

OFFICIAL LICENSING REGULATIONS

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OFFICIAL LICENSING REGULATIONS

INTRODUCTION

1. These are the Official Licensing Regulations which govern the registration of and conditions applicable to any individual who is a Licensed Official.
2. The Official Licensing Regulations are administered by the LTA.
3. This is an LTA Regulatory Document for the purposes of the LTA Disciplinary Code.
4. The Official Licensing Regulations apply to any application to be registered or renewal of registration as a Licensed Official. By applying to be registered as a Licensed Official an individual agrees to be bound by the Official Licensing Regulations.
5. An individual will only be registered by the LTA as a Licensed Official if all relevant eligibility criteria and other conditions have been met to the satisfaction of the LTA in its sole discretion and the applicable fee has been paid. Regulations 17 and 18 set out the options available to the LTA in relation to any application for registration or renewal of registration as a Licensed Official.
6. Each capitalised term in these Official Licensing Regulations will have the meaning given to it in Regulation 45 (Definitions) below.
7. In these Official Licensing Regulations, unless the context otherwise requires:
 - 7.1. words denoting any one gender include a reference to any other gender;
 - 7.2. words denoting the singular include the plural and vice versa, and (for the avoidance of any doubt) the terms “they”, “their” and “themselves” may, where the context so admits, refer to the singular rather than the plural;
 - 7.3. the word 'days' will mean calendar days unless specified otherwise;
 - 7.4. a note to a Regulation will be used to interpret that Regulation; and
 - 7.5. words following the terms 'including', 'include', 'in particular', 'for example' or similar expression will be construed as illustrative, will not be exhaustive and will not limit the sense of the words, description, definition, phrase or term preceding those terms.

ELIGIBILITY CRITERIA

8. An individual is eligible to apply to be registered (or to apply to renew their registration) as a Licensed Official if they meet (or, as applicable, continue to meet) at their own expense the following eligibility criteria (and provide evidence which is satisfactory to the LTA, at its sole discretion, that they do so):
 - 8.1. the Officiating Course Requirement;
 - 8.2. the Criminal Record Check Requirement;

8.3. the Residency Requirement;

8.4. the Good Conduct and Integrity Requirement; and

8.5. where an individual is applying to renew their registration as a Licensed Official, the following will also apply:

a) the Safeguarding Training Requirement; and

b) the CPD Requirement.

9. Each application for registration (or for renewal of registration) as a Licensed Official will be assessed by the LTA's Officiating Team (or relevant replacement team) for and on behalf of the LTA in accordance with these Official Licensing Regulations and, in particular, the response to the application will be determined in accordance with Regulations 17 and 18.

RENEWAL OF REGISTRATION

10. It is the responsibility of the Licensed Official to apply for renewal of their registration as a Licensed Official in a timely manner.

11. Where a Licensed Official applies to renew their registration as a Licensed Official before the end of the current Registration Year, their new registration will run from the end of the current Registration Year, provided that a registration may not be renewed more than one month prior to the end of the current Registration Year unless otherwise permitted by the LTA.

12. If a Licensed Official does not renew their registration as a Licensed Official before the end of the Grace Period, their registration will immediately expire. In such situation an individual is free to re-apply for registration as a Licensed Official at any time thereafter but such individual would be required to apply as if they were applying for registration as a Licensed Official for the first time and meet the requirements for new applications in accordance with Regulation 8 above.

FURTHER AND ONGOING CONDITIONS

13. In addition to the eligibility requirements set out above, Licensed Officials are required to comply with certain ongoing conditions.

14. In particular, Licensed Officials must at all times, and including at the point of application for registration or renewal of registration as a Licensed Official:

14.1. comply with these Official Licensing Regulations, as varied, amended or replaced from time to time;

14.2. observe and comply with the LTA Code of Conduct and any directions or guidelines from time to time published by the LTA;

14.3. comply with the LTA Rules and the LTA Disciplinary Code (including for the avoidance of doubt the provisions of the LTA's Anti-Doping Regulations and Anti-Corruption Regulations);

14.4. adhere to the LTA Safeguarding Policies and follow the guidelines laid down from time to time by the LTA;

