

## The Responsibilities of the LTA Officiating Team (LTA) and the Association of British Tennis Officials (ABTO)

All LTA responsibilities are overseen by the LTA Officiating Manager and all ABTO responsibilities are overseen by the ABTO Management Committee.

	LTA	ABTO
<b>Role</b>	<p>To have the ultimate responsibility for British Officiating including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Recruitment of officials to the LTA Officials' Licence Scheme</li> <li>• Grading of officials based on performance and work rate</li> <li>• Development of officials in every officiating role at every level</li> <li>• Selection and deployment of officials at all levels of competition</li> <li>• Provision of officiating services to The Championships, Wimbledon and other external tournaments</li> </ul>	<p>To be the voice of ABTO members and in accordance with the ABTO Constitution:</p> <ul style="list-style-type: none"> <li>• To represent and safeguard the interests of ABTO as an organisation</li> <li>• To represent and safeguard the interests of ABTO members</li> <li>• To represent ABTO members in all aspects of tennis officiating</li> </ul>
<b>Grading</b>	<p>To be responsible for the grading of referees, court supervisors, chair umpires and line umpires by:</p> <ul style="list-style-type: none"> <li>• Collating data of work rate and performance of all LTA licensed officials</li> <li>• Where necessary, re-grading officials based on work rate and performance following an annual review</li> <li>• Regular liaison with the ABTO Grading Panel regarding grading structures and re-grading decisions</li> <li>• Communication of grading decisions to officials and necessary LTA staff</li> <li>• Final authority on the grading of all licensed officials</li> <li>• Regular communication with officials regarding changes to grading structures and requirements</li> </ul>	<p>In accordance with the ABTO Constitution and the ABTO Grading Panel terms of reference:</p> <p>To support the LTA in the grading of ABTO members by:</p> <ul style="list-style-type: none"> <li>• Being a point of contact, advice and information for members on grading matters</li> <li>• Scrutinising grading decisions made by the LTA for equitability, consistency and in accordance with grading structures</li> <li>• Recommending to the LTA any changes considered necessary</li> <li>• Assisting and advising the LTA with grading structures and policies</li> </ul>

