

# WASA Referee Pay Procedures

## “How to Get Paid”

### Referee Responsibility:

It is the referee's responsibility to document every game he or she works on a Game Record and collect coach signatures on the Game Record at the end of the game.

It is the referee's responsibility to complete and submit a WASA Referee Work Record.

WASA pays by check upon receipt of a properly completed Referee Work Record.

### Game Documentation:

1. Referees must complete a **Game Record** at the field as each game is played. Have the coaches sign your Game Record after the game.

**This form with coach signatures is the only proof that you refereed the game.**

2. Transfer information from the Game Record to your **WASA Referee Work Record** (RWR) on the day you refereed the game(s).

**You must submit this form in order to get paid.**

3. At the end of the season, within two weeks of the last game you referee, submit your final WASA Referee Work Record for payment.

## Where to Get the Forms:

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

This link will take you to the referee forms page. The forms section is at the bottom of the page.

<http://www.wasasoccer.org/referee.html>

## Game Record *(single game)*

This form comes with three game forms on a page.

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

Date: <i>Sept. 11</i>	Time: <i>5:30</i>
League:	Div: <i>U6</i>
Host: <i>Oak Hill</i>	Match #: <i>3</i>
No of Periods: Length of Each: <i>4 x 10</i>	Kick Off Team: <i>Red Direction: <i>W</i></i>
<i>2</i>	Name No. <i>6</i>
<i>Red</i>	Color <i>Kelly Green</i>
<i>John Little</i>	Captain
<i>John Little</i>	Coach (party)
<i>John Little</i>	Coach (opponent)
<i>John Little</i>	Coach (opponent)
<i>111</i>	<i>11</i>
<i>11</i>	<i>11</i>
Final Score <i>8</i>	Final Score <i>7</i>
Cards	Chits
Ref. 1 <i>Eric Brown</i>	Line 1
Ref. 2 <i>Doug White</i>	Line 2

## WASA Referee Work Record

*(2 pages, 48 games)*

The form is available as an Adobe Acrobat PDF or as a Microsoft Excel XLS file.

Choose the one that works best for you.

If you wish to record your games in the PDF or XLS file, **you must FIRST save the file to your computer** and then open it from there to make entries.

You may also print copies of the form and handwrite your games on them.

### WASA Referee Work Record

**Save (download) this file to your computer**

As you referee games...

Open the file and enter your game information

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.

Write "Unknown" if you do not know the other ref's name.

Save and close the file

**When you want to be paid...**

Make sure your information is complete, columns 1, 2, 3 & 4

Save and close the file

Email it to: REFINfo@WASAsoccer.org

Or, print your completed form and send it to:

Henry Bell, 1213 Oak Bluff Ct, Westerville, OH 43081

Referee Name Erin Jones

	1	2	3	4	5	6	7
	Date	Game Code	Name of Other Referee	Division	Field	Time	Teams
1	Sep 4 Wed	1087	Alone	G10			
2	Sep 11 Wed	11278786	Susan White	U6			
3	Sep 11 Wed	11278787	Susan White	U6			
4	Sep 19 Thu	12440855	Unknown	U10			
5	Oct 2 Wed		Greg Baker	G12	Highlands 2	5:30	3 v 2
6	Oct 2 Wed		Greg Baker	G12	Highlands 2	8:30	4 v 1
7	Oct 5 Sat	12883277	Cancelled - Lightning	U10			
8							
9							
10							

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

**1. Document the Game on a Game Record**

At home before the game:

- Fill in the top section and the name of the other referee at the bottom left.

Most of this information is available from the referee schedule or from the Division Guidelines.

Leave the "League:" space blank.

Before the game:

- Write in the name of the other referee who was actually there (if it's not the same ref that's listed on the schedule)
- Write in the coach names
- Write in the team colors
- Write in the 1<sup>st</sup> half kick off team

During the game, document:

- goals scored
- any cards issued

After the game:

- Enter the final score
- Get coach signatures

Date: <i>Sept. 11</i>		Time: <i>5:30</i>	
League:		Div: <i>U6</i>	
Field: <i>Oak Hill</i>		Ball Size: <i>3</i>	
No of Periods: <i>4 x 10</i>		Kick Off Team: <i>Red</i> Direction: <i>N</i>	
<i>2</i>		Name No.	<i>6</i>
<i>Red</i>		Color	<i>Kelly Green</i>
		Captain:	
<i>John Little</i>		Coach (print)	<i>Art Simon</i>
<i>John Little</i>		Coach (sign)	<i>Art Simon</i>
<i>111</i>	<i>11</i>		<i>11</i> <i>11</i>
<i>11</i>	<i>1</i>		<i>1</i> <i>11</i>
Final Score		<i>8</i>	<i>7</i> Final Score
Cards		Cards	
Ref. 1 <del><i>Elisa Brown</i></del>		Line 1	
Ref. 2 <i>Doug White</i>		Line 2	

The only proof that you refereed a game is a completed Game Record with coach signatures.

2. Fill In Your Referee Work Record (RWR)

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

When you get home from games, use the information on your individual Game Records to the fill in the WASA Referee Work Record (RWR).

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

**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.
  - If you do not have the game code, fill out all the other columns (1 and 3-7).
  - If you were the only referee for the game, write “**Alone**” in column 3.

If there was another referee there, but you do not know the name, write “**Unknown**”. These should be rare. Make an effort to ask for the other referee's name.

- If you cancelled the game due to weather, in the space for the name of the other referee write "Cancelled - (give the reason)". The reason could be: field conditions, lightning, rain, etc.

- Use these division codes in column 4:

**U6** = U6 CoRec

**U7** = U7 CoRec

**U8** = U8 CoRec

**G8** = Girls U8

**U10** = U10 CoRec

**G10** = Girls U10

**U12** = U12 CoRec

**G12** = Girls U12

**MS** = Middle School

**HS** = High School

**W** = Women’s

**AC** = Adult Co-Rec

WASA Referee Work Record

*Save (download) this file to your computer*  
*As you referee games...*  
*Open the file and enter your game information*  
**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.  
 Write “Unknown” if you do not know the other refs name.  
*Save and close the file*

*When you want to be paid...*  
*Make sure your information is complete: columns 1, 2, 3 & 4*  
**Save and close** the file  
 Email it to: REFinfo@WASAsoccer.org  
 Or, print your completed form and send it to:  
 Henry Bell, 1213 Oak Bluff Ct, Westerville, OH 43081

Referee Name Erin Jones

	1	2	3	4	5	6	7
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8							
9							
10							

### 3. Submit Your Referee Work Record for Payment

#### When to Send in Your Referee Work Record (RWR):

When you get paid is up to you. Some referees send in one or two RWRs during the season and a final after their last game. Some wait until the end of the season and send all of their work record pages at one time. The most often that you should send in a RWR for payment is once a week.

**At season end, we need to receive your final work record within two weeks of your last game.**

#### How to Send Your Referee Work Record:

If you maintain your work record electronically in the PDF or XLS file, email the completed file to [REFinfo@WASAsoccer.org](mailto:REFinfo@WASAsoccer.org).

If you use the Excel file, I need to receive it in its original XLS format (**not XLSX**).

**Important Note:** Be sure to **save the file** with your information and then **close the file** before you attach it to an email.

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

As an alternative, hand-written RWRs can also be scanned or photographed and emailed to [REFinfo@WASAsoccer.org](mailto:REFinfo@WASAsoccer.org). JPG, JPEG or PDF format is preferred.

#### What **NOT** to Send:

**Do not send your individual Game Records.**

If I need them I will ask for them later.

Keep them until you receive your check. After you receive your check, they can be thrown away.