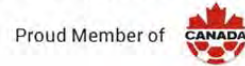




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## MEMORANDUM

**TO:** Match Officials (assigned to Ontario Soccer Program Events)  
**FROM:** Johnny Miskey, Executive Director  
**CC:** Leonard Golberg, Director of Finance and Administration  
Garry Miller, Technical Director  
Nicky Pearson, Manager, Match Officials Development  
**DATE:** October 17, 2017  
**SUBJECT:** New Payment Administration Protocol for Match Officials for 2017

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Please be advised that after an extensive internal review of our processing and payment protocol for Match Officials, Ontario Soccer has determined that all Match Officials assigned to Ontario Soccer program events are classified as “independent contractors” and as such, starting with the 2017 season, a new payment administration protocol will be put in place.

**Please note that this directive ONLY pertains to Ontario Soccer assignments to the following leagues and/or events; League1 Ontario, Ontario Player Development League (OPDL), Ontario Cup and OUA matches.**

1. Match Officials at the beginning of each year will be required to sign a Terms and Conditions letter acknowledging Ontario Soccer protocol and responsibilities set in place. Please see a sample provided with this memorandum.
2. Match Officials will be required to submit a contractor’s invoice to Ontario Soccer for services provided on a monthly basis. Invoices are subject to payment within 30 days of receipt of the invoice. Please see #6 on the attached Terms and Conditions for invoice requirements.
3. Match Officials will have the responsibility on their own to declare their income to the CRA as an independent contractor.
4. Match Officials will be required to sign up for direct deposit of payments by electronic funds transfer.

If you have any questions, please contact [npearson@ontariosoccer.net](mailto:npearson@ontariosoccer.net)