



**ONTARIO
SOCCER**

EST. 1901



Payment Protocol

New Payment Administration Protocol

After an extensive internal review of our payment processing protocol for Match Officials, Ontario Soccer has determined that Match Officials **assigned to Ontario Soccer program events** are classified as “Independent Contractors” and as such, a new payment administration protocol was introduced in 2017.

Please note that this directive ONLY pertains to Ontario Soccer program/event assignments to the following leagues:

- League1 Ontario
- Ontario Player Development League (OPDL)
- Ontario University Athletics (OUA)
- Ontario Academy Soccer League (OASL)



Important Information

Match officials that do not wish to receive a T4A **must complete the following:**

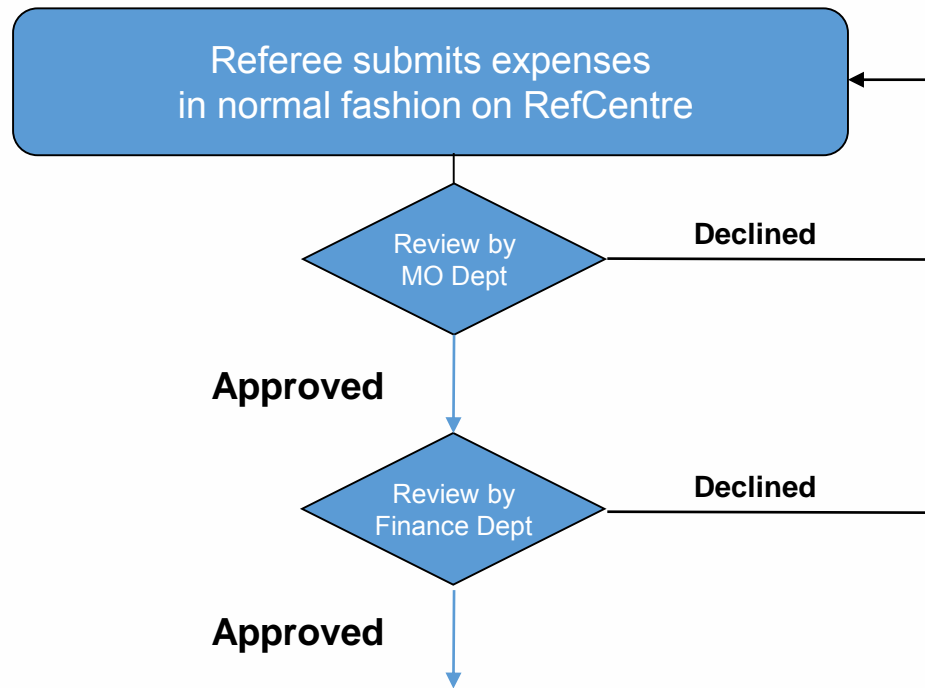
1. Read and sign the agreement at found by [CLICKING HERE](#) (IMPORTANT DOCUMENTS: Terms and Conditions Agreement & Payment Protocol Memorandum).
2. The Match Official must also enroll in the Electronic Funds Transfer (EFT) by filling out [THIS FORM](#)

The paperwork must be completed by **June 30 of current season** and emailed to finance@ontariosoccer.net

A T4A will be administered in February of following year if all completed paperwork requirements are not met



This part
of the
expense
claiming
process
has not
changed



T4A Issued Method

Claim recorded and marked for payment

Cheque signed & mailed

Ready for processing

Invoice Method

See Slide 6

Invoice statement generated and emailed to referee

See Slide 7

Referee invoices Ontario Soccer

See Slide 8

EFT Payment Processed & Completed



Invoice statement generated and emailed to referee

1. After Ontario Soccer Match Officials Development staff and the Finance department have reviewed and confirmed your submitted expenses (including receiving the required receipts), the system will be prompted to generate an Individual “Expense Statement” (see next slide).
2. This Expense Statement will be generated EVERY 2 WEEKS.
3. The Match Official will receive this Invoice Statement via email to your primary email address in RefCentre.
4. The Invoice Statement will list all the games/leagues/expenses that have been approved by Ontario Soccer.
 - I. Please note: receipts must be provided in advance if you are claiming additional expenses before the claim can be approved and processed in chronological order.

Sample of Expense Statement



To: John Smith
Date: 30th May 2017
Subject: Ontario Soccer Match Official Expense Statement #321

Dear John,

Ontario Soccer have generated an expense payment for you for the following games

	123	OPDL	12 May 2017	John Smith	\$55.00
	55	OPDL	13 May 2017	John Smith	\$55.00
	98	L1	20 May 2017	John Smith	\$230.10
	112	L1	27 May 2017	John Smith	\$70.00
Total					\$410.10

Please send your invoice for the above amount to [Ontario Soccer](#)

Please quote statement #321 on your invoice

Referee invoices Ontario Soccer

1. The match official must create a personal invoice, and forward to Ontario Soccer, FINANCE DEPARTMENT. ***The invoice must clearly list the STATEMENT NUMBER or it will create a delay in payment.***

This can send electronically via email to finance@ontariosoccer.net or via regular mail.

Ontario Soccer
7601 Martin Grove Road
Vaughan, Ontario L4L 9E4
Attn: FINANCE DEPARTMENT

2. Invoices are subject to payment within 30 days of receipt

EFT Payment Processed & Completed

1. Invoices are subject to payment within 30 days of receipt of the invoice by Ontario Soccer.
2. Payments are then processed through the Electronic Fund Transfer System. This method reduces the amount time that a match official waits for payment.

Important



- It is your responsibility as an independent contractor to declare your income derived from match officiating services to the Canadian Revenue Agency (CRA) and you will hold Ontario Soccer harmless from prosecution or penalty resulting from assessments on your account by the CRA.
- Ontario Soccer will not issue a T4A to any match official that follows this new Payment Protocol.

Further Information

1. Staff contact information for inquiries related to expense approvals are as follows:

League	Staff Member	Email Address
OASL	Melissa McKinnon	melissa@dgsports.ca
OPDL	Kyla Di Perna	kdiperna@ontariosoccer.net
OUA	Luis Paredes	lparedes@ontariosoccer.net
League1	Melissa McKinnon	melissa@dgsports.ca

2. Contact information for inquiries regarding payment processing is as follows:

	Staff Member	Email Address
Ontario Soccer	Mythily Sasiharan	msasiharan@ontariosoccer.net





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Thank you

