

HOW TO REPORT CYS COMPETITIVE GAMES AND HOW YOU GET **PAID** FOR THEM.

New Officials: if you are a new certified referee or new to working CYS competitive games you must first fax or email a signed W9 form to CYS (the form can be found in the referee program section of www.coyouthsoccer.org) along with your phone number, email address, and USSF referee Grade. Fax to CYS at 303-346-4842 or email to controller@coyouthsoccer.org

You will then be added to the CYS database and a confirmation email will be sent to you.

Please note that other entities will request a W9 from you – clubs, tournaments, other leagues or paying agents. Be sure you know who you are sending the information to.

Game Reporting:

Once added to the CYS database you will be able to report games by one of the following two methods:

1. Automated Phone System, call 303-346-4421, select option 2 and follow the prompts. You will need your social security number and CYS game number(s)
2. Online Cardsite at www.coyouthsoccer.org/cardsite - first time users must register and create their own user id and password. Once set up you can simply login upon your next visit.

When reporting games by either method make sure the game details match the game that you worked, change the date to the actual date played if necessary, if the field and/or time are not correct that is ok. The center referee must report the score and any misconduct, assistant referees report working the game on the game date in order to be paid. The CYS cardsite automatically updates early every morning (around 2am) so officials can check the cardsite for recently reported games the day after reporting.

Supplemental Game Reports are required from the Center Referee when: a send off occurs (red card) or to report special circumstances or problems. Reports (and player / coach passes) must be mailed to CYS within 7 days of the game date to:

9150 Commerce Center Cr. Suite 100,

Highlands Ranch, Co. 80129

Team No Shows: if one or both teams do not show the center referee must send an email to controller@coyouthsoccer.org stating the game details including game number with the names of the 3 officials and a statement indicating which team showed and was ready to play or if both teams did not show. Assistant referees may report as described above.

ALL REFEREES SHOULD READ ALL INFORMATION IN THE REFEREE SECTION OF THE CYS WEB SITE AT www.coyouthsoccer.org/referees.html