<p><b>Selections</b></p>	<p>To be responsible for the selection and deployment of officials at all levels of tennis by:</p> <ul style="list-style-type: none"> <li>• Collating referee, control desk, court supervisor, chair umpire and line umpire calendars</li> <li>• Collating availability from officials</li> <li>• Selecting officials for all events which appear on the published calendar</li> <li>• Regular liaison with the ABTO Selections Panel regarding selections</li> <li>• Final authority on all selections at all events which appear on the published calendar</li> <li>• Regular communication with officials regarding calendars and timelines of selections</li> <li>• Collating referee evaluations, line umpire assessments and chair umpire evaluations post event for grading purposes</li> <li>• Saving and uploading attendance data from reports submitted by Chief of Umpires and Manager of Officials from professional and non-professional tournaments respectively</li> <li>• Saving and uploading chair and line umpire assessments from non-professional tournaments</li> <li>• Responding to any feedback following the receipt of reports from the Manager of Officials at non-professional tournaments and organising for payment of any outstanding expenses.</li> </ul>	<p>In accordance with the ABTO Constitution and the ABTO Selections Panel terms of reference:</p> <p>To support the LTA in the selection of ABTO members by:</p> <ul style="list-style-type: none"> <li>• Being a point of contact, advice and information for members on selection matters</li> <li>• Scrutinising selections for equitability, consistency and in accordance with published policies and tournament requirements</li> <li>• Recommending to the LTA any changes considered necessary</li> <li>• Recording attendance data from reports submitted by Chief of Umpires and Manager of Officials from professional and non-professional tournaments respectively</li> <li>• Recording data for chair and line umpire assessments from non professional tournaments</li> <li>• Analysing selections data</li> <li>• Acting accordingly following the receipt of reports from the Manager of Officials at non-professional tournaments</li> </ul>
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<p><b>Training &amp; Development</b></p>	<p>To be responsible for the training and development of all LTA licensed officials by:</p> <ul style="list-style-type: none"> <li>• Planning and delivering all recruitment courses (Referee Course, Court Supervisor Course, Padel Course and Basic Line Umpire Course)</li> <li>• Planning and delivering all Officiating Academy courses</li> <li>• Planning and delivering all advanced officiating courses (National Referee Course, Chair Umpire Course, Pro Tennis Course)</li> <li>• Developing CPD for all officials including the addition of new CPD opportunities</li> <li>• Writing the annual CPD online courses/tests</li> <li>• Planning and delivering Referee Workshops each year</li> <li>• Planning and delivering the annual LTA National Officiating Conference</li> <li>• Planning and delivering ad hoc training webinars for all roles of officials</li> <li>• Undertaking Referee and Chair Umpire Evaluation Programmes</li> <li>• Preparation of officials for all ITF Schools</li> <li>• Management of LTA Development Groups</li> <li>• Regular liaison with the ABTO Training &amp; Development Panel on matters relating to training and development</li> </ul>	<p>In accordance with the ABTO Constitution and the ABTO Training &amp; Development Panel terms of reference:</p> <p>To support the LTA in the training and development of ABTO members by:</p> <ul style="list-style-type: none"> <li>• Being a point of contact, advice and information for members on training and development matters</li> <li>• Liaising with the LTA on syllabus, format and structure of courses</li> <li>• Reviewing CPD opportunities, identifying gaps and recommending additions</li> <li>• Running a mentoring programme for those new to officiating and/or for those new to a role</li> <li>• Obtaining annual feedback from mentors and mentees</li> <li>• Updating lists of mentors and mentees</li> <li>• Monitoring performance and identifying training needs</li> <li>• Liaising with the LTA in relation to the selection of ABTO members onto training courses</li> <li>• Working with the LTA to ensure training and development opportunities exist for ABTO members across all grades</li> <li>• Providing expert knowledge for the development of courses</li> <li>• Running online webinars and workshops as part of The Conversation</li> <li>• Running in-person and/or hybrid workshops as part of The Conversation as part of ABTO Day</li> </ul>
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<b>Officials' Licence Scheme</b>	<p>To be responsible for the management and day to day running of the LTA Officials' Licence Scheme by:</p> <ul style="list-style-type: none"> <li>• Providing assistance to officials in all aspects of their Officials' Licence (DBS, CPD, Safeguarding etc).</li> <li>• Being responsible for the management of the officials' area of the LTA website</li> <li>• Liaising with the LTA Legal Team on all matters relating to the Officials' Licence Scheme and general conditions of the scheme</li> <li>• Liaising with the LTA IT Team on changes to the website</li> </ul>	<ul style="list-style-type: none"> <li>• Manage, control and regulate activities of ABTO and all Full, Associate and Honorary Life Members in relation to matters not dealt with by the LTA Officials' Licence Scheme</li> <li>• Provide documents to be updated or added to the ABTO section of the Official Hub</li> </ul>
<b>Bulletins and Official Hub</b>	<ul style="list-style-type: none"> <li>• Write and publish LTA bulletin on a regular basis throughout the year</li> <li>• Update the Official Hub as necessary</li> <li>• Write officiating articles for the LTA website and the Official Hub</li> <li>• Promote officiating and officiating courses through the LTA website</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute articles and documents to the ABTO section of the Official Hub</li> </ul>
<b>LTA/ABTO Joint Officiating Strategy</b>	<ul style="list-style-type: none"> <li>• Devise, write, implement and review</li> </ul>	<ul style="list-style-type: none"> <li>• Devise, write, implement and review</li> </ul>
<b>ABTO Day and ABTO AGM</b>	<ul style="list-style-type: none"> <li>• Provide organisational support where required</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and collate the ABTO annual report, statement of accounts, details of any motions submitted and distribute all information pertaining to ABTO AGM ahead of the meeting</li> <li>• Run the AGM in accordance with the ABTO Constitution</li> <li>• Produce minutes of the AGM and follow up on any actions and matters arising</li> <li>• Organise workshops or other activities as part of ABTO Day</li> </ul>

