

## LTA OFFICIATING COMPETITION CANCELLATION POLICY

This policy outlines the remuneration officials are able to claim following the cancellation of a competition/tournament where officials have been selected by LTA Officiating. Any claims in relation to competitions/tournaments where officials are not selected by LTA Officiating are at the discretion of the individual competition and therefore not the responsibility of the LTA.

### FEES

Officials working in any capacity at any competition/tournament are able to claim 50% of the fees they were due to receive, if the competition/tournament is cancelled within 14 days of the start date.

However, officials are only able to make a claim for 50% of the fees if the reason for cancelling the competition/tournament is not related to a pandemic. For the avoidance of doubt, all cancellations due to a pandemic, which will be determined at the discretion of the LTA, will result in officials being unable to claim any fees, regardless of when the competition/tournament is cancelled.

At competitions/tournaments where an administration fee is paid to the Referee, this payment can be claimed in full providing the administration work has been completed. If partial administration work has been completed, LTA Officiating will confirm with the official the amount which can be claimed.

### EXPENSES

Officials working in any capacity at any competition/tournament are able to claim any non-refundable expenses for travel and accommodation if the competition/tournament is cancelled at any time. However, the LTA strongly encourage officials to book travel and accommodation that can be cancelled and fully refunded. When making a claim for expenses, officials must include valid receipts for the non-refundable expenses with their invoice.

Officials who are considered local to the competition/tournament venue (50 miles or fewer) are unable to claim any expenses unless approved by LTA Officiating.

### INVOICES

In the event a competition/tournament is cancelled, LTA Officiating will send an invoice template to all selected officials eligible to make a claim. Completed invoices, including receipts where necessary, should be emailed to [finance.system@LTA.org.uk](mailto:finance.system@LTA.org.uk). The LTA will make payment within 30 days of receipt of the invoice. Officials must not edit invoice templates previously received for another event when making a claim.

Any questions relating to this policy should be sent to <https://www.lta.org.uk/support-centre/enquiry-page/>