspension; international duty; bereavement; or family crisis.

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.

## **Length of endorsement**

Any LTA endorsement for a Migrant would be granted 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.

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### **Extensions or changes of employment**

Where the Sponsor wishes to extend the employment of a coach a new governing body endorsement should be applied for in line with the initial requirements, as described above.

If a Migrant is intending to change employer, their new employer must be a Sponsor and 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 route, 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 permission to stay. Permission to stay 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**

International Sportsperson Migrants are eligible to undertake supplementary employment under the Home Office supplementary employment regulations. The 'Supplementary employment' section [Workers and Temporary Workers: guidance for sponsors – Sponsor an International Sportsperson guidance](#) has more information on this.

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

### **Section 3: Sponsors (venue) application**

This form sets out the requirements for and should be used by prospective Sponsors to apply to Lawn Tennis Association Limited (LTA) for a governing body endorsement in support of an application for a licence to sponsor Migrants under the International Sportsperson route.

Please complete all sections below:

|                                     |  |
|-------------------------------------|--|
| <b>Name of Sponsor:</b>             |  |
| <b>Address:</b>                     |  |
| <b>Telephone number</b>             |  |
| <b>Contact name &amp; job title</b> |  |
| <b>Contact address</b> <b>email</b> |  |
| <b>Signature</b>                    |  |
| <b>Date of application</b>          |  |

### **Requirements**

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| Requirement   | Satisfied   |
|---|---|
| 1. If a venue wishes to apply for a governing body endorsement for a sponsor licence, the venue must be:  |   |
| a) the LTA itself; or   | YES <input type="checkbox"/><br>NO <input type="checkbox"/> |
| b) Tennis Scotland or Tennis Wales; or  | YES <input type="checkbox"/><br>NO <input type="checkbox"/> |
| c) an LTA <a href="#">registered tennis venue<sup>1</sup></a> ; or  | YES <input type="checkbox"/><br>NO <input type="checkbox"/> |
| d) a member of the padel National Delivery Programme or such other high-performance programme relating to padel tennis as the LTA may have in place from time to time; or | YES <input type="checkbox"/><br>NO <input type="checkbox"/> |
| e) an LTA grant funded programme or such other high-performance programme as the LTA may have in place from time to time.   | YES <input type="checkbox"/><br>NO <input type="checkbox"/> |

**Applications for endorsements will not be considered and endorsements will not be issued if the above criteria is not met. This form will only be processed if these criteria are met.**

All potential Sponsors should note that the purpose of an endorsement for a prospective Sponsor is to confirm to UK Visas and Immigrations (UKVI) officials processing Sponsor applications that the application is from a bone fide tennis venue that has a legitimate requirement to bring migrants to the UK as sportspeople/coaches.

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<sup>1</sup> Venue Registration is the LTA's recognition that a registered tennis and/ or padel tennis venue has achieved certain minimum standards and best practice. This status confirms that the LTA supports a venue's tennis and/ or padel tennis programme, policies and procedures, and venue management. To qualify the venue must be registered with the LTA. The 'LTA venue support' page has more information on this.

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**PLEASE NOTE:** 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.

A Migrant will have to be endorsed by an approved governing body before the Certificate of Sponsorship can be assigned to them by a Sponsor.

### **Further information**

This information is available on the LTA website (<http://www.lta.org.uk>).

For any queries relating to the requirements or the endorsement process please contact the LTA Legal Team using the Contact Us form on the LTA's website: <https://www.lta.org.uk/about-us/contact-us/>

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### **How do I submit this form?**

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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 Limited governing body endorsement requirements**

### **Process for applying for governing body endorsement for a sponsor licences**

There is a non-refundable administration fee of £200.00 for each governing body endorsement for a sponsor licence. Applicants must request bank details from the LTA and transfer the fee to LTA Operations Limited, with reference "GBE Endorsement – NAME OF APPLICANT":

The application will be considered by a member of the LTA Legal Team.

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 via a form.

Applications for extensions of governing body endorsements must be made by using this form, in the same way as an original application.

### **Length of endorsement**

For a period of 4 years from the date of issue.

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### **Section 4: What can I do if I disagree with the outcome of my application?**

#### **The Review**

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 from the LTA within 28 days from the date they are notified of the original decision.

Please note, only the Sponsor may request a review; Migrants and other parties cannot request a review.

The LTA Performance Director will convene a hearing which can be carried out on the telephone or via video call. In such circumstances, the Sponsor will be provided with details of the format of the hearing and the identity of the review panel, and the particular issues that will be addressed.

#### **Review Process**

The only remedy in the event that a governing body endorsement is refused is the review process as set out in this policy.

Any request for a review must be sent to the LTA Performance Director.

The review panel will be constituted by the LTA Performance Director (or another senior member of the LTA Performance Team) and the LTA's Head of Legal (or another senior member of the LTA Legal team who was not involved in the original decision).

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

The only grounds for review are one or both of the following:

- (i) A failure by the LTA to follow this policy in determining the application (i.e. there has been a procedural defect); and/or
- (ii) The application decision has been reached on the basis of an error of fact.

Any request for a review must, at the time it is made, set out:

- which (one, or both) of the above grounds the Sponsor wishes to rely on; and

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- full details, including supporting evidence and documentation, setting out the specific basis on which the review is sought and evidencing the ground(s) on which the Sponsor is relying.

The Sponsor shall not be entitled to rely on any ground, factual information or evidence which is not set out in the request for a review.

A Sponsor must therefore ensure that all evidence and information it wishes to present in support of its application is presented at the time the request for a review is made.

### **Power of the Panel**

The review panel 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); and/or
- the decision has been reached on the basis of an error of fact.

### **The Decision**

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

There shall be no right to appeal the decision of the review panel following the review process.

### **Further Information**

For more information please contact the LTA Legal Team using the Contact Us form on the LTA's website: <https://www.lta.org.uk/about-us/contact-us/>