

Washington Officials Association
Process for Registration and Certification

All High School (HS) and Middle School (MS) games assigned by Quad County Referees Association (QuadCo) require either Registration or Certification by the Washington Officials Association (WOA). The process for a referee to become Registered or Certified by WOA is described below.

Registration: To become a Registered WOA referee the following steps need to be accomplished:

1. Contact the QuadCo Assignor for HS or MS games.

Ralph Anderson
140 E. Rock Way
Shelton, WA 98584
Email: andersr.ralph@gmail.com (preferred method)
Hm Phone: (360) 427-1421
Cell: (360) 701-4672

2. As instructed by the contact above, send the following information to the Assignor:

Full Name
Address
Phone numbers (home, cell, work)
Email address
Social Security Number (this information is confidential and may be phoned or sent by US mail to Assignor)

3. Assignor enters the above information into the WOA database. Any hard copy of SSN is shredded. Any email containing this information is deleted. Note: Assignor may need to ask for this information again if needed by WOA or QuadCo Treasurer once copies are deleted or shredded.
4. Referee enters the WOA website: <http://woaofficial.web123.discountasp.net/pages/>
 - A. Under “For Official: Background Check”, print off the Background Check Form.
 - B. Fill out the form completely
 - C. Sign the form
 - D. Send the form to the QuadCo Assignor (see above) – not to WOA
 - E. Assignor sends Background Check form to WOA for processing.
5. Upon a successful Background check, WOA enters the date of the completion of the background check into the WOA database for QuadCo.

6. Referee is now “**Registered**”. Assignor will send a High School Rules Book and Badge to you at your listed address.
7. QuadCo Webmaster enters Referee information and WOA status into QuadCo Website: <http://www.qcsra.org> and referee is able to select games as authorized by the website.

Note: Washington Officials Association charges Quad County Referee Association an annual fee for registering a referee. This fee is currently \$60 for adults and \$40 per youth. QuadCo requires that this fee be paid to the QuadCo Treasurer **before any assignment of games**. In subsequent years the fee is deducted from the Spring season check.

Certified: To become a WOA Certified referee and be allowed to self-assign to higher level HS or playoff games, the referee must complete the following:

1. Go onto the WOA site (see above) and go to: For Officials: Online Clinic
2. Follow instructions for entering and taking the Online Rules Clinic for Soccer. Note that your “user name” and “password” are based on information entered into the WOA database by the Registration process described above. You cannot become certified without being registered.
3. Take (and pass) the Online Rules Clinic for Soccer.
4. Only after passing the Online Rules Clinic, are you permitted to take the Online Rules Test for Soccer. Take (and pass) the Online Rules Test for Soccer.
5. WOA enters the date you passed the Clinic and Rules Test onto their database for QuadCo.
6. QuadCo Assignor or Webmaster changes the referees WOA status on the QuadCo website to WOA Certified. Referee is now authorized to self assign to appropriate level of games.