

# Lawn Tennis Association governing body endorsement requirements

## 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 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.

**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.

**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.

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## 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 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

Tier 5 migrants are eligible to undertake supplementary employment. The 'Supplementary employment' section of the [Tiers 2 & 5: guidance for sponsors](#) has more information.

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## Section 2: requirements

This page explains the Lawn Tennis Association (LTA) requirements under the Tier 2 (Sportsperson) and Tier 5 (Temporary Worker) Creative and Sporting categories for the 2016 to 2017 season and 2017 to 2018. 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 bi-annually in March.

### 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 will <b>only</b> 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</li><li>• has Tennismark or Tennismark+ accreditation</li><li>• has an LTA grant funded programme or such other high performance programme as the LTA may have in place from time to time</li></ul> <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>

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Category	Requirement	
	<p><b>Tennis Venue Accreditation</b></p> <p>Tennismark or Tennismark+ Accreditation is the LTA’s recognition that a registered tennis venue has achieved good standards and best practice. Tennismark and Tennismark+ is the tennis-specific version of the Clubmark best practice accreditation implemented by Sport England.</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>Full time coach</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 education</li> <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</li> </ul> </li> </ul>

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Category	Requirement
	<p>rankings for a minimum period of 6 months during the period that the migrant coach was acting as their lead coach</p> <ul style="list-style-type: none"> <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 or Continued Professional Development achieved</li> <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</p>

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Category	Requirement
	<p>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 Economic Area (EEA) coach a new governing body endorsement should be applied for in line with the initial requirements, as described above.</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 Services 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)

# Lawn Tennis Association governing body endorsement requirements

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

## Dispute handling procedures

### Review Process

A request for a review may only be made by a registered tennis venue with Tennismark accreditation for whom the governing body endorsement has been initially rejected by the LTA.

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

The venue 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 Licensing and Registration Committee (L&RC).

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

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

The tennis venue should submit supporting evidence to the L&RC in advance for their consideration in order to allow an informed decision. A club should therefore ensure that all evidence it wishes to present in support of its application is presented to the panel.

### The Review

The L&RC will convene a hearing which can be carried out on the telephone. In such circumstances, the club will be provided with details of the format of the hearing, the terms of reference and the identity of the L&RC panel and the particular issues that will be addressed.

### Power of the Panel

The L&RC shall have the authority to:

**In relation to a migrant sportsperson:**

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- consider whether the individual is internationally established and of the highest calibre in consideration of the requirements for Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting
- consider whether the sportsperson is able to contribute significantly to the development of the game at the top level in England, Scotland or Wales

### **In relation to a migrant coach:**

- consider whether the coach is internationally established and of the highest calibre in consideration of the requirements for Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting
- consider whether the coach is able to contribute significantly to the development of the game at the top level in England

### **The Decision**

The CL&RC 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 registered tennis venue with Tennismark accreditation 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 registered tennis venue that has a legitimate requirement to bring migrants to the UK as sportspeople/coaches.

UKVI has additional criteria that a registered tennis venue with Tennismark accreditation must satisfy before a sponsor licence will be granted to the club. 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 registered tennis venue holds a Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting sponsor licence and 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](#).

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](#).

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

If a Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting sponsor licence holder 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 club:</b>	
<b>Address:</b>	
<b>Telephone number</b>	
<b>Fax number</b>	
<b>Contact name &amp; job title</b>	
<b>Contact email address</b>	
<b>Signature</b>	
<b>Date of application</b>	

## Lawn Tennis Association governing body endorsement requirements

Please tick the applicable boxes below:

- we are a registered tennis venue
- we have a Tennismark or Tennismark+ accreditation
- 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  
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.**

# Lawn Tennis Association governing body endorsement requirements

## 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 (Club full name)</b>	
<b>Club address</b>	
<b>Start date of endorsement</b>	
<b>End date of endorsement</b>	
<b>LTA endorsement issued by</b>	Legal Team The Lawn Tennis Association The National Tennis Centre 100 Priory Lane Roehampton London SW15 5JQ

## Lawn Tennis Association governing body endorsement requirements

<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 section</b>	
<b>Club address</b>	

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<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
- 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

# Lawn Tennis Association governing body endorsement requirements

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 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 club</b>	
<b>Supplementary employment section</b>	
<b>Sponsor licence number</b>	

## Lawn Tennis Association governing body endorsement requirements

<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:

- 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 2years

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- 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  
SW15 5JQ

**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 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> (Club full name)	
<b>Club address</b>	
<b>Endorsement issued for</b> (Migrant full name)	
<b>Address of migrant</b>	
<b>Job title</b>	

## Lawn Tennis Association governing body endorsement requirements

<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.**