



**BC SOCCER**

**REFEREE SERVICE FEES**  
**SERVICE FEES & EXPENSE INFORMATION DOCUMENT**

September 2024

# TABLE OF CONTENTS

## **General Information**

### **Expense Claims**

- a) Submitting Expense Claims
  - a. Referees

### **Game Fees**

- a) League1 BC
- b) BC Assignments
- c) CanWest
- d) Provincial Cups

### **Contacts & Program Area Support**

- a) BC Soccer Referee Staff
- b) Program Area Leads
- c) Assigners
  - a. Provincial Assigner
  - b. BCSPL

## General Information

All expense claim forms must be submitted using the appropriate expense claim form based on the role and must be fully completed with:

- Information of the person claiming the expense
- Date of the event
- Details of expense (location and game number if applicable)
- Amount claimed
- Receipts when required

## Expense Claims

### General Expense Claims

#### Referees

Referee expense claim forms can be sent by mail or email addressed to Hagen Herold or via email [hagenherold@bcsoccer.net](mailto:hagenherold@bcsoccer.net). Please ensure to use the current master copy of the Expense Claim Form that can be downloaded here. Additionally, all forms must be signed and dated.

**Failing to complete the form in its entirety or with accuracy based on the outlined procedure can result in delay of payment.**

#### Meals

- Meal claims can only be expensed based on specific provincial events or leagues with written approval from the Referee Development Department.
- Maximum allowable per diems (receipts not required) are:
  - \$10 for Breakfast
  - \$15 for Lunch
  - \$20 for Dinner
- All 3 meals can be claimed to the maximum of \$45 for all day activities.

#### Travel & Mileage

| Transportation | Expense Policy  |
|----------------|---|
| Vehicle        | <ul style="list-style-type: none"><li>• <b>\$0.55 per km for mileage claimed one way only</b></li><li>• Travel may only be claimed when mileage is necessary for an approved Association activity in excess of 50 km.</li></ul> |
| Flight         | The lower of airfare or mileage charges must be claimed when travel is required. Airfare must be arranged and approved by BC Soccer Staff only.   |
| Ferry          | Full ferry costs will be reimbursed with proof of purchase.   |
| Bus            | Full bus cost will be reimbursed with proof of purchase.  |

**Note:** Individuals may only claim for reimbursement of costs if they have been directed by an activity head to attend on an official basis. Should an individual attend an activity for their own interest factor, then all costs are at their own personal expense.

## CanWest Expense Claims

The BC Soccer Referee Assigner or BC Soccer Referee Programs Manager (or designate) must secure approval from the Athletic Director of the host institution prior to scheduling an official who will incur travel cost to Referee a Canada West BC league and/or playoff game. Travel costs reimbursement will only be provided to officials who must travel from their home city to another city and where the mileage is greater than 50 km. Reimbursements of travel costs shall adhere to the following principals:

- i) Mileage reimbursement is at 0.50 cents per kilometer where personal vehicles are used for transportation. Host institution can request travel by rental car or air if cheaper.
- ii) The per diem for meals is \$45.00 per day, broken down as follows:
  - a) Breakfast \$10.00
  - b) Lunch \$15.00
  - c) Dinner \$20.00. Per diem only applies during travel time.
- iii) Host team's host hotel must be used. Itemized receipts are required. Host may choose to book accommodations on behalf of the Referee.
- iv) If pre-approved by the host institution, incidentals may be claimed with receipts.
- v) Referees will submit their expense claim within 48 hours to the Host Institution Match Day Coordinator.

