

# Governing Body Visa Endorsement Requirements

This guidance is to be used for all International Sportsperson governing body endorsement requests made on or after the **8 June 2024**

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## Contents

Governing Body Visa Endorsement Requirements .....	1
Contents .....	2
Section 1: Overview of governing body endorsements for the International Sportsperson route of the points-based system.....	3
Length of endorsement .....	3
Change of employment .....	4
Supplementary employment.....	4
Section 2: Requirements.....	5
Consultation.....	5
Review.....	5
Length of season .....	5
Requirements .....	5
Further information .....	8
Dispute handling procedures.....	8
Payment Details.....	9
Section 3: Process for applying for an endorsement .....	10
How to apply for governing body endorsements for International Sports Person (ISP) route .....	10
Appendix A - Sponsor Licence Governing Body Endorsement Application.....	11
Appendix B - ISP Governing Body Endorsement Application Form – Player .....	13
Appendix C - ISP Governing Body Endorsement Application Form – Coach Only .....	15
Appendix D - Criteria for a Professional Sports Person.....	17

## Section 1: Overview of governing body endorsements for the International Sportsperson route of the points-based system

This page provides a brief explanation of what endorsement requirements apply in respect of the International Sportsperson route of the points-based system. The Immigration Rules for the International Sportsperson route can be found at [Appendix International Sportsperson](#).

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

- are internationally established and whose employment will make a significant contribution to the development of their sport at the highest level in the UK
- who will base themselves in the UK
- 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:** migrants applying to come to the UK under the International Sportsperson route need to be sponsored by an organisation that has an International Sportsperson sponsor licence.

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 entry clearance or permission to stay 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.

An **approved governing body** is one specified in [Appendix Sports Governing Bodies](#) 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 Sports Governing Bodies](#) of the Immigration Rules.

Approved governing bodies will 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.

### Length of endorsement

Governing body endorsements should be issued for a period appropriate to the period of approval for sponsorship, that is:

Type of application	Length of endorsement
Sponsor	4 years from date of issue.
Migrant	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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### **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 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.

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

In reviewing this criteria, British Wheelchair Basketball 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.

## Section 2: Requirements

This page explains British Wheelchair Basketball requirements under the International Sportsperson route. The requirements are effective from 8 June 2024 and apply to the 2024 to 2025 season.

Only the roles listed as part of this criteria are eligible for endorsement.

These requirements are applicable to all areas of the UK under the jurisdiction of BWB, including England, Northern Ireland, Scotland and Wales.

### Consultation

The following requirements have been agreed by the Home Office following consultation between British Wheelchair Basketball.

Prior to contacting the Home Office during the annual review of this criteria, British Wheelchair Basketball confirm that full consultation has been carried out, this includes any organisation that could be interpreted as an interested party, such as clubs, bodies, or player associations related to wheelchair basketball in the UK.

### Review

The requirements will be reviewed annually in February of each year.

### Length of season

The season for wheelchair basketball runs from September to late May.

### Requirements

The table shows the endorsement requirements for sponsors and migrant

Category	Requirement	
<b>Sponsor</b>	Governing body endorsements will be issued for the National Senior Teams and Clubs participating in the: <ul style="list-style-type: none"> <li>• Premier League</li> <li>• Women's Premier League</li> </ul>	
<b>Migrant</b>	Players - Male	Clubs applying for a governing body endorsement for players from other countries will need to demonstrate, through appropriate statistics and records, that the player reaches one of the criteria below: <ol style="list-style-type: none"> <li>1) The player has played at least 75% of the fixtures in the past 2 seasons in the top division of league one of the following countries:                             <ul style="list-style-type: none"> <li>• Australia</li> <li>• Canada</li> <li>• Holland</li> </ul> </li> </ol>

