

## How to Get Paid

It is the referee's responsibility to keep records for all games worked and to submit proper documentation for payment. WASA rec referees are then paid by check.

Two forms are required.

- Game Record (*single game*)
- WASA Referee Work Record (*4 pages, 12 games per page*)

Both forms are distributed with the referee schedule. They are also available on the referee page of the WASA website. [www.wasasoccer.org](http://www.wasasoccer.org)

### The rec referee pay procedure is a three step process.

1. Document each game on a Game Record sheet.
2. Fill in your Referee Work Record after each time you referee.
3. Submit your Referee Work Record for payment.

#### 1. Document the Game with a Game Record sheet

Fill in the top section at home before the game. Most of the information in this section is available from the referee schedule or from the Division Guidelines.

As the game is played, document things such as:

- the other referee's name
- coach names
- team numbers and colors
- 1<sup>st</sup> half kick off team
- goals
- cards
- final score

The best proof that you refereed a game is a completed game record with coach signatures.

Date: <i>Sept. 11</i>		Time: <i>6:30 pm</i>	
League:		Div.: <i>U6 1129</i>	
Field: <i>Oak Hill</i>		Ball Size: <i>3</i>	
No of Periods: Length of Each: <i>4 x 7.5</i>		Kick Off Team: <i>Red</i> Direction: <i>S</i>	
<i>3</i>		Name No.:	<i>2</i>
<i>Gold</i>		Color:	<i>Red</i>
<i>Jill / Brad</i>		Captains:	<i>Steve / Marci</i>
<i>Bob Russell</i>		Coach (print):	<i>Nicole Brown</i>
<i>Bob Russell</i>		Coach (sign):	<i>Nicole Brown</i>
1	3	1	3
2	4	2	4
Final Score		<i>2</i>	<i>3</i> Final Score
Cards		Cards	
Ref. 1 <del><i>Bud Simms</i></del> <i>Doug White</i>	Line 1		
Ref. 2	Line 2		

**2. Fill In Your Referee Work Record**

Each day you referee, use your Game Record sheets to the fill in the WASA Referee Work Record when you get home from the games.

**Form Instructions:**

1. Place your name on the Referee Name line.
2. For each game, fill in columns **1, 2, 3** and **4**.
  - The game code is on the referee schedule.
  - If you don't have the game code, fill out all the other columns (1 and 3-8).
  - If you were the only referee for a game, write "Alone" in column 3.
  - Use the following WASA division codes in column 4.

- |                       |                        |  |
|-----------------------|------------------------|--|
| <b>U6</b> = U6 Coed   |                        | <b>MS</b> = Middle School Boys and Middle School Girls |
| <b>U7</b> = U7 Coed   |                        | <b>HS</b> = High School Coed                           |
| <b>U8</b> = U8 Coed   | <b>G8</b> = U8 Girls   | <b>W</b> = Women's                                     |
| <b>U10</b> = U10 Coed | <b>G10</b> = U10 Girls | <b>AC</b> = Adult Co-Rec                               |
| <b>U12</b> = U12 Coed | <b>G12</b> = U12 Girls |  |

**Example** WASA REFEREE WORK RECORD

Referee Name: Paul Smith

Send your completed form to:  
Henry Bell, 1213 Oak Bluff Ct, Westerville, OH 43081

After each game, fill in columns **1, 2, 3,** and **4.**  
– If you do not have a Game Code for column 2, fill in all the other columns for that row.  
– If you were the only referee, write "Alone" in column 3.

1 Date	2 Game Code	3 Name of the Other Referee	4 Division	5 Field	6 Day of the Week	7 Time	8 Teams
Sept. 4	1087	Alone	G10				
Sept. 11	1127	Doug White	U6				
Sept. 11	1129	Doug White	U6				
Sept. 19	1244	Lisa Gills	U10				
Oct. 2		Greg Baker	G12	Highlands 2	Wed.	5:30	3 v 2
Oct. 2		Greg Baker	G12	Highlands 2	Wed.	6:30	4 v 1

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**3. Submit your Referee Work Record for Payment**

Send completed Referee Work Record pages to Henry Bell at the address on the top of the form, or email the PDF file to [RefInfo@wasasoccer.org](mailto:RefInfo@wasasoccer.org).

Send them when you have completed the 12 lines on one page, or if you prefer, you may wait until the end of the season and send all of your work record pages at one time.

You do not need to submit the individual game record sheets. However, you should keep them until you are paid.