## Game Fees

### League 1 BC

| Role                     | Game Fee |
|--------------------------|----------|
| Referee                  | \$140.00 |
| Assistant Referee 1      | \$90.00  |
| Assistant Referee 2      | \$90.00  |
| 4 <sup>th</sup> Official | \$90.00  |

### BC Soccer Player Provincial Program

Fees paid by BC Soccer. Officials are not to accept cash at the field by teams.

| Player Age Group | Game Fee (Ref/AR1/AR2) |
|------------------|------------------------|
| U14/U15/U16      | \$70/45/45             |
| U17+             | \$80/55/55             |

### Vancouver Whitecaps FC Youth Programming

Fees paid by BC Soccer. Officials are not to accept cash at the field by teams.

| Player Age Group | Game Fee (Ref/AR1/AR2) |
|------------------|------------------------|
| U14/U15/U16      | \$70/45/45             |
| U17+             | \$80/55/55             |

## CanWest

Compensation must only be administered by BC Soccer. Officials are not to accept cash at the field by universities.

### *Exhibition Games*

| Role                     | Game Fee |
|--------------------------|----------|
| Referee                  | \$100    |
| Assistant Referee 1      | \$60.00  |
| Assistant Referee 2      | \$60.00  |
| 4 <sup>th</sup> Official | \$60.00  |

### *In-Season Games*

| Role                     | Game Fee |
|--------------------------|----------|
| Referee                  | \$125.00 |
| Assistant Referee 1      | \$75.00  |
| Assistant Referee 2      | \$75.00  |
| 4 <sup>th</sup> Official | \$75.00  |

## BCSPL

| Player Age Group | Game Fee (Ref/AR1/AR2) |
|------------------|------------------------|
| U14/U15/U16      | \$65/40/40             |
| U17+             | \$75/50/50             |

## Provincial Cups

### Adult

| Role                     | Game Fee |
|--------------------------|----------|
| Referee                  | \$100.00 |
| Assistant Referee 1      | \$60.00  |
| Assistant Referee 2      | \$60.00  |
| 4 <sup>th</sup> Official | \$60.00  |

### Youth

#### *Premier Cup*

| Player Age Group | Game Fee (Ref/AR1/AR2) |
|------------------|------------------------|
| U14/U15/U16      | \$65/40/40             |
| U17+             | \$75/50/50             |

#### *Provincial A & B Cup*

| Player Age Group | Game Fee (Ref/AR1/AR2/4 <sup>th</sup> ) |
|------------------|---|
| U14              | \$50/30/30/30                           |
| U15              | \$55/35/35/35                           |
| U16              | \$55/35/35/35                           |
| U17+             | \$70/40/40/40                           |

**Contact & Program Area Support**  
**BC Soccer Referee Development Team**

| <p style="text-align: center;"><b>Hagen Herold</b><br/> Referee Development Coordinator<br/> <a href="mailto:hagenherold@bcsoccer.net">hagenherold@bcsoccer.net</a></p>   | <p style="text-align: center;"><b>Connor Smith</b><br/> Soccer Development Coordinator<br/> <a href="mailto:connorsmith@bcsoccer.net">connorsmith@bcsoccer.net</a></p>   |
|---|--|
| <p><b>Registration</b></p> <ul style="list-style-type: none"> <li>• Annual Registration</li> <li>• Registration Exam Retake</li> <li>• Refreshers</li> </ul> <p><b>Assessment Program</b></p> <ul style="list-style-type: none"> <li>• Assessor Training &amp; Accreditation</li> <li>• Assessments</li> <li>• Assessment Credits &amp; Purchases</li> <li>• Program Registration, Logistics and Administration</li> <li>• Expenses</li> </ul> <p><b>Instructor Program</b></p> <ul style="list-style-type: none"> <li>• Instructor Training &amp; Accreditation</li> <li>• Instructor Evaluation Program</li> <li>• Program Registration, Logistics and Administration</li> <li>• Expenses</li> </ul> <p><b>Fitness Testing Program</b></p> <ul style="list-style-type: none"> <li>• Fitness Test Supervisor Training &amp; Accreditation</li> <li>• Fitness Test</li> <li>• FT Credits &amp; Purchases</li> <li>• Injury notes</li> <li>• Fitness Test Protocol</li> <li>• Expenses</li> </ul> <p><b>BC &amp; Canada Soccer Administration</b></p> <ul style="list-style-type: none"> <li>• Out of Country/Province Officiating</li> <li>• Inter-Provincial Transfers</li> <li>• International Transfers</li> </ul> <p><b>Grading</b></p> <ul style="list-style-type: none"> <li>• Grade Troubleshooting</li> <li>• Grading Audit</li> </ul> <p><b>Special Events &amp; Programs</b></p> <ul style="list-style-type: none"> <li>• Provincial Cup, L1BC</li> <li>• Program Expenses</li> <li>• Mentor Program</li> </ul> | <p><b>Accreditation</b></p> <ul style="list-style-type: none"> <li>• Entry Level Clinics</li> <li>• Small Sided Clinics</li> <li>• Course Development</li> <li>• Instructor Expenses</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Quarterly Updates</li> <li>• Region/Male Female Registrants</li> </ul> <p><b>Criminal Record Checks</b></p> <ul style="list-style-type: none"> <li>• Intake/Review</li> <li>• RefCentre Update</li> </ul> |