		<ul style="list-style-type: none"> <li>• Italy</li> <li>• France</li> <li>• Germany</li> <li>• Spain</li> <li>• Turkey</li> <li>• United States of America</li> <li>• IWBF Euro Cup</li> </ul> <p>2) The player has played at least 75% of the fixtures over a four year period at a US College.</p> <p>3) The player has played in at least 6 European Club competition matches over the past 2 seasons.</p> <p>4) The player has played at least 75% of the country's international fixtures over the past 2 years. Must be Division A Europe or Top 16 World position.</p>
	<p>Player - Female</p>	<p>Governing body endorsements for female players will be considered against the same criteria as for men. Clubs should provide evidence to demonstrate that the player is receiving at least expenses for playing in such a league, for example the person is not an amateur player. This may be in the form of sports sponsorship that the team receives, for example income from local businesses.</p>
	<p>Coach</p>	<p>Coaches should hold the Level 2 British Wheelchair Basketball Coaching Award or its equivalent. If a club applies to employ a coach who does not hold the Level 2 British Wheelchair Basketball Coaching 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 normally achieve the Level 2 Coaching Award within the first playing season.</p> <p>Coaches should meet one of the following Criteria:</p> <p>1) The individual has held a Head or Assistant Coaching position in the past 2 seasons in the top division of one of the following countries' domestic league:</p> <ul style="list-style-type: none"> <li>• Australia</li> <li>• Canada</li> <li>• Holland</li> <li>• Italy</li> <li>• France</li> <li>• Germany</li> <li>• Spain</li> <li>• Turkey</li> <li>• United States of America</li> </ul>

		<p>2) The individual has held a Head or Assistant Coaching role in the past 2 seasons at a US College.</p> <p>3) The individual has held a Head or Assistant Coaching role in the past 2 seasons in an IWBF EuroCup competition.</p> <p>4) The individual has held a Head or Assistant Coaching role in the past 2 paralympic cycles at an IWBF sanctioned Competition. Must be Division A Europe or Top 16 World position.</p> <p>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.</p>
	<p>Player/ Coach</p>	<p>Player/ Coaches who are required to carry out some coaching duties for the club should hold the British Wheelchair Basketball Level 2 Coaching Award before undertaking any coaching duties for a club. If the Player/ Coach does not hold this qualification, a governing body endorsement may be issued for the person to play only on the condition that they gain the award after entering the UK. Once the individual has attained the award they will be able to undertake coaching duties.</p> <p>When issuing to an unqualified Player/ Coach whose initial participation is as a player only (see above), the employer should be sent a letter from British Wheelchair Basketball explaining the conditions of issue.</p> <p>Governing body endorsements will not be issued for individuals solely to complete a coaching qualification.</p>

**Injuries, Absences and Suspensions**

Where a player has been unable to fulfil those criteria through injury, the club must provide evidence of the injury and demonstrate how the injury affected the player’s ability to play.

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.

### Further information

This information is available on the [British Wheelchair Basketball](#) website.

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

Lesley Pilling  
Operations Director  
BWB Office  
Sport Park  
3 Oakwood Drive  
Loughborough  
Leicestershire LE11 3QF

Telephone: 01509 279900

Email: [l.pilling@britishwheelchairbasketball.co.uk](mailto:l.pilling@britishwheelchairbasketball.co.uk)

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

### Dispute handling procedures

Any appeals against decisions will be referred to the Chief Executive of British Wheelchair Basketball.

Any appeal by a club against the decision of BWB not to provide a Governing Body Endorsement for either an individual migrant or for a sponsor license will be handled by an independent panel nominated by the Chief Executive of British Wheelchair Basketball.

