



HEAD REFEREE REPORT



Date: _____ Playing Level(s): _____ Location: _____
 # Courts: _____ Head Referee: _____ # Non-Playing Refs: _____
 Adult/Junior: _____

Referee		Number of Matches, Match format & fee						Match Fees	Travel Fee	Office Only
Full Name	Rating	1-game	Fee	2-games	Fee	2/3, 3 gms	Fee			
			\$12.50							
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			\$12.50							

# Teams w/o Refs 5 team ct:		x 52.50 =		Total Match Fees	
# Teams w/o Refs 4 team ct:		x 42.50 =		Total Travel Fees	
Admin Fee: # Courts:		x 30 =		Head Referee Fee	
Sanction Fee: # Teams:		x 7 or 10=		Referees Total	
Overhead Total				Overhead Total	
TOTAL AMOUNT DUE				<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <small>Overhead + Referees</small>	

Copy of this report given to Tournament Director on: _____

Signature of Head Referee: _____

I agree with the above report and have presented a check payable to "CHRVA - AAVO" to the Head Referee on the date of this tournament.

Signature of Tournament Director: _____

HEAD REFEREE INSTRUCTIONS

1. Enter a tally of matches each referee worked and the corresponding fee (see below). Compute and enter the amount earned per match type.
2. Sum the match fees for each referee. Insert mailing address of recruited referees. Total the match fees for everyone.
3. Travel Fee and Head Referee Fee. See below. Total the travel fees for everyone.
4. Referees Total = Total Match Fees + Total Travel Fees + Head Referee Fee
5. "No Certified Referee" Fees = \$55 for each team not supplying a certified referee.
6. Admin Fee = \$30 per playing court. Never zero.
7. Sanction Fee = \$10 per ADULT playing team; \$7 for junior teams. This value cannot be zero for a one-day tournament.
For multi-day tournaments, use zero for subsequent days.
8. Overhead Total = "No Certified Referee" Total + Admin Fee + Sanction Fee
9. Total Amount Due = Overhead Total + Referees Total.

Get a check from Tournament Director for this amount.

Complete two forms in duplicate. The Tournament Director signs both forms and gives you one copy along with a check for the "Total Amount Due" made payable to "CHRVA-AAVO." The referees are paid from the check proceeds. Mail the check and report copy ASAP to:

Fred Mehl; Treasurer, CHRVA - AAVO; 669 Constellation Sq., Leesburg, VA 20175

MATCH FEE SCHEDULE

Non-playing referees (R1 and R2) are paid based on referee rating and match type worked.

Referee Rating	Match Type			
	1-game	2-games	2/3, 3 games	3/5 games
National/Regional	12.50	22.50	32.50	42.50
Provisional	12.50	17.50	27.50	37.50

NOTE: Non-playing referees assigned to work for a full day must receive a minimum payment of \$120 for National and Regional referees and a minimum of \$100 for Provisionals.

HEAD REFEREE FEE

In addition to match fees, the Head Referee receives the following amount for officiating administration based on number of courts.

Courts	1	2	3	4	5	6	7	8	9	10
Fee	\$3	\$6	\$9	\$13	\$17	\$21	\$30	\$40	\$55	\$70

NOTE: When more than one Head Referee is assigned, the total fee is prorated between them based on the courts responsible. For example, if six courts are used and one Head Referee is assigned 4 courts and another is assigned 2 courts, the first one gets \$14 and the second gets \$7.

TRAVEL FEES

Travel fee is \$0.30 per mile round trip from home to playing site. Only non-playing referees driving their vehicles are compensated, not riders.

