22 April 2022

20220422-UKAF\_ACO-Match\_Fees

**UNITED KINGDOM ARMED FORCES ASSOCIATION OF CRICKET OFFICIALS – MATCH FEES**

**Background**

1. The UKAF ACO is made up of 3 categories of cricket officials who support all Service cricket; Serving personnel (Regular and Reserve), Former serving members and civilian. Serving personnel are supported in attendance to support Service cricket through the annually published DIN[[1]](#footnote-1) covering representative sports travel (Army), JSP 660 and JSP 752. Former serving members and civilians attract payment for match fees and, at certain levels of service cricket, travel expenses.

2. To date there has been no official document that lays out the detail for amounts and process for the payment of fees and expenses to those former serving members and civilians who support Service cricket.

**Aim**

3. This document is the authoritative document for setting out the circumstances, levels and remuneration policy for the payment of former serving members and civilian that are appointed to officiate Service cricket.

**Appointment priorities**

4. As per the UKAF ACO’s constitution, there is a very strict policy for the appointment of match officials to Service cricket. UKAF ACO is a Service organisation whose primary aim is the growth of cricket officials in the military. These priorities reflect that while still recognising the invaluable asset to UKAF ACO that our former serving, and civilian members bring:

 a. Priority 1. Current serving member of UKAF (Regular or Reserve).

 b. Priority 2. Former serving member of UKAF.

 c. Priority 3. Civilian member of UKAF ACO.

 d. Priority 4. Civilian member of ECB ACO.

Priority 4 will only be used *in extremis* where no other official is available and to go without an official at the match would be to the detriment of the fixture. Teams will always be made aware of this prior to the appointment.

**Levels of service cricket**

5. The UKAF ACO appoints officials to 4 main levels or panels of Service cricket. For the avoidance of doubt this policy applies equally to Men and Women’s Service cricket at the corresponding level. These are, and will be referred to throughout this document:

 a. Level 1. UKAF First XI and Inter Service (IS) Competitions.

 b. Level 2. Single Service Matches (excluding IS competitions).

 c. Level 3. Ship/Corps/Stn Matches.

 d. Level 4. Travelling or Veteran Matches or inter unit competitions.

6. **Level 1**. These matches will include all UKAFCA matches and tournaments. This includes UKAF First XI and UKAF Dev XI. This level also covers the 5 main UKAFCA arranged IS tournaments; Men’s and Women’s Senior IS, Men’s and Women’s IST20 and the Dev IS:

 a. **Fees payable**. Level 1 matches attract Match fees and travel expenses as laid out in paras 11-13 below.

 b. **Invoiced to**. Apart from the Men’s IST20 (invoiced to UKAF ACO) all match fees and travel expenses are invoiced to UKAFCA as laid out in para 16 below.

7. **Level 2**. These matches are those played by Single service sides outside of a UKAFCA tournament. This includes, but is not limited to, matches such as single Service playing a civilian club or travelling team; A county 2nd XI, Free Foresters, MCC or similar. This level also includes single Service arranged and delivered single or multi day tournaments, the ACA’s Inter Corps T20, for example. This does **not** include those tournaments expected to be played over the duration of a season i.e. RNCA’s Navy Cup, RAFCA’s Inter Station Cup and the ACA’s Power Cup:

 a. **Fees payable**. Level 2 matches attract Match fees and travel expenses as laid out in paras 11-13 below.

 b. **Invoiced to**. All match fees and travel expenses are invoiced to the single Service side (or single Service association in the example of the ACA’s Inter Corps T20) requesting the officials as laid out in para 16 below.

8. **Level 3**. These matches are those played between Ship/Corps/Stn establishments or any of this level of team against a civilian or travelling team. This level also includes those season tournaments (Navy, Inter Station and Power Cups, for example) where Ship/Corps/Stn level sides will play each other in a single Service arranged tournament throughout a season:

 a. **Fees payable**. Level 3 matches attract Match fees but **DO NOT** attract travel expenses as laid out in para 11 below.

 b. **Invoiced to**. All match fees are invoiced to the home (or military in the case of a Ship/Corps/Stn level team playing a civilian club) side as laid out in para 16 below.

9. **Level 4**. These matches are those played within Ship/Corps/Stn and between unit establishments. This includes, but is not limited to, matches played within a unit, Ship or Corps (Inter Sqn, for example) and those single Service arranged tournaments played over a season i.e. the ACA’s Inter Unit Army Cup:

 a. **Fees payable**. Level 4 matches attract Match fees but **DO NOT** attract travel expenses as laid out in para 11 below.

 b. **Invoiced to**. All match fees are invoiced to the home (or military side in the case of a unit level team playing a civilian club) as laid out in para 16 below.

**Current Fee Rates**

10. To bring UKAF ACO into line with many of the civilian county organisations, the match fees and travel expenses have been recently amended (2019). This not only ensures a fair amount of remuneration to the officials but also supports getting the best level of official available to support each match where current serving officials are unavailable. The match fees and travel expenses are reviewed annually by the UKAF ACO committee.

11. **Match Fees**. The fee levels are based upon the expected number of overs to be played, irrespective of delays or interruptions, at the fixture in the day:

 a. 40 Overs or more: £50.

 b. Fewer than 40 Overs: £25.

