

## **THE CBA EMPLOYMENT PROCESS FOR REFEREES AND SCOREKEEPERS**

The process for employment with CBA for the 2018-19 Season is described here. Adherence to the process is critical for gaining employment with CBA. Please follow the instructions below. Here are the key dates for employment with CBA:

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|--|-------------------|
| • Registration & application for referees or scorekeepers    | 8/10/18 – 9/30/18 |
| • CBA offers referee/scorekeeper positions to new applicants | 10/15/18          |
| • Completed workers permits submitted to CBA                 | 10/31/18          |
| • Referee clinics  | December 2018     |
| • Scorekeeper clinics  | Oct-Nov-Dec 2018  |

Failure to provide CBA with required documents by the above dates will exclude you from employment with CBA for this season. It is the responsibility of the Referee or Scorekeeper to complete the process, not CBA.

Communication is primarily by email and information is posted on the memo field on the Referee / Scorekeeper web page.

<b>NEW REFEREES/SCOREKEEPERS</b>	<b>RETURNING REFEREES/SCOREKEEPERS</b>
<ul style="list-style-type: none"> <li>Register as a referee or scorekeeper on the CBA web site, <a href="http://www.caryhoops.com">www.caryhoops.com</a> under the CBA Staff tab. Create an account if necessary to complete registration. Registration is open from 8/10-9/30/18.</li> </ul>	<ul style="list-style-type: none"> <li>Register as a referee or scorekeeper on the CBA web site, <a href="http://www.caryhoops.com">www.caryhoops.com</a> under the CBA Staff tab. Create an account if necessary to complete registration. Registration is open from 8/10-9/30/18.</li> </ul>
<ul style="list-style-type: none"> <li>If you are at least age 14 but under the age of 16 as of 12/1/18, you will need to provide CBA with a workers permit. Print a Work Authorization Form, W-9, and Form from the web site. Complete and sign the forms.</li> </ul>	<ul style="list-style-type: none"> <li>If you are not 16 as of 12/1/18, print a Work Authorization Form, complete and sign the form. If the information on your W-9 has changed since last season, print a W-9, complete and sign the form.</li> <li>If you are 16 as of 12/1/18 and you have no paperwork to update, please watch email and the web page for further information on clinics and assignments.</li> </ul>

<ul style="list-style-type: none"> <li>• The following documents must be returned to CBA by 9/30/2018: <ul style="list-style-type: none"> <li>○ The original and one copy of the work authorization form.</li> <li>○ W-9 form</li> <li>○ A Self Addressed, Stamped Envelope (SASE)</li> </ul> </li> </ul> <p>A parent or legal guardian must sign the work authorization form. The employer name is <i>Cary Basketball Association, PO Box 119, Cary, IL 60013</i>.</p> <p>Mail all documents to: CBA, Director of Workers Permits, PO Box 119, Cary, IL 60013 <b>OR</b></p> <p>Mail or drop off documents with: Nathan Mallmann, 312 Inverness Drive, Cary, IL 60013</p>	<ul style="list-style-type: none"> <li>• The following documents must be returned to CBA by 9/30/2018: <ul style="list-style-type: none"> <li>○ The original and one copy of the work authorization form.</li> <li>○ W-9, if necessary</li> <li>○ A Self Addressed, Stamped Envelope (SASE)</li> </ul> </li> </ul> <p>A parent or legal guardian must sign the work authorization form. The employer name is <i>Cary Basketball Association, PO Box 119, Cary, IL 60013</i>.</p> <p>Mail all documents to: CBA, Director of Workers Permits, PO Box 119, Cary, IL 60013 <b>OR</b></p> <p>Mail or drop off documents with: Nathan Mallmann, 312 Inverness Drive, Cary, IL 60013</p>
<ul style="list-style-type: none"> <li>• CBA will notify all applicants if a position will be offered to them.</li> </ul>	
<ul style="list-style-type: none"> <li>• CBA will sign and return the Work Authorization Form by 10/15/2018. Take the signed form and birth certificate to the secretary in your school's office. They will issue the actual workers permit to you directly or they may send the copy of the permit directly to CBA. Remember to sign the workers permit form. Workers permits must be received by CBA by October 31, 2018.</li> </ul>	<ul style="list-style-type: none"> <li>• CBA will sign and return the Work Authorization Form by 10/15/2018. Take the signed form and birth certificate to the secretary in your school's office. They will issue the actual workers permit to you directly or they may send the copy of the permit directly to CBA. Remember to sign the workers permit form. Workers permits must be received by CBA by October 31, 2018.</li> </ul>
<ul style="list-style-type: none"> <li>• Watch email and the Referee/Scorekeeper web page for further information on clinics and assignments.</li> </ul>	<ul style="list-style-type: none"> <li>• Watch email and the Referee/Scorekeeper web page for further information on clinics and assignments.</li> </ul>

Any further questions may be directed to us at [cbafinance@yahoo.com](mailto:cbafinance@yahoo.com).

CBA Board of Directors