

## British Canoeing (trading as Paddle UK) governing body immigration endorsement requirements

This guidance is to be used for all International Sportsperson governing body endorsement requests made on or after the **15 May 2024**.

### **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 relevant **sports 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 relevant **approved sports governing body** for their sport before you assign the certificate of sponsorship.

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

## British Canoeing (trading as Paddle UK) governing body immigration endorsement requirements

Sports 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 will 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.

### 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 must be agreed as part of the contract between the migrant and the sponsor. This and the other conditions of employment will 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.

## **British Canoeing (trading as Paddle UK) governing body immigration endorsement requirements**

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

In reviewing this criteria, Paddle UK 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**

British Canoeing began trading as Paddle UK on 13<sup>th</sup> March 2024 and references to Paddle UK shall be taken to refer to the registered company British Canoeing with the registered company number 01525484.

This page explains Paddle UK's requirements under the International Sportsperson route which are effective from 26 August 2023. This document was updated on 30<sup>th</sup> April 2024 to reflect the Scottish Canoe Association's (trading as Paddle Scotland) addition to the Appendix Sports Governing Bodies. For GBE queries relating to Scotland, please contact the Scottish Canoe Association (trading as Paddle Scotland).

Only the roles listed are eligible for endorsement.

These requirements are applicable to England, Wales and Northern Ireland.

### **Consultation**

The following requirements have been agreed by the Home Office following consultation between Paddle UK, Canoe Wales, and Canoe Association of Northern Ireland (trading as Paddle Northern Ireland) as well as the Scottish Canoe Association (trading as Paddle Scotland) and Paddle UK Talent Clubs.

Prior to contacting the Home Office during the annual review of this criteria, Paddle UK 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 paddlesport in the UK.

## British Canoeing (trading as Paddle UK) governing body immigration endorsement requirements

### Review

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

### Length of season

The competition seasons runs from April to September, the canoeing season is all year round.

### Requirements

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

Category	Requirement	
<b>Sponsor</b>	Requests for endorsements will only be issued to Paddle UK, Canoe Wales, Canoe Association of Northern Ireland (trading as Paddle Northern Ireland) or clubs and activity centres affiliated to one of these bodies.	
<b>Migrant</b>	Coach	<p>In order to be eligible for endorsement, Coaches must have a minimum of 3 years technical coaching experience at World Level (Senior, Junior or U23 World Championships, Olympic Games, or Paralympic Games) and provide evidence of delivering finalists at World Level (Senior, Junior, or U23). Applicants seeking permission for a period of more than 12 months will also be required to meet the English language requirement.</p> <p>Individuals will hold National Coaching qualifications at Level 3 (or above) or appropriate equivalent experience and/or appropriate higher level education qualification (e.g. a sports science qualification) and will need to undertake health and safety and first aid qualifications and have an</p>

**British Canoeing (trading as Paddle UK) governing body  
immigration endorsement requirements**

Category	Requirement
	<p>awareness of child welfare, child protection and Safeguarding issues.</p> <p>Paddle UK will not endorse applications for individuals where it is considered the application is an attempt to circumvent the requirements for Coaches. Decisions will be made by a Paddle UK sub-committee (Director of HR, Director of Paddlesport, and the Legal and Governance Officer) who will consider written applications from the organisation concerned which must include full and complete job descriptions. Should permission be granted, the organisation will provide Paddle UK with 6 monthly updates on the individual's activities to confirm continued compliance with the job description which has been submitted.</p> <p>The sub-committee will give written reasons for their decision. The sub-committee's decision will be subject to dispute resolution as set out below.</p>
<p><b>Injuries, Absences and Suspensions</b></p> <p>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.</p> <p>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>	



## **British Canoeing (trading as Paddle UK) governing body immigration endorsement requirements**

### **Further information**

This information is available on the Paddle UK website <https://paddleuk.org.uk/>.

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

Director of Human Resources

Paddle UK

National Water Sports Centre

Adbolton Lane

Holme Pierrepont

Nottingham NG12 2LU

Telephone: 0330 0119 500

Email: [hradmin@paddleuk.org.uk](mailto:hradmin@paddleuk.org.uk).

