

The below link should bring you to the following information for registering the small sided referee.

<http://www.nsysasoccer.org/>

From the opening web page:

1. Click on **Information** tab on the green bar at left side.
2. Under information is **FAQ**
3. With this string click on **Paperwork**.

Within this page you will be given the information for registering a referee for small sided referee.

Three items are required before a referee may be paid.

1. **Proof of Age.** Required as noted.  
Proof of Age is usually a birth certificate, but other acceptable alternatives can work - such as a valid driver's license, a baptismal record or a hospital birth certificate.

Proof of Age must be submitted only one time.

**2. Parent/School Authorization.**

The required Parent/School Authorization form can be generated at [Member: Paperwork-Authorization](#) →

From this screen, simply enter the Name and Address information for the school you are attending, answer the question/s about other jobs and click on Display.

The required Parent/School Authorization form may be signed from the school admin office for anyone wishing to complete before schools are occupied. Please note that there is an example of this document and identifies the three locations where the applicant must sign. If not completed correctly, it cannot be accepted.

This requirement, **Parent/School Authorization**, is required to be resubmitted annually until the 18 years of age

3. **W-9** Required for all by IRS. May not always be applicable as most do not earn \$600 or more. But still required.  
The required W9 form can be generated at [Member: Paperwork](#)

From this screen, simply click on W9 and then fill out the W9 Form on your screen using the instructions provided. {See W9 Sample below}

Next, print out the document and sign and date the applicable blocks in Part II.

W9 must be submitted only one time.

4. **Completed Forms/Documents**

In order to send a completed form/document electronically to the NSYSA Website, you'll first have to have a digital image of the Paperwork saved in a file as a PDF, JPG, or TIF file (PDF preferred). This will require that you have a working knowledge of how to scan a document and are able to save the result as a file that can be uploaded to NSYSAsoccer.org

Once you have scanned a copy of any of these complete forms/documents noted above (Proof of Age, Parent/School Authorization, W9, etc.) to your PC, the resultant file can be uploaded to NSYSA on the website via [Member/Paperwork/Upload.->](#)

5. **WYS Risk Management Clearance.**-

You are required to obtain and maintain a valid, up to date Risk Management Clearance through WYS.

This requirement is an annual renewal.

<http://www.washingtonyouthsoccer.org/>

To apply for either an initial or renewal of an existing Risk Management clearance, we recommend that you do so via your Club/Association Affinity website if they have one. If not, then please follow the instructions provided by WYS [here](#) ➔

You can see the current WYS RM Status that NSYSA has on file for you by going to [Member: Risk Management](#) ➔

If you encounter difficulty please contact me for assistance. It is easier to help you complete the process the first time, vice overcoming specific issues. Good luck! And thank you for your commitment.

6. If you do not have the capability to send your completed documents/forms electronically to NSYSA, please mail the completed forms/documents to:

NSYSA  
PO Box 1142  
Silverdale, WA. 98383

Once received by the NSYSA, these completed forms/documents will be converted to electronic format and uploaded to the site. You will then be able to view them via [Member: Paperwork](#) and see that the requirement to submit the applicable form/document has been satisfied via [Referee: Status](#)