

<p style="text-align: center;">PERFORMANCE PATHWAY ACTIVITY – COACHING FEES/EXPENSES TENNIS WALES LTD</p>

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

Fees (to be invoiced by Coaches)

National Training Camps:

Coach acting in loco parentis overnight = £200 per day/night Level 5, £180 per day/night Level 4, £160 per day/night Level 3

Coach providing on-site support only = £175 per day Level 5, £150 per day Level 4, £125 per day Level 3

Hourly coaching rates on-site support only = £35/hr Level 5, £30/hr Level 4, £25/hr Level 3

Note: Coaches may be paid daily rates or hourly rates for national training, whichever is the most cost effective

Wales tournament trips:

Coach acting in loco parentis overnight = £200 per day/night Level 5, £180 per day/night Level 4, £160 per day Level 3

Wales Tournament Support:

Coach providing on-site support only = £175 per day Level 5, £150 per day Level 4, £125 per day Level 3

Junior County Cup Events:

County Captain in loco parentis overnight = up to £180 per day/night, dependent on qualification/experience

County Captain on-site support only = £150 per day

Assistant Captain in loco parentis overnight = up to £100 per day/night, dependent on qualification/experience

Assistant Captain on-site support only = £75 per day

Note: Coaches will only be able to charge the appropriate daily fee for a travelling day if it is agreed that it qualifies as a working day with the Head of Performance

Junior County Training:

County Captain = £30/hr

Assistant Captain (Level 3, 4 or 5) = £20/hr

Assistant Captain (Level 2) = £15/hr

Expenses (to be submitted to Tennis Wales)

Travel:

A coach can claim 45p per mile, parking and toll charges when travelling to/from National Performance Programme activity agreed with Tennis Wales. However, travel expenses will only be paid for coaches staffing county training sessions if the round trip is greater than 50 miles from/to their home. The coach will be entitled to claim 45p per mile for every mile above that 50 mile distance.

Expenses will be limited to fuel/power costs only when using a vehicle on hire.

Proof of Business Class Car Insurance will need to be submitted once a year.

Accommodation:

National Training Camps = Accommodation booked and paid for by Tennis Wales

Tournament trips as Team Wales = Accommodation booked and paid for by Tennis Wales

Tournament support on behalf of Tennis Wales = £90 per person per night maximum
County Cup trips = Accommodation will need to be sourced by the county captain for the U14, U18 and mens/ladies teams and agreed with the Head of Performance before the Finance Manager makes the booking. Maximum room allocations are as follows:

U14 Teams = Maximum of 5 twin rooms (three rooms for players, one room for captain and one room for Assistant Captain)

U18 Teams = Maximum of 6 twin rooms (four rooms for players, one room for captain and one room for assistant captain)

Mens/Ladies Teams = Maximum of 4 twin rooms (Air bnb/Owners Direct bookings/other forms of accommodation are acceptable if no minors are part of the team) and provision for a further room to be booked if there is a safeguarding requirement to do so, as per the Tennis Wales Tournament Trips and Camps Policy.

Subsistence:

Claims up to the limits below, including drinks:

Breakfast = £10 per person (if not already provided through B&B)

Lunch/Dinner = £35 per person per day

Notes:

* Please provide ONE itemised receipt per meal claimed and avoid debit/credit card receipts which are not itemised where possible.

* Tennis Wales will not reimburse for alcoholic beverages

Incidental costs:

Reasonable laundry expenses if the activity is greater than five days in duration

Wi-Fi expenses if carrying out work duties

Reasonable fees imposed by banks if the activity is overseas

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, East Tyndall Street, 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