

## GUIDELINES FOR SUBMITTING WORK CARDS ONLINE

Submitting Work Cards allows us to see how much refereeing and court supervising you are doing throughout the year so we can complete the annual grading process.

The below information should help you submit your Work Cards in the Official Hub.

### Code

This is the Code that the LTA have assigned to this tournament, for example MID-24-0139. For ATP, WTA, ITF and TE or Wheelchair / Disability events this field should be left blank. If you do not have the tournament code then you can leave it blank.

You can either enter the code manually or use the search facility. Doing the latter will pre-populate some of the tournament information for you.

### Grade

This is the LTA grade for the tournament (1 to 7) or ATP, WTA, ITF and TE or Wheelchair / Disability events this field should be left blank.

Please enter any and all Disability events (i.e. Visually Impaired) under "Wheelchair."

### Event Days

Please indicate which categories of events were held during the tournament, by indicating how many days each category was played over.

If your event was a Wheelchair or Disability event then please enter according to the categories below.

- **Mini** - relates to 8&U, 9&U and 10&U events.
- **Juniors** - 11&U up to 18&U events
- **Open** - adult events with no age restriction or those restricted to players 18 & over
- **Seniors** - events with specified age restrictions starting at 35 & over and covering older age groups (what some of you may still be calling Vets).

So if the tournament details were as follows the table would be completed like so:

Tournament Start Date: 01/02/2024. Tournament End Date: 05/02/2024

Events:	10&U Boys Singles	01/02/2024 - 02/02/2024
	10&U Girls Singles	01/02/2024 - 02/02/2024
	12&U Boys Singles	01/02/2024 - 05/02/2024
	12&U Girls Singles	03/02/2024 - 05/02/2024
	40+ Men's Doubles	04/02/2024 - 05/02/2024

Mini Event Days	2
Junior Event Days	5
Open Event Days	
Seniors Event Days	2

### **No of events**

This is the number of different events your tournament had where draws took place e.g. If you have run a MT Green event for Boys & a separate draw for Girls then you enter 2, however if the Boys & Girls had competed in the same draw you only enter 1. Likewise if you have BS14, BD14, GS14, GD14, BS16, BD16, GS16 & GD16 then enter 8.

### **No of entries**

This is the total number of competitors in your tournament.

### **Role**

Select your position at the tournament from the dropdown menu.

If you were a Joint Referee, please include the name of the other Referee working with you.

If you were the Referee select Referee as the role and write in your name as Referee.

### **No days worked**

Please enter the number of days you have worked at the tournament (this is normally the length of the tournament).

### **Extra days for multi-day events**

However for multi day events, that are 4 days or more in length and have more than 8 events, the card will allow for one extra day to be entered as worked to acknowledge the time given for making the draws and scheduling (however if you have NOT done the draw & the scheduling, as this was done by a third party (e.g. TSUK), you must not claim this extra day).

### **Working two separate events on the same day**

If you work two events on the same day (i.e. a MT Red event in the morning and an Orange event in the afternoon), even although these will have different Tournament Codes, you can only claim one day – so on the second event you enter DO NOT put a figure in the “No Days Worked” field.

## **TIPS**

**Submit your Work Cards throughout the year** – rather than sitting down to enter all your events in one go, you are able to enter details at any time and it is recommended that you submit a Work Card after each event you have officiated at.

**Saving Work Cards** – click on Save Work Card and this automatically saves your Work Card onto the LTA database.

**Editing Work Cards** – once you have added a Work Card you can edit the number of days worked and/or your role.

**Cancelled events** – if you were selected for an event and it was cancelled (either through lack of entries or because of the weather) then you should include details on the Work Card and enter zero in the number of entries and event days.

**Please note that all Work Cards are checked and if you make a false or incorrect return this could affect your Referee or Court Supervisor grade.**