If a Club wishes to instigate an appeal, the Club must submit a written request for an appeal (“the Appeal”) to the Chief Executive of British Wheelchair Basketball. The Appeal must contain the following details:

- a) the name and address of the Club (and of the nominated body representative); and
- b) a brief statement stating the grounds that the Club wish to use to appeal the British Wheelchair Basketball decision

The applicable grounds for appeal are limited to a “strong arguable case” that either:-

- i. relevant information was ignored or not considered by British Wheelchair Basketball; or
- ii. the endorsement application process was tainted by unreasonable bias or conflict of interests; or
- iii. the provisions of the British Wheelchair Basketball Governing Body Endorsement procedure were not adhered to; or
- iv. British Wheelchair Basketball exceeded its jurisdiction; or
- v. the findings of British Wheelchair Basketball were irrational or otherwise exhibited an error of general law



This request for appeal must be submitted within fourteen (14) days of the notification of the original British Wheelchair Basketball decision not to provide a Governing Body Endorsement and include the relevant Appeal Fee (£100 by bank transfer to British Wheelchair Basketball).

British Wheelchair Basketball will acknowledge the Appeal in writing with the request that full written evidence in support of the Appeal must be submitted to the panel within 10 days for the Appeal to proceed.

The Appeal will be undertaken by the panel, based on written submissions only, and will be final and binding on British Wheelchair Basketball and the club who sought the Appeal.

### **Payment Details**

Clubs applying for sponsor or migrant endorsements must provide payment to BWB before the application is processed. Payment will only be accepted by bank transfer.

## **Section 3: Process for applying for an endorsement**

### **How to apply for governing body endorsements for International Sportsperson (ISP) route**

Organisations eligible for a Sponsor Licence endorsement should use the Application Form in Appendix A

All potential sponsors should note that the purpose of an endorsement for a prospective sponsor is to confirm to the Home Office officials processing sponsor applications that the application is from a bona fide sports club or equivalent that has a legitimate requirement to bring migrants to the UK as sportspeople. The Home Office has additional criteria for sponsors that must be met in order for an organisation to be granted a sponsor license. It is not British Wheelchair Basketball who will grant a sponsor license.

Once an organisation has obtained its sponsor licence from the Home Office, the sponsor will be able to apply for Certificates of Sponsorship, which it will allocate to migrants coming here to work for it. Each migrant that an organisation wishes to employ needs to be assigned a Certificate of Sponsorship. However, before an organisation can assign a Certificate of Sponsorship to a sportsperson, they will also have to obtain an endorsement from British Wheelchair Basketball for all applications made for individual sportspeople and coaches.

An administration fee of £200 is payable for each governing body endorsement for migrant applications payable with each application.

Organisations should use Appendix B ISP Governing Body Endorsement Form (Player) or ISP Governing Body Endorsement

## Appendix A - Sponsor Licence Governing Body Endorsement Application

This form should be used to apply to British Wheelchair Basketball for a Governing Body Endorsement of an application for a Sponsor Licence under the Home Office Points Based System for Managed Migration

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

Name of Organisation:	
Address:	
Contact Name and Position:	
Telephone Number:	
E-mail Address:	
Signature:	
Date of Application:	

Supporting Evidence Required:
None

An administration fee of £200 is required (see page 9 for payment details)

Please send this form to:

[membership@britishwheelchairbasketball.co.uk](mailto:membership@britishwheelchairbasketball.co.uk)

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

## Appendix B - ISP Governing Body Endorsement Application Form – Player

This form should be used to apply to British Wheelchair Basketball for a Governing Body Endorsement of an application for a migrant under International Sportsperson Route of the Home Office Points Based System.

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

Full Name of Player:	
Short (12 months or less) or Long Term (Application Exceeding 12 Months)	
Address:	
Name of Organisation:	
British Wheelchair Basketball Sponsor Licence Number:	
Contact Name and Position:	
Telephone Number:	
E-mail Address:	
Signature:	
Date of Application:	

I confirm that:

- 1) The player has played at least 75% of the fixtures in the past 2 seasons in the top division of league one of the following countries: Australia, Canada, Italy, Japan, Germany, Netherlands, Spain, Turkey, United States of America OR Euro cup

Please state nation and club: \_\_\_\_\_

- 2) The player has played at least 75% of the fixtures over a four year period at a US College.

