

WASA Referee Pay Procedures

“How to Get Paid”

Referee Responsibility:

It is the referee's responsibility to keep complete records for all games.

Referees are paid by check after the referee submits proper game documentation.

Proper Game Documentation:

1. Document each game you referee by completing a **Game Record** at the field as each game is played. Have the coaches sign your Game Record after the game.

This coach signed form is the ONLY proof that you refereed the game.

2. Transfer information from the Game Record to your **WASA Referee Work Record** immediately after every game.

This is the form you must send us in order to get paid.

3. Submit your WASA Referee Work Record for payment within two weeks after your last game of the season.

Required Forms:

Before the season starts, obtain both of these documents from the **Referee Forms** page of our website.

This link will take you to the referee forms page.

http://www.wasasoccer.org/wasa_ref.html

Game Record (single game)

This form comes three to a page.

Print several copies and cut them into individual game records.
Slide enough into your referee wallet so that you have one for each game.

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: <i>4 x 7.5</i>		Kick Off Team: <i>Red</i> Direction: <i>S</i>	
Length of Each: <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	1	2	1
Final Score: <i>2</i>		Final Score: <i>3</i>	
Cards		Cards	
Ref. 1: <i>Bud Simms</i> <i>Doug White</i>		Line 1	
Ref. 2		Line 2	

WASA Referee Work Record

(4 pages, 12 games per page)

The form is in an Adobe Acrobat PDF file.

You must first save the file to your computer.

Then... type directly into the form, save your entries, and email the file to us.

An alternative is to print the form and handwrite your games on it.

You will then need to mail your completed forms to Henry Bell at the mailing address on the top of the form.



Example WASA REFEREE WORK RECORD

Referee Name: Paul Smith
Send your completed form to:
Henry Bell, 1213 Oak Bluff Ct, Westerville, OH 43081
Or save this file, then email it to: RefInb@wasasoccer.org

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	2	3	4	5	6	7	8
Date	Game Code	Name of the Other Referee	Division	Field	Day of the Week	Time	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

The following pages contain detailed instructions to complete and submit these forms.

1. Document the Game on a Game Record

Fill in the top section at home before the game.

Most of the information in the top section is available from the referee schedule or from the Division Guidelines.

Nothing is needed in the "League:" space.

As the game is played, document:

- the name of the other referee who was actually there
- coach names
- team numbers and/or colors
- 1st half kick off team
- goals scored
- any cards issued
- final score

The only proof that you refereed a game is a complete game record with coach signatures.

Date: <i>Sept. 11</i>		Time: <i>6:30 pm</i>	
League:		Div.: <i>U6</i> <i>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
<i>1</i>			<i>1</i>
2	4	2	4
	<i>1</i>	<i>11</i>	
Final Score		<i>2</i>	<i>3</i>
Cards		Cards	
Ref. 1 <i>Bud Simms</i> <i>Doug White</i>		Line 1	
Ref. 2		Line 2	

2. Fill In Your Referee Work Record

When you get home from games, use your individual Game Records to fill in the WASA Referee Work Record. The PDF file has 4 pages and enough lines for 48 games.

We highly recommend that you update your Work Record each day you referee.

Do not put this off until the end of the season.

Example WASA REFEREE WORK RECORD

Referee Name: Paul Smith

Send your completed form to:
Henry Bell, 1213 Oak Bluff Ct, Westerville, OH 43081
Or save this file, then email it to: RefInfo@wasasoccer.org

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	2	3	4	5	6	7	8
Date	Game Code	Name of the Other Referee	Division	Field	Day of the Week	Time	Teams
Sept. 4	1087	Alone	G10				
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Westerville Amateur Soccer Association

Form Instructions:

- 1) Place your name on the Referee Name line.
- 2) For each game, **fill in columns 1, 2, 3 and 4.**
 - The date, game code, and division are on the referee schedule. Makeup games are not on the schedule and do not have a game code. If you do not 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. If there was another referee there, but you do not know the name, write "**Unknown**".
 - Use the following WASA division codes in column 4.

U6 = U6 Coed	G8 = Girls U8	MSG = Middle School Girls
U7 = U7 Coed	G10 = Girls U10	MSB = Middle School Boys
U8 = U8 Coed	G12 = Girls U12	HS = High School Coed
U10 = U10 Coed		W = Women's
U12 = U12 Coed		AC = Adult Co-Rec

3. Submit Your Referee Work Record for Payment

When to Send Your Referee Work Record:

We like to have referees officiate at least 12 games before sending us their work record. Most referees simply wait until the end of the season and send all of their work record pages at one time.

If the season ends before you have 12 games, send us your work record with however many games you have.

At season end, we need to receive your work record within 2 weeks after your last game.

How to Send Your Referee Work Record:

If you maintain your work record by typing into the PDF file, email the PDF file to RefInfo@wasasoccer.org.

If you handwrite your Work Record on paper, send your Work Record pages to Henry Bell at the address on the top of the form. We highly recommend that you keep a copy until you are paid.

What NOT to Send:

Do not send your individual game records. Keep them until you are paid.