



## **Instructions to fill out the WAYSA Referee Payment Form**

Even though the WAYSA Referee Payment Form is simple to fill out, each season several referees make simple oversights in making the submitted form complete. Incomplete or incorrect forms slow down your payment. The following should breeze you right through the process.

Each number corresponds to the number on the sample WAYSA Referee Payment Form.

- 1) Enter your name, mailing address, and social security number. Include your zip code. The name you write is the name that will be placed on the payment check. Print to prevent mistakes.
- 2) Include your phone number in case the treasurer needs to clarify any game information. Include your area code 508 or 978. If you are Grade 9 or higher ref, enter your referee ID number and the expiration date. The ID# is important for U10 games to be paid the correct amount. See #10.
- 3) Enter the date of the game you are refereeing. Month and day are all that is required.
- 4) Enter the age group you are referring. This would be "U10B" for under 10 boys or "U10G" for under 10 girls. Sometimes the "B" or "G" is forgotten.

*WAYSA does not pay for U8 games. Please use your town supplied payment form for U8 games and submit it to your town soccer treasurer. Do not mix U10 and U8 games on the same form.*

- 5) Enter the home team town name and the name of the team. For example, West Boylston Wildcats. Sometimes the team name is not entered. Ask the coach for the team name when collecting his signature for item 6 if you do not know it.
- 6) After the game, have the home team coach sign his/her name in this space. Sometimes the forms come in not signed. This is proof you did ref the game!
- 7) Enter the unique WAYSA game number. Each WAYSA game played is unique. Get this number from your town ref scheduler or the home team coach.
- 8) Sign your name here. Do not print it.
- 9) Enter the date you signed your name for item 8.
- 10) Check the U10 WAYSA line. Attending the WAYSA training qualifies you to referee only the WAYSA games for U10. The WAYSA training is not a MYSA certified training class for MYSA Grade 7, 8, 9. [State licensed referees check the grade line for 9,8,7 .
- 11) Submit your payment forms on either 10/15 or 11/15. Forms submitted in September will not be paid until October 15<sup>th</sup> (10/15). Mail this completed form to the WAYSA treasurer:  
Wayne Adams, 242 Burncoat Street, Worcester, MA 01606.  
Things you do not need to mail: Self-addressed/stamped envelope or copies of the team rosters.

**If you have any refereeing problems during a game with coaches or players, please contact the WAYSA referee coordinator and U10 referee training coordinator. Games that are not well refereed by you and reported to WAYSA may be cause for suspension of your refereeing services. Email is now an option [refdirector@waysa-soccer.org](mailto:refdirector@waysa-soccer.org) and [treasurer@waysa-soccer.org](mailto:treasurer@waysa-soccer.org)**

**WAYSA takes refereeing seriously, you must too!**