



League Referee Appointments and Payments Guide (including YesRef)

1. Introduction

This is aimed at team managers and team admins in our U12+ age groups who should regularly have league appointed referees for their home games or failing that will be trying to find one.

2. Introduction to the YesRef App

The Club Secretary maintains a list of authorised user on MYFC's club account on the YesRef App. New users are added at the start of each season.

Authorised users can create games, pay referees from the Club's credit and also find referees. Our Club Treasurer tops up the credit on the App directly from the Club's bank account as and when this is needed - this is usually on a Friday if it needs topping-up ready for that weekend.

3. Benefits of the YesRef App

As a Club we highly recommend use of this App to pay and to find our referees. It's much less hassle for team managers (no cash and no paperwork) and much less hassle for our Club Treasurer too (no refunds)!

It's also very easy for the referees and they are no worse off. All App fees are paid for by the Clubs, the referees get paid in full (including mileage) direct to their nominated bank account at the end of the game. And it is the Clubs (team managers) who create the games on the App, the referee just has to accept the appointment.

So if you have a league appointed referee who is not yet on the App, please try and persuade them to download and sign up - signing up is pretty simple. If you want the Club Secretary to drop them a line directly to try and get them over the line and explain the benefits and how it all works, the Club Secretary would be happy to support. At the end of this document there is ready-made draft note to send referees.

4. Overall Process and Finding Referees

League teams playing competitive football (U12+) are more likely to get referees appointed by the league for your home fixtures. But if the league can't find one for you, you need to find one yourself and can also use the YesRef App to do this.

Where the league appoints a referee, as the home team manager you should contact him or her 5 days before the match to confirm venue and kick off time. Referee contact details will be in the FA Full Time e-mail which as a team manager you will receive.

Typically team managers should wait until the Tuesday or Wednesday before a home match to see if the league have appointed a referee for your match, before looking for alternatives using the App or asking the Club Secretary for help.

FYI as a Club do have some contacts with referees (including some of our current and former players who have qualified as referees), but the type of games they can officiate will depend on their age, your age group and their level of experience. So matching them up to a suitable game can take some thought. With referees we don't know whom we find on the App, the App should help do this matching for us.

5. Payment of Referees

Home team managers are responsible for paying the referee but the Club covers this cost.

If you and the referee are using the YesRef App, then after the game payment will be made direct to the referee's bank account via the App using the credit the Club has loaded on the App. See further below.

If your referee is not already on the App and not willing to register on it, then you will need to pay the referee in cash and then claim back the fee from our Club Treasurer.

Template referee fee receipt: you will find a copy of this on the website. Print it off, fill it in and ask the referee to sign when you pay them in cash. So you can later send it to our Club Treasurer when you request a refund. The template is designed so that when you print it you get two templates on the same print-out and then just cut in half.

6. Referee Match Fees

The NWFYFL referee fee schedule for all league and league cup matches is listed at the very back of the league rules which you can find here:

<http://www.nwyfl.co.uk/wp-content/uploads/NWFYFL-Competition-Rules-2024-2025-Approved.pdf> Note that this fee schedule may change slightly from one season to the next.

And for the county cup games (relevant to our U13 teams and older), Wiltshire FA have their own referee fee schedule which is different to the league one:

<https://www.wiltshirefa.com/cups-and-competitions/rules-and-documents>

7. Referee Mileage Claims

The league rate is 40p per mile. There is no official mileage cap in the rules but we would recommend never paying more than £15 mileage which is about 40 miles (20 miles there and back).

FYI if a referee ever officiates consecutive games for us in the same place on the same day (this should be at the same ground but if say it's the Rec followed by Elcot that would count that as the same ground), then they are only entitled to make one mileage claim. If using YesRef, it is best if the first home team applies the mileage claim in full to its game.

8. Splitting Referee Fees for Cup Ties

For any cup matches (league cup or county cup), while the home team in the cup tie is responsible for actually paying the referee, the two teams are meant to split the cost 50:50. In practice this doesn't always happen but as the home team you can and should always ask the away team to contribute half.