## Program Leads & Assigners

| Program                             | Contact          | Contact Information  |
|-------------------------------------|------------------|--|
| Referee Technical Advisor           | Alain Ruch       | <a href="mailto:alainruch@bcsoccer.net">alainruch@bcsoccer.net</a>           |
| L1BC. CanWest & Provincial Assigner | Tiberio de Frias | <a href="mailto:tiberiodefrias@bcsoccer.net">tiberiodefrias@bcsoccer.net</a> |

## BCSPL Assigners

| Club  | Contact                  | Contact Information  |
|---|--------------------------|--|
| Coastal FC                                  | Vanessa Neil             | <a href="mailto:vneil@coastalfc.ca">vneil@coastalfc.ca</a>   |
| Coquitlam Metro Ford SC                     | Pete Dragan              | <a href="mailto:headref@cmfsc.ca">headref@cmfsc.ca</a>   |
| Fusion FC                                   | Josh Heuving             | <a href="mailto:referee@fusionfc.ca">referee@fusionfc.ca</a>   |
| Langley United Soccer Association           | Rubin Smilev             | <a href="mailto:officials@lusa.ca">officials@lusa.ca</a>   |
| Burnaby FC                                  | Angela Pellerin          | <a href="mailto:apellerin@burnabyfc.com">apellerin@burnabyfc.com</a>                                     |
| North Vancouver FC                          | Lisa Stirling            | <a href="mailto:nsysarefassignor@gmail.com">nsysarefassignor@gmail.com</a>                               |
| Thompson Okanagan FC                        | Al Ryder (Kelowna)       | <a href="mailto:kelownaref@gmail.com">kelownaref@gmail.com</a>   |
|   | Brian Flamank (Kamloops) | <a href="mailto:ksra.allocator@gmail.com">ksra.allocator@gmail.com</a>                                   |
| TSS Football Club                           | Paulo Paiva              | <a href="mailto:papaiva@shaw.ca">papaiva@shaw.ca</a>   |
| Surrey FC                                   | Saten Sharma             | <a href="mailto:sharmasaten1@gmail.com">sharmasaten1@gmail.com</a>                                       |
| Surrey United SC                            | Tim Waddington           | <a href="mailto:referee@surreyunitedsoccer.com">referee@surreyunitedsoccer.com</a>                       |
|   | Stefan Tanaka-Freundt    | <a href="mailto:refereecoordinator@surreyunitedsoccer.com">refereecoordinator@surreyunitedsoccer.com</a> |
| Vancouver Island Wave Powered by Pacific FC | Chris Kerridge           | <a href="mailto:c_kerridge@hotmail.com">c_kerridge@hotmail.com</a>                                       |
| Vancouver United FC                         | Bradley Smith            | <a href="mailto:brad@mindsmith.net">brad@mindsmith.net</a>   |