- 14.5. comply with the relevant rules of any LTA sanctioned event at which they are selected to officiate and cooperate with other officials to ensure the fair and equitable management of that event;
 - 14.6. be, in the view of the LTA, an individual who will uphold the standards in, integrity of and public confidence in the Game, and help to deliver a safe and enjoyable tennis experience, including:
 - a) in the opinion of the LTA, being a fit and proper person to be registered as a Licensed Official;
 - b) in all dealings with the LTA acting with honesty and respect, and ensuring that all information and documentation provided to the LTA is complete, accurate and not misleading;
 - c) not doing anything which would damage the reputation and good standing of the LTA and/or the LTA's Official License Scheme; and
 - d) immediately upon becoming aware, informing the LTA of any conviction and/or change to the status of their criminal record and/or if they are under investigation or charged by the police for any criminal offence;
 - 14.7. not be subject to any sanction or provisional sanction under the LTA Disciplinary Code which restricts or limits an individual's ability to be, or prevents an individual from being, registered as a Licensed Official, or otherwise restricts, limits or prevents them from officiating (either temporarily or permanently);
 - 14.8. not be subject to any sanction or provisional sanction by any other tennis or sporting national or international body, and of which they will inform the LTA within seven days; and
 - 14.9. not make or publish or knowingly permit the making or publication of any statement pertaining to their qualifications which is false or misleading and in particular not make or publish or permit the making or publication of any statement the effect of which is to mislead the public into believing that such Licensed Official is qualified to a higher standard than the qualification which they currently hold.
15. It is the responsibility of each individual to ensure that all information provided to the LTA is up to date and accurate at the point of application so that the LTA may process their application to be registered (or renewal of their registration) as a Licensed Official. A failure to do so may delay the processing of the application and/or result in its refusal.
16. It is the responsibility of every Licensed Official to ensure that the details held in their secure online area are up to date at all times including ensuring that they update any changes to their contact details.
17. Where the application is for either registration or renewal of registration as a Licensed Official, the LTA will consider the application and the evidence provided to the LTA by the individual in support of their application in order to decide whether or not (a) all of the relevant eligibility criteria have been met in accordance with Regulation 8 above, (b) the relevant fee has been paid, and (c) registration as a Licensed Official will be granted. Having done so, the LTA may (at its sole discretion):
- 17.1. register an individual as a Licensed Official;

- 17.2. refuse to register an individual as a Licensed Official; or
- 17.3. register an individual as a Licensed Official but with restrictions on their registration (including by the imposition of conditions on their registration or restricting the duration of the Registration Year).

In each case, the decision will be communicated to the relevant individual by the LTA's Officiating Team (or relevant replacement team) for and on behalf of the LTA.

- 18. If in the opinion of the LTA a Licensed Official at any time during the Registration Year does not satisfy and/or fails to comply with and/or breaches these Official Licensing Regulations (including any of the above ongoing conditions set out in Regulation 14) the LTA may:
 - 18.1. revoke a Licensed Official's registration; or
 - 18.2. temporarily suspend a Licensed Official's registration; or
 - 18.3. restrict an individual's registration as a Licensed Official (including by the imposition of conditions on their registration or restricting the duration of the Registration Year).

In such a case, the decision will be communicated to the relevant individual by the LTA's Officiating Team (or relevant replacement team) for and on behalf of the LTA.

- 19. An individual will provide such additional information as may be required by the LTA in connection with any application for registration or renewal of registration as a Licensed Official, including providing the names of two independent persons from whom a reference may be sought and to provide such further information including to the qualifications, suitability or training record of any applicant as the LTA may deem appropriate.

DECISIONS AND APPEALS

- 20. The final decision of the LTA taken in relation to the registration, refusal, suspension, restriction (including by the imposition of conditions on an individual's registration or restricting the duration of the Registration Year), revocation or removal of an individual's registration as a Licensed Official under these Official Licensing Regulations may be appealed but only in accordance with the provisions of Part D (Registration Appeal Regulations) of the LTA Disciplinary Code.
- 21. The above right of appeal does not apply where any decision in relation to an individual's registration as a Licensed Official has been taken under the provisions of Part B (Disciplinary Regulations), Part C (Safeguarding Regulations), Part E (Anti-Doping Regulations) and Part F (Anti-Corruption Regulations) of the LTA Disciplinary Code.

