



MEDICINE HAT SOCCER ASSOCIATION



Policy Name:

Referee Pay Policy

Original Effective Date:

Nov. 6, 2017

Date of Last Amendment:

It is the responsibility of the referee to ensure that all game sheets for completed games are submitted to the MHSA Office within 7 days from date of the game. Failure to hand them in within 7 days may result in delay of payment.

Process for referee payment:

- Game sheets are verified by the MHSA Office against a spreadsheet provided by the Referee Assigner showing all assigned games.
 - **Please note:** Referees assigned as a mentor on games must submit a Mentoring Form for verification.
- Once the games have been verified, the Referee Assigner will provide pay request sheets to the MHSA Office for payment on the final pay run of the month. Cheques are held in the MHSA office for pickup for 1 week following the cheque run. Any cheques not picked up will be mailed out.
- Assignments for which game sheets are not turned in to the MHSA Office cannot be verified until game sheets are turned in or a Lost Game Sheet Form is provided.

Submission Options

Please note: it is the referees' responsibility that game sheets are completely filled in with all game information. If they are not complete referees are to return them to the coaches to complete (correct date, time, location and age group). Please ensure that all referees print their name in the appropriate space on the game sheets as proof of attendance.

- Drop game sheet off at the MHSA Office, located at 101-533 2nd St SE (**Outdoor Season ONLY**)
 - Office hours 12:30-4:30pm Monday-Friday, or
 - Place in mailbox, located in the main building by the MHSA side door (open 9am-5pm), or
 - Slide through the front door.
- Place game sheet in the drop box located on the MHSA Cage at the FLC behind Field 2. (**Indoor Season ONLY**)
- Other options for Outdoor and Indoor Seasons
 - Take a CLEAR photo of the game sheet and forward to mhsa@telusplanet.net
 - Scan a CLEAR copy of the game sheet and forward to mhsa@telusplanet.net
 - Fax a CLEAR copy of the game sheet to 403-526-6590

Lost Game Sheets

- If a referee should lose a game sheet, they may complete an MHSA Referee Payment-Lost Game Sheet Form which can be found on the MHSA Website under the Referee Tab. Completed form to be submitted to mhsa@telusplanet.net.
- **Please note:** this form should only be used as a last resort. It is the referees' responsibility to contact any other referees or coaches present at the game to attain a copy of the game sheet before submitting this form.
 - If required, the office can provide contact email information for coaches
- Submission of lost game sheets will be tracked. Frequently recurring lost sheets may result in pay being withheld.