



Cash Payments to Referees

The following process will be followed when making cash payments to referees prior to matches that require paying referee fees at the field.

VPL/NPL, YDL, Super Y, Recreation

For games played in these leagues, and on CYA fields, referees will be paid directly by CYA. **No cash payments to referees will be permitted, nor will be reimbursed.**

EDP, Scrimmages, etc.

Teams playing in EDP, scrimmages not associated with one of the above leagues, or other competitions where payments to referees are required, will follow the process below in order to be reimbursed for those fees.

1. The person paying the referee(s) will fill out the top portion of the attached Receipt for Payment of Referee Services.
2. Upon arrival at the field, the referee(s) names are added to the form, as well as contact information, if the referee is willing to provide it.
3. The amount paid to the referee(s) **must** be clearly and correctly entered on the form in order for it to be accepted by CYA for reimbursement.
4. The team treasurer will submit this form, along with a reimbursement request, to CYA for the amount paid to the referees. No reimbursement will be made without the receipt being properly completed.

If the referee(s) question the purpose for this information, the simple explanation is that this form is required by CYA so that the individual paying the can be reimbursed by their club.

If the referee(s) refuse to sign, that **must** be indicated on the form. CYA will still reimburse the team, provided the receipt is submitted indicating the referee refused to sign and/or provide their information.



Receipt for Payment of Referee Services

League Name: _____

Match Date: _____ Match Number: _____

Match Location: _____

Total Amount of Payment (\$): _____ Payment Method (circle one): Cash Check

Referee Name(s):

- 1) _____
- 2) _____
- 3) _____

Referee Address(s):

- 1) _____
- 2) _____
- 3) _____

Referee Phone(s):

- 1) _____
- 2) _____
- 3) _____

Referee Signature(s):

- 1) _____
- 2) _____
- 3) _____

Thank you for your referee services!

Reimbursement Instructions: Please submit this receipt of payment along with check request to your Team Treasurer.