HOW TO REGISTER AS A LICENSED OFFICIAL AND PAYMENT

- 22. All applications for registration (or renewal of registration) as a Licensed Official shall be made online via the LTA's website unless otherwise notified by the LTA.
- 23. Payment of the relevant fee shall be made online via the LTA's website unless otherwise notified by the LTA.
- 24. The fees payable for registration (or renewal of registration) as a Licensed Official are as set out on the LTA's website on the date that the individual makes the application. All charges advertised are in Pounds Sterling.

25. In accordance with the Consumer Contracts Regulations 2013, a Licensed Official has the right to cancel the contract between them and the LTA at any time during the 14 days starting on the day on which the contract was entered into (i.e. on the day their registration is confirmed by the LTA) and ending 14 days after the day on which the contract was entered into (the **Cancellation Period**).
26. To cancel the contract during the Cancellation Period a Licensed Official must make a clear statement that they intend to cancel the contract by informing the LTA either via: <https://www.lta.org.uk/about-us/contact-us/> or by sending a letter to 'Customer Support, The National Tennis Centre, 100 Priory Lane, London SW15 5JQ' before the expiry of the Cancellation Period. The cancellation form set out below may be used to cancel the contract, but this is not obligatory:

To: Customer Support Team
Lawn Tennis Association Limited
The National Tennis Centre
100 Priory Lane
London
SW15 5JQ

Or via: <https://www.lta.org.uk/about-us/contact-us/>

I hereby give notice that I cancel my contract of sale in respect of LTA Officials' Licence Scheme with the following details:

Purchased on [INSERT DATE]

Name of official: [INSERT NAME]

Address of official: [INSERT ADDRESS]

Date: [INSERT DATE]

27. If a Licensed Official cancels their registration during the Cancellation Period in accordance with Regulation 26 above they will be refunded any payment received by the LTA for the Registration Year in respect of which they have cancelled. The LTA will make the refund without undue delay and no later than 14 days after the day on which the Licensed Official informed the LTA about their decision to cancel the contract. The LTA will make the refund using the same means of payment used for the initial transaction, unless the Licensed Official expressly agrees otherwise, and there will be no additional fees incurred as a result of the refund.
28. If a Licensed Official requests, uses or accesses any benefits available to them in their capacity as a Licensed Official during the Cancellation Period the LTA may deduct from the refund referred to in Regulation 27 an amount in respect of the benefits obtained during the Cancellation Period.
29. If a Licensed Official wishes to cancel their registration after the Cancellation Period has expired, they may do so by informing the LTA via: <https://www.lta.org.uk/about-us/contact-us/>. They will not be entitled to receive a refund from the LTA of any fees paid if they cancel after the Cancellation Period has expired.

BENEFITS



30. Any benefits that are made available to Licensed Officials are at the discretion of the LTA and subject to withdrawal or amendment at any time without notice. For the avoidance of any doubt, any such benefits will only be made available for so long as an individual is and remains a Licensed Official.
31. Full details of any relevant benefits package from time to time may be found on the LTA website.
32. Whilst efforts are made to ensure that any benefits provided by third parties (e.g. discounts) will be delivered and be of a suitable standard, the LTA is in no way responsible for such benefits, which will remain the sole responsibility of such third parties. The LTA makes no representation, warranty, recommendation or endorsement of the goods and services provided by such third parties and each Licensed Official accepts that none is given or implied.
33. Licensed Officials may describe themselves, but only for so long as they are and remain registered by the LTA as a Licensed Official, as being an "LTA Licensed Official" but on written material of any description these words must be accompanied by a statement of their officiating qualification and/or the level associated with that qualification.
34. A Licensed Official may not use the logo of the LTA on any stationery or promotional literature and, save as explicitly provided in Regulation 33 above, may not use the name or initials of the LTA.
35. If a Licensed Official holds a qualification that was not awarded by or on behalf of the LTA, even if such qualification has been accepted by the LTA for the purposes of being registered as a Licensed Official, the Licensed Official may not hold themselves out as holding a qualification awarded by the LTA.
36. Registration as a Licensed Official does not entitle a Licensed Official to attend or vote at general meetings of the members of the LTA.
37. Registration as a Licensed Official is non-transferable and any benefits may only be used by the relevant Licensed Official.

