



USQ REFEREE PAYMENT PROCEDURES

Per USQ policy, certified head referees must be paid \$20 per game in order for that game to be considered official. For individual matches, each team should provide the referee with \$10 immediately following the game. In larger tournaments, the tournament director and/or host generally includes referee payments in the teams' bulk registration fee and so takes care of the referee payments themselves.

The following guidelines should assist both tournament directors and referees in establishing best practices and setting expectations.

- A certified quidditch head referee is a temporary contract position; a referee contracts with the event hosts for the duration of their scheduled matches. As such, all income earned is taxable income and both referees and event hosts (the contractors) are required to report it.
 - For this reason, event hosts may request a completed IRS W-9 form (the W-9 form does require the contract worker's Social Security number) from their contract workers in order to remit payment. When a tournament director requests a W-9 form, referees must comply with this request if they would like to receive their payment.
- US Quidditch pays referees via check for accounting and tax purposes, but referees should expect payment in the method that works best for the tournament hosts. Event hosts should specify the payment method, and if any additional information is required, before the tournament (e.g. via check and you will need to fill out a W-9 form).



- Referee payments should be sent within seven days following the event. Tournament directors should inform referees in advance when they can expect payment. If two weeks have lapsed and a referee has not yet received payment for an event, they may report the missing payment to events@usquidditch.org. Included in this email should be tournament name, tournament director name, date of tournament, and matches officiated. USQ will follow up with the tournament director and follow the tournament director probation policy as needed.
- If a head referee is scheduled for a match within a 24 hour period in advance of the event start, they must be paid for that match.