

Georgia Soccer Officials Association (GSOA)

P.O. Box 20462
Atlanta, GA 30325

Fall 2021 Season

To: Principal or Headmaster

Another school year is upon us, and we are pleased that your school has contacted the Georgia Soccer Officials Association to provide referees for your soccer matches.

NOTE: BOTH following pages of this document must be emailed back to GSOA before schedule entry will be permitted.

Before submitting your contract to our association for acceptance, we would like to bring a few things to your attention regarding the contract:

- GSOA requires the school principal or headmaster and a witness to sign the contract. Signatures of team coaches, athletic directors or other school personnel cannot be the primary signatories.
- All game requests, cancellations or modifications must be made through the GSOA website.
- Failure to follow this policy may result in not having referees at a game you have scheduled or being billed for a game that you cancelled outside the GSOA website.
- Please monitor your game charges throughout the season, which is always available from the GSOA website. This report **DOES NOT** represent your invoice, you will receive an emailed invoice every 30 days.
- If you have a question about a charge or wish to dispute anything that appears on the bill, this must be done within 7 days of the date of the charge, otherwise it is considered final. Contact patrick.baker@gsoa.net (1st Vice President for Schools).
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We have changed our payment terms and would like to bring the following changes to your attention:

- Invoices will be rendered monthly, and payment is due received within 30 days. A service charge of 10% will be applied to outstanding invoice balances after 30 days.
- Invoices will be emailed to the accounts payable and athletic director contact recorded on the GSOA website as of 8/1/2021. The head coach is responsible for entering this information before the school will be able to schedule games.
- The school is responsible for ensuring invoices are received by the first of each month, and should contact the GSOA treasurer at treasurer@gsoa.net if invoices have not been received.
- Officials will not be provided if balances are outstanding after 30 days, and prepayment for the remainder of the season will be required.
- All past due balances, if any, from prior seasons must be paid before the school's account will be enabled to schedule games.

Executing the contract indicates acknowledgement and understanding of the bulleted points above. To execute, please sign, scan and email the contract to us at this address: contracts@gsoa.net.

We no longer accept faxes.

Best of luck this upcoming season!

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Contract for Services

- I. The Georgia Soccer Officials Association (GSOA) agrees to provide referees to officiate soccer games for the contracting school, _____, Region _____ as sanctioned by the Georgia High School Association (GHSA) or other the Independent School Association for the 2021-2022 School year as described by the appropriate state association.
- II. GSOA will provide GHSA-registered officials for GHSA-sanctioned matches. We will provide trained and certified officials as required by the Independent Associations.
- III. The contracting school shall provide facilities for the referees as prescribed by the GHSA constitution and by-laws. Such facilities shall include a secure area to park, a private locker room, and an official school representative or security personnel for appropriate control of team personnel, student-athletes, fans and/or observers.
- IV. Contracting school agrees to enter all necessary information (this includes contact information for coaches and persons responsible for billing) and scheduling data into the GSOA website. It is the school's responsibility to enter any game changes or cancellation via the GSOA website. Failure to do so in a timely manner will result in the school being charged the full fee for the game. For game cancellation it must be done a minimum 4 hours prior to the start time of the game being cancelled.
- V. Contracting school agrees that all game requests and modifications must be enter into the GSOA website at least 72 hours prior to the scheduled or rescheduled started time and on a date with available capacity.
- VI. Contracting school agrees that changes to the billing contact information after the execution of this contract must be made on the GSOA website and the GSOA treasurer must be notified at treasurer@gsoa.net. Changes to billing contact information will not be considered effective until confirmed via email by the GSOA Treasurer.
- VII. Game fees for the services rendered are those outlined in the most recent edition of the GHSA Constitution and By-Laws, unless other rates were agreed upon in writing.
- VIII. Travel fees will be billed at the rate of thirty-nine (39) dollars per crew, per venue, per competition day, with a limit of 2 games scheduled per competition day. If a school chooses to schedule more than 2 games per competition day, an additional travel fee of thirty-nine (39) dollars will be charged in increments of 2 games.
- IX. Contracting school agrees that GSOA may submit invoices at least monthly on or near the first of each month. The invoice will include the date of service, rate, and level of competition. The school is responsible for ensuring receipt of the invoice and should contact the GSOA treasurer at treasurer@gsoa.net if the invoice has not been received.
- X. **Contracting school agrees payment must be received by GSOA within 30 days of the invoice date. A service charge of 10% will be applied to outstanding invoice balances after 30 days. Schools that have an outstanding balance after thirty (30) days will be required to pay the outstanding balance and prepay the remaining scheduled games prior to officials being assigned.**

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- XI. In the event the school fails to pay GSOA all amounts which become due under the Contract for Services and GSOA refers such matter to an attorney or collection agency, the school agrees to pay, in addition to the amounts due, any and all costs incurred by GSOA as a result of such action, including reasonable attorney's fees.
- XII. Payments must be made in U.S. dollars. If payments are made electronically, the school is responsible for paying all transaction processing fees.
- XIII. GSOA mailing address is: GSOA P.O. Box 20462 Atlanta, GA 30325
- XIV. Schools which have contracted with GSOA for the assignment of referees may not seek referees through another entity unless GSOA is first notified in writing and is unable to assign referees to a particular regular season game and all past due balances have been paid.
- XV. Contracting school has seven (7) days from the date of a specific charge to dispute the validity of the charge. Contracting school agrees to provide the dispute in writing, and that no charges over seven (7) days can be disputed for any reason. All disputes should be sent to patrick.baker@gsoa.net (1st Vice President for Schools).
- XVI. **The contract cannot be changed or altered and expires on December 31, 2021.**
- XVII. GSOA reserves the right to cancel this contract with or without cause at the convenience of its members.
- XVIII. GSOA reserves the right to deny service to one or more of the contracting school's teams with or without cause at the convenience of its members, while continuing to provide services to other of the contracting school's teams, e.g. deny service to the boys' varsity team while still provide service to any other school teams.
- XIX. GSOA provides a digital copy of our W9 on the GSOA website for download. You are responsible for obtaining if needed by your school. **Our Federal Tax ID is 58-1821927.** If your school requires additional documentation it must be provided with this executed contract.
- XX. GSOA adheres to the Federal E-Verify program. **Our E-Verify number is: 780113.** If your school requires additional documentation it must be provided with this executed contract.
- XXI. By executing this contract, the school agrees that all documentation necessary to remit timely payment of invoices has been received. No additional documentation may be requested or will be provided after execution of this contract.

Name of School

County

Printed Name of Principal/Headmaster

Printed Name of Witness

Signature of Principal/Headmaster

Signature of Witness

President or VP of GSOA