CRIMINAL AND OTHER PROCEEDINGS

38. The fact that a Licensed Official has been convicted of a criminal offence, issued with a formal police caution, sanctioned for an anti-doping offence or corruption offence by the relevant body, or had any sanction issued against them in terms of the LTA Disciplinary Code or by any other tennis or sporting national or international body, shall be deemed to be conclusive evidence of the conviction, caution or sanction and of the facts and circumstances surrounding it.
39. Notwithstanding the fact that a Licensed Official may not be charged formally with a criminal offence or may be charged but subsequently not be brought to trial or may be acquitted, the LTA shall nevertheless have the right to instigate or continue action against the Licensed Official with regard to the matter concerned in accordance with these Official Licensing Regulations (which may include taking the actions set out in Regulation 18 above) and/or the LTA Disciplinary Code.

DATA PROTECTION

40. The LTA confirms that it will process the personal data of any individual who applies to be registered as a Licensed Official in accordance with the LTA Privacy Policy (a copy of which may

be found on the LTA's website), the UK General Data Protection Regulation and the Data Protection Act 2018 (all as amended and superseded at any time).

GENERAL

41. All applications for registration (or renewal of registration) as a Licensed Official are subject to these Official Licensing Regulations whether or not such applications result in the registration of an individual as a Licensed Official and all registrations are issued subject to these Official Licensing Regulations which constitute a binding contract between each Licensed Official and the LTA.
42. Nothing in these Official Licensing Regulations shall create a partnership, joint venture or relationship of employer and employee or principal and agent between the LTA and a Licensed Official; and a Licensed Official must not hold themselves out as an employee, officer, agent or partner of the LTA (except where a formal written agreement documenting such an appointment exists which, for the avoidance of doubt, does not arise upon registration as a Licensed Official).
43. These Official Licensing Regulations, the LTA Code of Conduct, the LTA Disciplinary Code, any application form, and the LTA's current prices and contact details, set out the whole agreement relating to registration as a Licensed Official by the LTA. Nothing said by any LTA or registered venue representative on the LTA's behalf should be understood as a variation of these Official Licensing Regulations or as an authorised representation about the nature or quality of any goods/services offered by the LTA. Except for fraud or fraudulent misrepresentation by an LTA employee, the LTA shall have no liability for any such representation being untrue or misleading.
44. These Official Licensing Regulations and each dispute or claim arising out of or in connection with them (including non-contractual disputes and claims) shall be governed by and construed in accordance with the laws of England and Wales. These Official Licensing Regulations require the LTA and Licensed Officials to submit any such dispute or claim relating to registration, refusal to register, restriction, revocation or suspension of registration to the Registration Appeals Division of the Judicial Panel under and in terms of Part D of the LTA Disciplinary Code.

DEFINITIONS

45. The following definitions will apply in these Official Licensing Regulations:

“CPD Credit” means a credit or point awarded by a training provider (which may, but need not, be the LTA) for undertaking continuing professional development and which the LTA (in its sole discretion) has deemed to be satisfactory for the purposes of these Official Licensing Regulations and any registration made under them;

“CPD Requirement” means that the individual has been awarded a minimum of 8 CPD Credits in the 12 months prior to the date that their completed application for renewal of registration as a Licensed Official is validly submitted to the LTA;

“Criminal Record Check” means an enhanced disclosure of the relevant person's criminal record history and a barred list check from the Disclosure and Barring Service and/or a Protecting Vulnerable Persons scheme check from Disclosure Scotland (or any successor organisations carrying out the same or a similar role) unless otherwise agreed by the LTA and/or any related or equivalent check which may lawfully be required by the LTA or which may from time to time be required by any applicable law;



“Criminal Record Check Requirement” means:

- a) in respect of a new application for registration as a Licensed Official (including where an individual is making an application for registration after a Grace Period has expired), that the individual has completed and provided to the LTA, at their own expense, a Criminal Record Check which has been reviewed by the LTA in advance of the LTA processing the application and has no entries or, if it has any entries, the response to the application will be determined in accordance with Regulations 17 and 18. The date of issue of the Criminal Record Check must be within the 12 months prior to the date that their completed application for registration as a Licensed Official is submitted to the LTA; or
- b) in respect of an application for renewal of their registration as a Licensed Official:
 - (i) that the individual has completed and provided to the LTA, at their own expense, a Criminal Record Check which has been reviewed by the LTA in advance of the LTA processing the application for renewal and has no entries or, if it has any entries, the response to the application for renewal will be determined in accordance with Regulations 17 and 18. The date of issue of the Criminal Record Check must be within the 3 years prior to the date that the application for renewal of their registration as a Licensed Official is validly submitted to the LTA; and
 - (ii) if the Criminal Record Check referred to in paragraph (b)(i) above has been carried out more than 12 months prior to the date that their completed application for renewal of their registration is validly submitted they must complete an online declaration which has been reviewed by the LTA in advance of the LTA processing the application and has no entries or, if it has any entries, the response to the application will be determined in accordance with Regulations 17 and 18.

