

MANUAL FORM



HEAD REFEREE REPORT



Date:		Tournament:		Location:	
# Courts:		Head Referee:		# Non-Playing Refs:	
		Playing Level			

Referee		Number of Matches, Match Format & Fee						Match	Travel	# Jr Ratings	Travel
Full Name	Rating	1 Set	Fee	2 Sets	Fee	2/3 Sets	Fee	Fees	Fee	Ref/Scorer	Distance

# Teams w/o Refs 5 Team Ct:		x 52.50 =		Total Match Fees	
# Teams w/o Refs 3 or 4 Team Ct:		x 42.50 =		Total Travel Fees	
Admin Fee: # Courts:		x 30 =		Head Referee Fee	
				Referees Total	
Overhead Total				Overhead Total	
				TOTAL AMOUNT DUE	

Overhead + Referees

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 "**CH RVA - AAVO**" to the Head Referee on the date of this tournament.

Signature of Tournament Director: _____

HEAD REFEREE INSTRUCTIONS

1. Enter the total of matches each referee worked and the corresponding fee. Total and enter the amount earned per match.
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. Admin Fee = \$30 per playing court. Never zero.
6. Overhead Total = "No Certified Referee" Total + Admin Fee
7. 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:

CHRVA-AAVO Treasurer: PO Box 86 Bowie, MD 20719-0086

MATCH FEE SCHEDULE

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

Referee Rating	Match Type			
	1 Set	2 Sets	2/3 Sets	3 Sets
National/Jr Nat	18.50	35.00	40.00	44.00
Regional	18.00	33.00	38.00	42.00
Provisional (P2)	18.00	30.00	35.00	38.00
Provisional (P1)	15.00	25.00	30.00	33.00
Junior Player (JP)	15.00	20.00	25.00	30.00

**NOTE: Non-playing referees assigned to work for a full day must receive a minimum payment:
\$210.00 for Nationals & Jr Nationals, \$200.00 for Regionals, \$185.00 Provisional (P2) & \$160.00 Provisional (P1)**

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	\$6	\$12	\$18	\$24	\$30	\$36	\$42	\$48	\$54	\$60

TRAVEL FEES

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