

REFEREE, CONTROL DESK & COURT SUPERVISOR FEES & EXPENSES STRUCTURE FROM 1 APRIL 2023

This Fees & Expenses Structure applies to all non-professional events where the LTA select the Referee, Control Desk Official or Court Supervisor.

DAILY FEES

Event	Referee	Control Desk	Court Supervisor
County Cup – 9U, 10U, 11U, 12U, 14U, 18U	£108		£60
British Tour (Tier 2 and above)	£150		
ITF Futures Wheelchair	£108		
ITF Junior International J300 & J200 Tennis Europe Cat 1	£196	£108	£90
ITF Junior International J100, J60 & J30 Tennis Europe Cat 2 & 3	£170	£90	£60
ITF 2 Series Wheelchair	£161	£90	
ITF 3 Series Wheelchair	£161	£72	
Junior National Championships 16U, 18U	£170	£90	£90
Junior National Championships 9U, 10U, 11U, 12U, 14U	£196	£108	£90
Learning Disability Regional	£108		
National Deaf Championships	£132		
National League Open Finals	£132	£72	£60
National League Premier Finals	£132	£72	£60
National Learning Disability Championships	£132		
National Tour Grade 1 & Grade 2 (including Indoor, Clay and Grass National Championships)	£132	£72	£60
National Wheelchair Series	£108		
National Wheelchair Series Finals	£132		
Over 35s County Cup	£108		£60
Road to Wimbledon Finals			£90
Road to Wimbledon Regional	£108		£60
Schools National Championships	£132	£72	£60
Schools Regional Finals	£108		£60
Schools Year 7-10 Finals	£132	£72	£60
Summer County Cup	£132		£60
Visually Impaired National Championships	£132		
Visually Impaired Regional	£108		
Winter County Cup	£108		£60
Winter Regional Tour	£108		£60

DAILY EXPENSES

Local Expenses

Travel	45p per mile for return journeys from home to the venue (with a minimum of £10 per day paid)
Lunch	If lunch is not provided by the tournament, officials can claim £10 per day

Overnight Expenses

Travel	45p per mile for one return journey from home to the venue (capped at one payment of £125)
Accommodation	Up to £75 per night on production of a valid receipt. If no receipt is provided, the official can claim £25 per day.
Per Diem	£20 per day (for nights where accommodation is claimed)
Lunch	If lunch is not provided by the tournament, officials can claim £10 per day

Full Hospitality Expenses

If an official is offered full hospitality by a tournament, they will receive the following:

Travel	45p per mile for one return journey from home to the venue (capped at one payment of £200)
Accommodation	Single room accommodation provided at the official hotel
Meals	All meals provided by the tournament. If not paid directly by the tournament, the official can claim £10 for lunch and £20 for an evening meal

NOTES FOR THE REFEREES FEES & EXPENSES STRUCTURE

1. Referees at Winter Regional Tour events will receive an administration fee of £30 per competition code and Referees at British Tour (Tier 2 and above) events will receive an administration fee of £50. Any other administration fees payable will be confirmed to officials at the point of selection.
2. The Full Hospitality Rate is at the discretion of the Tournament Committee/Director and replaces the Local Expenses or Overnight Expenses listed above.

3. Local expenses are paid to officials whose one-way journey from their home to the venue is 50.4 miles or fewer. Overnight expenses are paid to officials whose one-way journey from their home to the venue is 50.5 miles or more. The final authority on mileage is LTA Officiating. Officials whose mileage is likely to be around 50 miles are advised to contact LTA Officiating in advance, to ascertain which expenses category they fall into. If an official is required to take an alternative route due to unforeseen circumstances, they should contact LTA Officiating as soon as possible to request an increased mileage payment if necessary.
4. If an official is using public transport to travel to/from an event, and the mileage payment due to be received does not cover the cost of the transport, they must contact LTA Officiating to request approval for an additional payment. Travel payments will not exceed £45.36 per day for local officials or one payment of £125 for officials in the overnight expenses category.
5. Officials due to receive the overnight expenses are expected to stay in accommodation close to the tournament venue the night before the first day of their selection, unless otherwise approved by LTA Officiating. For the avoidance of doubt, overnight expenses are for the night before each day is worked.
6. Officials can only claim the per diem of £20 per day for the nights they stay in accommodation close to the venue, for which they are submitting a valid receipt.
7. Officials who work back-to-back events who fall in into the overnight expenses category for both events can claim the mileage from home to the first event, mileage from the first event to the second event etc and mileage from the last event to home. The total mileage claimed cannot exceed £125 for each event.
8. The limit of £75 per night is inclusive of breakfast and parking. In an official stays in accommodation that does not provide breakfast or parking, they are able to claim to up £10 per day for breakfast and up to £10 for parking (on production of valid receipts) but the total cost of accommodation, breakfast and parking must not exceed £75 per night. Officials can only make a claim for breakfast and parking if they are submitting a receipt for accommodation which specifies that breakfast/parking was not included.
9. If an official is working multiple days at a tournament, the cost of accommodation can be calculated as an average. For example, if an official is in the overnight expenses category and works two days at a tournament (with one night of accommodation costing £60 for the first night and £80 for the second night) they will be able to claim the full cost of the accommodation (£140) as the average per night is less than the limit of £75 per night.
10. Officials who incur the congestion charge (with receipts) or a toll charge as part of their return journey from home to the venue will have this cost reimbursed.
11. LTA Officiating may approve an additional payment when an extra night of accommodation and meal is required (because of the lateness of release on last day). It must be claimed retrospectively from LTA Officiating and supported by receipts for the whole period of the stay in the accommodation. Officials who are aware before the event that they will require accommodation and evening meal on their last day of a selection must contact LTA Officiating to receive approval before booking any accommodation or travel.
12. All invoices and receipts should be emailed to finance.system@LTA.org.uk in PDF format.