“Game” has the meaning given to that term in the articles of association of LTA, which (as at the date of this issue of the Official Licensing Regulations) means tennis in Great Britain, the Channel Islands and the Isle of Man, including the games of lawn tennis (including wheelchair tennis) and padel tennis, and derivate forms of them, and any virtual version of a tennis competition (e-tennis) which virtual version is or may be owned, organised and/or managed by the LTA and/or any other member of the LTA group, but for the avoidance of doubt excluding the games of real tennis and rackets;

“Good Conduct and Integrity Requirement” means:

- a) in respect of a new application for registration as a Licensed Official, that the individual meets the requirements set out in Regulations 14.6, 14.7, 14.8 and 14.9; or
- b) in respect of either (i) an application for renewal of their registration as a Licensed Official, or (ii) a new application for registration as a Licensed Official made after a Grace Period has expired, that the individual meets all of the requirements set out in Regulation 14;

“Grace Period” means a period of one month immediately following the expiry of the relevant Registration Year;



“Licensed Official” means an individual who is registered as such by the LTA or one of its group companies in accordance with the Official Licensing Regulations;

“LTA” means Lawn Tennis Association Limited, a company limited by guarantee and registered in England and Wales (company number 07459469);

“LTA Code of Conduct” means the code(s) of conduct issued by the LTA (or, where applicable, the LTA group) from time to time; including the code of conduct found here: <https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations/>;

“LTA Disciplinary Code” means the disciplinary code of the LTA in force from time to time, incorporating (amongst other things) the LTA’s disciplinary regulations, safeguarding regulations, registration appeal regulations, anti-doping regulations and anti-corruption, and found here: <https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations/>;

“LTA Rules” the governing document described as the “Rules” of the Company as in force from time to time, and found here: <https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations/>;

“LTA Safeguarding Policies” means the policies and related documents published or issued by the LTA from time to time in relation to safeguarding or child protection matters, including the “LTA Safeguarding Policy” (<https://www4.lta.org.uk/globalassets/about-lta/safeguarding/british-tennis-safeguarding-policy.pdf>) as updated from time to time;

“Officiating Course Requirement” means that the individual has successfully completed (and passed the assessment), at their own expense, one of the following courses:

- a) an “*LTA Referee Course*”;
- b) an “*LTA Court Supervisor Course*”;
- c) an “*LTA Line Umpire Course*”;
- d) an “*LTA Competition Organiser Course*”; and
- e) any other course and/or qualification which the LTA has determined in its sole discretion is sufficient of the purposes of registration as a Licensed Official.

“Registration Year” means the period from the date on which the application for registration or renewal of registration as a Licensed Official is confirmed by the LTA up to the day immediately preceding the anniversary of such date or, if earlier, the date on which the registration is revoked or expires;

“Residency Requirement” means that the individual carries out officiating activities in person in Great Britain, the Channel Islands and/or the Isle of Man and/or is ordinarily resident in Great Britain, the Channel Islands and/or the Isle of Man; and

“Safeguarding Training Requirement” means

- a) in respect of the first application for renewal of their registration as a Licensed Official, that the individual has successfully completed (and passed the assessment), at their own expense, an online “*Safeguarding for LTA Officials course*” within the 12 months prior to the date that their application for renewal of their registration as a Licensed Official is validly submitted to the LTA; and
- b) in respect of every subsequent and consecutive third anniversary of the first application for renewal of their registration as a Licensed Official, that the individual

has successfully completed (and passed the assessment), at their own expense, an online “*Safeguarding for LTA Officials course*” within the 12 months prior to the date that their application for renewal of their registration as a Licensed Official is validly submitted to the LTA.

If an individual has completed an alternative course, they may apply for this to be approved as equivalent by the LTA. More information on approved alternative courses may be found on the LTA website.