For example, where a 50 over match is scheduled to take place but issue of Ground, Weather or Light reduce the match to 30 over per side, the fee of £50 would still be payable. Where a single T20 match is to be played, the fee of £25 is payable. If the fixture includes 2 x T20 matches in the day, then the fee of £50 is payable.

12. **Travel Expenses**. Travel expenses paid only at Level 1 and 2 matches are paid when an official must travel further than 50 miles in a round trip from their residential address in order to officiate a Service cricket match. In measuring the distance all officials should use Google Maps between postcodes to ensure parity.

13. Where payable the travel expenses allowance is 0.35p per mile for those miles travelled beyond 50 miles. There is no remuneration for the first 50 miles of travel.

14. **Worked Example**. Where an official must make an 80-mile round trip for an expected 50 over match, the following is claimed on the invoice:

a. Match fee. £50

 b. Travel. £0.35 x 30 = £10.50

 c. Total. £60.50

15. There is no expense or repayment offered or given for any meals or refreshments. Teams are expected to include officials on their planning and provision of lunch and/or tea intervals where provided to teams.

**Invoicing**

16. All officials submitting match and/or travel expense claims are to do so using the UKAF ACO Invoice at Annex A. No other format will be accepted. An example of a completed invoice is at Annex B. The invoice should then be distributed, preferably by email in line with the following:

 a. **Levels 1 and 2**. Submitted electronically to the Treasurer of UKAF ACO at 2 points during the season. Firstly, on 30 Jun for all matches prior to that date and then secondly for all remaining matches that season, on the 30 Sep. Officials can submit all invoices for a season on 30 Sep, should they wish but in all circumstances are to retain a copy for their own record. Invoices will be processed and authorised and officials should allow 14 working days[[2]](#footnote-2) for payment.

 b. Levels 1 and 2 invoicing should request payment from the following and appropriate cricket association titles:

1. UKAFCA
2. UKAFACO
3. RNCA (Royal Navy Cricket Association)
4. ACA (Army Cricket Association)
5. RAFCA (Royal Air Force Cricket Association)

 c. **Levels 3 and 4**. These invoices should be prepared before attending the fixture and be either physically passed to the home (or military side in the event of a military side playing a civilian club) club captain or team manager on arrival at the ground or emailed upon agreement. Officials should then allow 7 working days for payment to be authorised and paid.

**Unnotified Cancellations**

17. There have previously been occasions of officials having to travel and sometimes great distance, to support a Service cricket match only to arrive at the fixture to learn of its prior cancellation. Where this occurs former serving and civilian members will be entitled to invoice for the following, regardless of fixture level or planned match:

 a. Match Fee: £50.

 b. Travel: £0.35p per mile for entire journey.



UKAF ACO Expenses Invoice

|  |  |
| --- | --- |
| **Invoice Attributed to** | **Date and Reference** |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Official’s Name** | **Role** | **Account Number** | **Sort Code** |
|  |  |  |  |

| **Fixtures** |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description** | **Unit Price** | **Line Total** |
|  |  |  |  |
|  |  |  |  |
|  | *Add additional lines where required* | **Total** |  |

**Travel – Mileage is claimed at £0.35 a mile for Level 1 & 2 matches only. Only claims for over 50 miles.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Fixture** | **Travel Locations** | **Total Mileage** | **Mileage Claimed for** | **Line Total** |
|  |  |  |  |  |  |
|  | *Add additional lines where required* | **Total** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Invoice Total** |  |

**UKAF ACO Match Invoice – Worked Example**



UKAF ACO Expenses Invoice

|  |  |
| --- | --- |
| **Invoice Attributed to** | **Date and Reference** |
| RAFCA | 30 Jun 20 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Official’s Name** | **Role** | **Account Number** | **Sort Code** |
| A Notcher | Scorer | 12345678 | 01-02-04 |

| **Fixtures** |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description** | **Unit Price** | **Line Total** |
| 30 May 20 | RAF v Fire Service (Vine Lane) | £50.00 | £50.00 |
| 12 Jun 20 | Cambridge University CC v RAF (Fenners) | £25.00 | £25.00 |
|  | *Add additional lines where required* | **Total** | £75.00 |

**Travel – Mileage is claimed at £0.35 a mile for Level 1 & 2 matches only. Only claims for over 50 miles.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Fixture** | **Travel Locations** | **Total Mileage** | **Mileage Claimed for** | **Line Total** |
| 30 May 20 | Raf v Fire Service | CB3 0AP-UB10 0BD | 68 | 18 | £6.30 |
|  | *Add additional lines where required* | **Total** | £6.30 |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Invoice Total** | £81.30 |

1. Current version is [2019DIN10-025](https://modgovuk.sharepoint.com/%3Aw%3A/r/sites/defnet/Corp/_layouts/15/Doc.aspx?sourcedoc=%7B25136229-40AC-4CE6-8AFB-4E51970CEE2F%7D&file=2019DIN10-025.docx&action=default&mobileredirect=true&DefaultItemOpen=1) [↑](#footnote-ref-1)
2. Note that payment days are *usually* a Friday. [↑](#footnote-ref-2)