

<p style="text-align: center;">JUNIOR & ADULT COUNTY EXPENSES INCLUDING ADULT TEAM CAPTAINCY FEES TENNIS WALES LTD</p>

Please note that as a captain of a Tennis Wales organised activity, you are required to be familiar with and follow all TW safeguarding and GDPR policies at all times.

Fees (to be invoiced by Captains)

Mens/Ladies County Captain (playing or non-playing) = £150 Winter County Cup, £250 Summer County Cup

Player Expenses (to be submitted to Tennis Wales)

Travel:

U9-U12 age groups = No travel expenses can be claimed in connection with the event

U14-U18 age groups = Travel to and from the event will be provided for the team from an agreed meeting point

Mens/Ladies = Up to three travel claims can be made on behalf of each team with any mileage being claimed at 25p per mile. Any travel should ideally be as a team from an agreed location unless agreed with Tennis Wales prior to the event. All rail travel will be at standard class rate.

Accommodation:

U9-U12 age groups = No accommodation expenses can be claimed in connection with the event

U14-U18 age groups = B&B Accommodation is provided to the team for the duration of the event

Mens/Ladies = B&B Accommodation is provided to the team for the duration of the event

Subsistence:

U9-U12 age groups = No subsistence can be claimed in connection with the event

U14-U18 age groups = Breakfast provided to players but no additional claims for subsistence

Mens/Ladies Summer County Cup = Breakfast provided and an additional £16 for each day a player is available for selection.

Mens/Ladies Winter County Cup = Breakfast provided. No additional subsistence expenses.

Notes:

** When teams are competing at a home venue, no accommodation or travel costs will be provided and players will not be entitled to claim any expenses in connection with the event.*

** If teams qualify for the national finals, Tennis Wales will look at funding teams in the same way as for the U14-U18 age groups above but this cannot be guaranteed.*

** Additional expenses to those specified above will only be reimbursed in exceptional circumstances and by prior approval of the CEO.*

All invoices and expense claim forms should be completed and submitted to the Finance Manager Rachel Trevor - Tennis Wales, The Maltings, House 3 Ground Floor, Cardiff, CF24 5EZ. Email address finance@tenniswales.org.uk

Notes:

* Receipts must be attached where applicable

* All claims should be submitted either in the month that the expenditure occurs or no later than 10 days after the month end