Please state name of college: \_\_\_\_\_

- 3) The player has played in at least 6 European Club competition matches over the past 2 seasons.

Please state club: \_\_\_\_\_

- 4) The player has played at least 75% of the country's international fixtures over the past 2 years (including fixtures)

Please state nation: \_\_\_\_\_

An administration fee of £60 is required (see page 9 for payment details)

Please send this form along with supporting evidence of the above criteria to:

[membership@britishwheelchairbasketball.co.uk](mailto:membership@britishwheelchairbasketball.co.uk)

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

## Appendix C - ISP Governing Body Endorsement Application Form – Coach Only

This form should be used to apply to British Wheelchair Basketball for a Governing Body Endorsement of an application for a migrant under the Home Office Points Based System.

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

Full Name of Player:	
Short (12 months or less) or Long Term (Application Exceeding 12 Months)	
Address:	
Name of Organisation:	
British Wheelchair Basketball Sponsor Licence Number:	
Contact Name and Position:	
Telephone Number:	
E-mail Address:	
Signature:	
Date of Application:	

I can confirm the following:

The coach is in possession of a current Level 2 British Wheelchair Basketball Coaching Award or its equivalent.

OR The coach is in possession of a current non – UK coaching qualification and written confirmation from British Wheelchair Basketball that this qualification is of an equivalent or higher standard to British Wheelchair Basketball Level 2

AND The job has been advertised on the BWB, UK Sport and IWBF websites for a minimum of two weeks along with the names of all applicants

I can also confirm that the coach

- 1) The individual has held a Head or Assistant Coaching position in the past 2 seasons in the top division of league one of the following countries domestic league: Australia, Canada, Italy, France, Germany, Spain, Turkey, United States of America or EuroCup

Please state nation and club: \_\_\_\_\_

- 2) The individual has held a Head or Assistant Coaching role in the past 2 seasons at a US College.

Please state name of college: \_\_\_\_\_

- 3) The individual has held a Head or Assistant Coaching role in the past 2 seasons in an IWBF EuroCup competition.

Please state club: \_\_\_\_\_

- 4) The individual has held a Head or Assistant Coaching role in the past 2 seasons at an IWBF sanctioned Competition. Must be Division A Europe or Top 16 World position.

Please state name of competition: \_\_\_\_\_

Contract for 2018/19 season:

Start date \_\_\_\_\_ End date \_\_\_\_\_

An administration fee of £60 is required (see page 9 for payment details)

Please send this form along with supporting evidence of the above criteria to:

[membership@britishwheelchairbasketball.co.uk](mailto:membership@britishwheelchairbasketball.co.uk)

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

## Appendix D Criteria for a Professional Sportsperson

**“Professional Sportsperson”** means a person who is one or more of the following:

- (a) currently providing services as a sportsperson, or is playing or coaching in any capacity, at a professional or semi-professional level of sport (whether paid or unpaid); or
- (b) currently receiving payment, including payment in kind, for playing or coaching, and that payment covers all, or the majority of, their costs for travelling to, and living in, the UK, or has received such payment within the previous 4 years; or
- (c) currently registered to a professional or semi-professional sports team or has been so registered within the previous 4 years (this includes all academy and development team age groups); or
- (d) has represented their nation or national team within the previous two years, including all youth and development age groups from under 17s upwards; or
- (e) has represented their state or regional team within the previous two years, including all youth and development age groups from under 17s upwards; or
- (f) has an established international reputation in their chosen field of sport; or
- (g) engages an agent or representative, with the aim of finding opportunities as a sportsperson, and/or developing a current or future career as a sportsperson, or has engaged such an agent in the last 12 months; or
- (h) is providing services as a sportsperson or coach, unless they are doing so as an “Amateur” in a charity event; or
- (i) is providing services as a sportsperson or coach, unless they are doing so as a Student who is studying a course at degree level or above at a higher education provider and playing or coaching sport as an Amateur or as part of a work placement that is undertaken as an integral and assessed part of their course.