



Essex Tennis will aim to cover the costs of the coaches and players for the events, including accommodation, subsistence and travel.

Where overnight accommodation is necessary, budget hotels such the Premier Inn/Travelodge or compatible will be used, with a target cost of £50 per person per night, including breakfast. Essex Tennis will book and pay for the accommodation and breakfast. A further £30 per person may be claimed for subsistence.

Where parents are required to accompany their child to an event, we will pay a mileage allowance of £0.30 per mile.

All expense claims must be made within 3 months of the expense being incurred.

**County Cup Under 18's.**

The lead coach plus an assistant will take responsibility for the players, and Essex Tennis will book and pay for accommodation, meals and incidental expenses. The players are expected to share a twin bedded room.

Essex Tennis will endeavour to provide transport to and from the event usually with a mini-bus, but at times it might be necessary for parents to assist, in which case they may claim the mileage allowance, and if necessary, the cost of overnight accommodation and subsistence.

The under 18's is a 3-day event.

**County Cup Under 10's, Under 11's, Under 12's and Under 14's.**

Each player to be accompanied by responsible parent/adult, unless otherwise agreed with the Lead Coach. Essex Tennis will book and pay for the accommodation for each child and one accompanying parent, normally in a family room together with breakfast.

Parents are responsible for arranging their own transport to and from the event and may claim the mileage allowance plus the subsistence allowance of £30 per day per child and themselves.

Regional and Qualifying are 2-day events and the finals are 3-day events except for the Under10's final which is a 2-day event.

**County Cup Under 8's and Under 9's.**

Each player to be accompanied by responsible parent/adult.

The parents will be responsible for arranging their own transport to and from the event, and subsistence.

Parents may claim the mileage allowance and £10 a day towards subsistence.

These are both 1-day events

**Lionel Cox for Under 's 9, Under 10's and under 12's.**

Each player to be accompanied by responsible parent/adult.

The parents will be responsible for arranging their own transport to and from the event, and any subsistence.

Parents may claim the mileage allowance and £10 a day towards subsistence.

No overnight accommodation will be required.

This is a 2-day event for U10's and U12's and a 1-day event for U9's at Queenswood School Hatfield.

**Twelve Counties for Under 10's, Under 12's, Under 14's, Under16's and Under18's**

Essex Tennis will take responsibility and arrange transport for the players in the U14, U16 and U18 events.

Players in the U10 and U12 teams will be accompanied by a responsible parent/adult and will provide their own transport to and from the event.

Parents may claim a travel allowance of £0.30 per mile and £10 a day towards subsistence.

This is a 1-day event