Guide to using YesRef to Find and/or Pay Referees

1. Create your Game

To create your fixtures on the App in order to pay an appointed referee or find a referee.

1. Click on the "Create" button to create your game and complete all the fixture details and then click "Next".

2. Then click on the "+" button to add a role and select "referee".

2A. Using the App to pay a league appointed referee or a referee you know

If you know who your appointed referee is and they are already on the App, then once you have added the referee role, select the allocation type **"Appoint"** at the top, enter match fee details (see below) and then save. Then search for your referee by typing their name into the box and they should appear in the drop down list.

Selecting the "Appoint" option will mean the Club does not pay the App's finders fee, as you already know who your referee is. And don't worry, the referee is NOT in fact paid when you select them at this stage. This happens later on - see step 3 below.

If your referee is still in the process of signing up to the App, you can still create the game as above, select the "Appoint" option, add the role of referee, enter the fee details and save your game. But without then selecting the name of the referee immediately. You can then go back to your game later on and edit it to search for the referee that you want once they're on the App.

2B. Using the App to find a referee

If you are using the App to find a referee, then at this stage select the allocation type **"Find"**, add the role of referee, complete the fee details and then save. Your game will then be posted on the App's live games list for referees to find and select.

You get notified if a referee opts to referee your game and you can then confirm their appointment and payment, at which point the App gives you their contact details so you can contact them to finalise arrangements etc. Again, the referee is NOT in fact paid at this stage. This happens later on - see step 3 below.

2C. Setting the correct match fee

In all cases you need to specify the correct fee and the default option is a fixed fee. You can also select the variable option which then allows the referee to claim mileage on top of the base fee. The relevant league/cup competition rules set these fees - see above.

In practice, if you know the referee it can be simpler to first check with the referee what they want to claim in total. And then just include the mileage element as part of the single fixed fee on the App.

But if you are trying to find a referee, you will need to set the match fee and then leave the expense variable for them to enter their claim. But always fix the rate at 40p per mile and we recommend capping it at £15.

A reminder that for league and county cup ties, the home team is responsible for paying the referee but under the rules, fees are meant to be split 50/50 with the other team. The App is not yet designed to handle this split - this functionality may arrive one day. So in practice, if you are the home team then you can use the App to pay your referee in full if you wish. And then try and get half the fee in cash from the away team on match day. If you do get some cash from the opposition, then please let our Club Treasurer know and you can agree with the Club Treasurer the best way to deal with that cash!

3. Payment of referee at the end of the match

At the end of your match, all you have to do is go into the App, find your fixture and click on the option to pay. Your referee will immediately get paid directly to his/her nominated bank account from the credit our Club Treasurer has loaded onto the App.

What the Club actually pays is the referee's match fee and expenses (see above) plus a transaction fee payable to YesRef. This is for the benefit of the App saving time for all of us volunteers as no receipts, emails, paperwork or refunds are needed!

As above, we can also use the App to actually find referees for our games if no referee has been appointed by the league with a few days to go and you haven't secured one you already know - this attracts a further finders fee.

Template e-mail to send to referee to encourage them to join YesRef

YesRef

It would really be great if you could sign up to the YesRef App.

Our Club is fully set up to pay our referees using the App - we paid most of our referees this way last season and our team managers are all trained on how to use it.

And it's really easy for you to sign up. It's also then much less hassle for both you and us - no cash, change, receipts or other paperwork!

The match fee and mileage is paid in full straight to your nominated bank account at the end of the game.

There is no cost or downside to you from using the App. All App fees are paid by the Clubs who use it, the referee always gets paid in full and it saves so much hassle.

We fully appreciate that you don't have to use it but we are really trying to encourage more and more referees to do so. And if you end up refereeing quite a few of our home games this season, it really would make all of our lives so much easier.

All you need to do is download the App and register.

Then we will do the rest so set up our home games at our end and add you once the league has appointed you.

If the league don't appoint a referee for our home games, we will also post them on the live games list on the App. Other clubs so this too. So if the league have not appointed you to a game on any given date, you can search the list on the App and pick up more games to referee.