



DIOCESE OF TUCSON CATHOLIC SCHOOLS

Diocesan Youth Sports League

SOP – Requesting Cash for Referees for Scheduled Sporting Events

An athletic director must submit a cash request form to their principal/administrator for any sporting event in which a referee is being hired to officiate a game as part of the Diocesan Youth Sports League. This request must be made in a timely manner – at least one (1) week in advance of the scheduled game.

Once the request is received, the principal must approve the request and submit to the business manager and/or Pastor for final approval and payment.

Cash is then distributed to the athletic director and tracked on the cash request form as received. The signature of the athletic director is required as a statement that the cash was received.

The athletic director is responsible for tracking the cash using the **Referee Payment Log**. Once the referee is paid, the referee must sign the log to indicate that the payment has been made. The athletic director must also sign the log to indicate that the cash was paid. **All information must be legible.**

In the event that a game is cancelled, or a referee does not show up, the athletic director must indicate this on the Referee Payment Log. The cash must then be returned to the administrative office. This return must be indicated on the original cash request form to track that the cash was indeed returned.

Cash that is distributed to the athletic director for the purpose of paying referees is the sole responsibility of the athletic director. If cash is stolen or lost, the athletic director is responsible for replacing the total amount of lost funds.

Reimbursements

Each school is eligible to receive a reimbursement for referee costs that were paid for Varsity regular season or JV/Varsity tournament officials scheduled by the Diocesan Youth Sports League. To request a reimbursement from our Department of Catholic Schools, the school is required to submit the following documents:

- **Copy of Referee Payment Log** – information must be legible
- **Invoice from school on official letterhead** – the invoice amount must match the total from the referee payment log

Reimbursements for referee costs must be submitted at the end of each sports season. Requests for reimbursements will not be honored if invoices and Referee Payment Logs do not match.

Requests for reimbursements will not be honored after May 15, 2024.