<b>ABTO Committee Elections</b>	<ul style="list-style-type: none"> <li>No responsibility</li> </ul>	<ul style="list-style-type: none"> <li>In election years, run a process to elect committee members as set out in the Constitution</li> <li>Appoint a Returning Officer</li> <li>Announce the results at or prior to the ABTO AGM</li> </ul>
<b>Fees and Expenses</b>	<p>To be responsible for the review, publishing and implementation of the LTA Fees &amp; Expenses Structures by:</p> <ul style="list-style-type: none"> <li>Conducting an annual review of the LTA Fees &amp; Expenses Structures</li> <li>Liaising with LTA tournament teams regarding budgets</li> <li>Communicating with officials with regards to fees and expenses and any changes made</li> <li>Being responsible for the authorisation and payment of officials at LTA tournaments</li> <li>Regular liaison with the ABTO Fees &amp; Expenses Working Group on matters relating to fees and expenses</li> </ul>	<p>Through the ABTO Fees &amp; Expenses Working Group, to provide support and input to the LTA in relation to fees and expenses by:</p> <ul style="list-style-type: none"> <li>Being a point of contact, advice and information for members on fees and expenses</li> <li>Reviewing the LTA Fees &amp; Expenses structures annually for anomalies, relevance, equitability and consistency</li> <li>Recommending to the LTA any changes considered necessary</li> </ul>
<b>Reward &amp; Recognition</b>	<p>Recognise and reward LTA licensed officials through various channels including but not limited to:</p> <ul style="list-style-type: none"> <li>Annual LTA Awards</li> <li>Monthly Officials' Shout Outs</li> <li>Promotion of achievements of officials within the LTA and the wider tennis community</li> <li>Review of LTA Officials' Licence Scheme benefits for officials</li> </ul>	<ul style="list-style-type: none"> <li>Recognise the achievements of outstanding and long serving officials by running an annual reward and recognition programme, including the annual ABTO Awards</li> <li>Continually review the reward and recognition programme to ensure that it is relevant and inclusive</li> </ul>
<b>GDPR</b>	<ul style="list-style-type: none"> <li>Responsibility for ensuring that policies and processes are in place to protect the personal data of LTA licensed officials and ensure compliance with the General Data Protection Regulations and specific LTA requirements</li> </ul>	<ul style="list-style-type: none"> <li>Responsibility for ensuring that policies and processes are in place to protect the personal data of ABTO members and ensure compliance with the General Data Protection Regulations</li> </ul>

<b>Communication</b>	<ul style="list-style-type: none"> <li>Regular communication with LTA licensed officials through The Line, the LTA website, ad hoc emails, webinars and training courses.</li> </ul>	<ul style="list-style-type: none"> <li>Keep the members of ABTO fully informed of all matters affecting their membership of ABTO, in accordance with the ABTO Constitution</li> <li>Regular communication with ABTO members through email bulletins</li> <li>Regular updates via the closed ABTO Facebook group, the public ABTO Facebook page and the public ABTO website</li> </ul>
<b>Wimbledon Ticket Ballot</b>	<ul style="list-style-type: none"> <li>Provide assistance to the LTA Ballot team as required</li> </ul>	<ul style="list-style-type: none"> <li>No responsibility</li> </ul>
<b>Grading Appeals</b>	<ul style="list-style-type: none"> <li>Publication of the LTA Grading Appeals process</li> <li>Liaison and review with the LTA Legal Team regarding the LTA Grading Appeals process</li> </ul>	<ul style="list-style-type: none"> <li>Provide support to ABTO members in the LTA Grading Appeals process</li> </ul>