



SRFC

MATCH OFFICIAL

PAYMENTS

Document control

Version	Description	Release date	Reason for change
1.0	Initial Verion	20-MAR-2018	initial version

Author:

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Approval:

App	Role	Date	Name
1	Vice President	20-MAR-2018	Michael Healey
2			

Please ensure you upload and replace and updated documentation to the SRFCcloud.



Referee and Assistant Payments

Payments are made by Managers or Coaches prior to the commencement of the match and must be evidenced by the *Referee Match Payments* form signed by each official paid.

Reimbursement are claimed by completing an online [Reimbursement Form](#).

Please note:

- All Requests must be accompanied by a copy of the signed Referee Match Payments.
- Ensure that you keep copies of all documents until you have received reimbursement.
- **Claims that do not have a related Referee Match Payments form which is completed in full with signatures will not be reimbursed under any circumstances.**
- Reimbursement Requests will be processed monthly – do not submit requests after each individual match.
- Reimbursement Requests for matches taking place prior to 31 August 2018 must be submitted by 30 September 2018.
- Late submissions will not be accepted.
- **No exceptions to these rules can be accommodated.**

If the file upload is not working, please email a completed Referee Match Payments form to treasurer@sydneyrangersfc.com.au.

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