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

### **Dispute handling procedures**

Where an application for a Coach covered by the requirements for a governing body endorsement as set out for International Sportsperson has been refused on the grounds that the Coach fails to meet the published requirements, the sponsor may seek a review of the application. The sponsor will have 28 days to request a review. In these cases, Paddle UK will refer the sponsor's evidence to an independent panel as set out below.

Where possible the sponsor's supporting evidence will be sent to the panel in advance for their consideration in order to allow an informed decision. Sponsors should note that, in respect of any application, there will only be one review panel available and the decision of the Review Panel is final (subject to final appeal from the Coach as detailed at point **d**). Sponsors must therefore ensure all evidence it wishes to present in support of its application is presented to the panel. If the sponsor has previously made an application that was unsuccessful at panel a further panel cannot be requested for the same Coach during the season unless their status changes and they meet the requirements whereby a new application can be submitted.

## **British Canoeing (trading as Paddle UK) governing body immigration endorsement requirements**

If the initial review is refused, the Coach may request a final appeal as set out at point **d**.

### **a. The Review**

The request for a review may only be made by the sponsor for whom the governing body endorsement has been initially rejected by Paddle UK.

A review shall be commenced by the sponsor submitting a notice of appeal within 28 days of the initial decision to the Paddle UK Director of Governance. The notice of appeal shall:

- i. set out details of the decision appealed against and, if the whole of the decision is not appealed against, identify that part of it which is appealed against;
- ii. set out in full the grounds of appeal and an appellant shall not be entitled to rely in any ground of appeal not set out in the notice of appeal; and
- iii. be accompanied by a deposit of £50. The panel shall have discretion as to whether the deposit is returned.

The procedure for appeal will be in accordance with the Disciplinary and Appeal Regulations and the Review Panel shall be comprised as detailed below.

### **b. The Review Panel**

The Review Panel will be appointed by the Director of Governance. The appointed Review Panel shall consist of: one representative of Paddle UK (who has not been involved in the initial decision) and two representatives of the Paddle UK Disciplinary Panel Register, one of whom will act as Chair.

### **c. Refusal at Review**

An endorsement request at review may be refused if the Coach does not meet the relevant criteria set out in this document or fails to provide the mandatory documents.

Paddle UK will notify the sponsor and the Coach in writing of any endorsement request which is refused at review stage, setting out the reasons for refusal.

## **British Canoeing (trading as Paddle UK) governing body immigration endorsement requirements**

### **d. Final Appeal**

The Coach shall have 7 days from the date of the written refusal at review stage to submit a final appeal in writing to Paddle UK.

PLEASE NOTE: The Coach may only submit a Final Appeal on the basis that Paddle UK have not applied the endorsement criteria correctly.

Paddle UK shall consider the final appeal and any evidence submitted in support and shall, within 7 working days of the receipt of the final appeal, notify the Coach of its decision.

### **e. The Decision**

Paddle UK will make a decision using the above criteria which shall be final and binding. There are no other grounds of appeal.

### **Data Protection**

Paddle UK is a privacy conscious organisation and is strongly committed to an individual's right to privacy. All data gathered during the course of any application will be processed and stored in compliance with the Paddle UK Data Protection Policy and in accordance with all applicable Data Protection laws in effect at the time of publication of this document, including but not limited to, the Data Protection Act 2018 and UK GDPR.

Further information on Paddle UK's approach to privacy and data protection, including our privacy notices, policies and contact details, can be located in our Privacy Centre (<https://paddleuk.org.uk/privacy-centre/>). Should an individual wish any data we hold relating to them to be deleted at any point, they should contact us at [GDPR@paddleuk.org.uk](mailto:GDPR@paddleuk.org.uk).



## **British Canoeing (trading as Paddle UK) governing body immigration endorsement requirements**

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

Paddle UK is not registered to give advice on immigration. For further information on the points-based system, please see the UK Visas and Immigration pages on the GOV.UK website at [www.gov.uk/browse/visas-immigration](http://www.gov.uk/browse/visas-immigration) .

In view of the small anticipated number of endorsement requests we have not developed application forms but will consider written applications on a case by case basis.