



**Coquitlam Metro-Ford Soccer Club
Game Officials Payment Process
(For coaches and managers)**



July 2017

Payment of Game Officials Process

The home team is responsible for paying the game official(s) in **CASH** at the game. This includes all game officials (referees and assistant referees) for all league and applicable cup games other than BC SPL. For exhibition games, payment is the responsibility of the team, not the club. If a game is forfeited due to lack of players, or the referee calls the game due to inclement weather, etc., payment is still required in full.

For the game officials fee schedule, please go to the website at <http://www.cmfsc.ca/club-forms> under the “Game Officials” tab.

The official(s) must print their name or BCSA Registration number and sign that they have received full payment at the field.

The payment process occurs twice a year. The first is during the December break for games played September to December. The second will occur in March for league games from January to March. For those teams that are not in cup play, the deadline to submit for payment is April 15th. For those teams in cup play, the deadline is May 15th.

A team official submits their reimbursement form in the following ways:

1. Scan and email the form to our club’s Bookkeeper, Gracey Deluca at bookkeeper@cmfsc.ca OR
2. Drop off at the equipment depot and place in the mail slot. Please enclose a self-addressed envelope.

In both cases above, we need to know who to write the cheque to as well as an address so that we can mail the payment within two weeks of submission.

Any questions, please contact one of the following:

Contact	Purpose	Cell	Email
Andrea Brizuela	Mini referee enquiries (U8 –U12 House)	778-689-4591	minischeduler@cmfsc.ca
Pete Dragan	Divisional referee enquires (U12 SEL – U18)	778-839-5108	headref@cmfsc.ca
Gracey Deluca	All financial enquiries		bookkeeper@cmfsc.ca

