

## **Archdiocese of New Orleans Referee Payment Policy**

Below is the minimum policy that all schools (both elementary and secondary) should have in place regarding the payment of fees to referees at its various athletic events. Please note, the same policy can be implemented for payments to security if necessary.

### **Fees paid to Referees at athletic events**

The preferred method of payment to all vendors/individuals is through the issuance of a check to that vendor/individual. Therefore, payments to any vendor in cash should be kept to a minimum. If it is necessary to pay a referee in cash due to the practices of the governing body for the sport, the school should write a check payable to the school employee responsible for paying the referees. Once cashed, the funds can be paid to the referees. However, the school should require that the referees sign a form to acknowledge receipt of the fees in cash. This form should be kept as documentation of the payments and attached to the check support for the total amount paid as well as to use in determination of the necessary Form 1099s to be sent. See [www.irs.gov/form1099](http://www.irs.gov/form1099) for instructions on filing of Form 1099s.

A sample of this form is attached.

School Name

Volleyball – 2016-2017

Referee Payment Form

Date of Game \_\_\_\_\_

Name of employee receiving funds to be distributed \_\_\_\_\_

Total amount received \_\_\_\_\_ Amount Returned (if any) \_\_\_\_\_

Please complete the following for each referee to whom payments are made:

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(print) \_\_\_\_\_ (sign) \_\_\_\_\_  
Amount paid: \$ \_\_\_\_\_ Contact Phone # \_\_\_\_\_

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(print) \_\_\_\_\_ (sign) \_\_\_\_\_  
Amount paid: \$ \_\_\_\_\_ Contact Phone # \_\_\_\_\_

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(print) \_\_\_\_\_ (sign) \_\_\_\_\_  
Amount paid: \$ \_\_\_\_\_ Contact Phone # \_\_\_\_\_

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(print) \_\_\_\_\_ (sign) \_\_\_\_\_  
Amount paid: \$ \_\_\_\_\_ Contact Phone # \_\_\_\_\_