

# THE CBA WORKER'S PERMIT PROCESS FOR REFEREES AND SCOREKEEPERS

Any individual who is at least age 14 but under the age of 16 (as of 12/1/10) will need to supply CBA with a valid Worker's Permit before ANY Referee or Scorekeeper assignments can be made for them. **THIS IS AN ANNUAL PROCESS!** Failure to provide CBA with a permit will exclude you from consideration for assignments. Only one permit is required and it is the responsibility of the prospective Referee or Scorekeeper to complete the process, not CBA. Please complete the following steps of the process:

1. Register yourself as a Referee, Scorekeeper, or both on the CBA web site, [www.caryhoops.com](http://www.caryhoops.com) by clicking on the REGISTER link on the Referee/Scorekeeper pages. All information will be emailed to Referees and Scorekeepers who register on line. Any important messages will also be posted on the memo field on the Referee/Scorekeeper pages. Check back periodically for the status of your Worker's Permit on the web site as the site shows if we have received your documents. **Registration is open from August 1 – October 31, 2010.**
2. Download from the Referee/Scorekeeper page a Work Authorization Form. This will be the D155 Work Authorization Form, generic Work Authorization Form, or the SS Peter and Paul Work Authorization Form. If you do not go to school in McHenry County, please see your school administration for their Work Authorization Form.
3. Print and complete the form completely and clearly. Fill out your own personal information completely including the social security number. A Parent or Legal Guardian must sign the form also. The employer name is **Cary Basketball Association, PO Box 119, Cary, IL 60013**
4. The following documents must be returned to CBA:
  - The Original Work Authorization Form
  - An additional copy of the Work Authorization Form
  - A COPY of your birth certificate
  - A Self Addressed, Stamped Envelope (SASE)

Mail all documents to: Cary Basketball Association, Director of Worker's Permits  
PO Box 119, Cary, IL 60013

OR

Drop off documents at: Paul Roth, 343 Bell Drive, Cary, IL 60013

5. After CBA receives the documents, we will sign the Work Authorization Form and return it along with the Birth Certificate to the originator in the SASE. Take the signed form and birth certificate to the Secretary in your school's office. They will issue the actual Worker's Permit to you directly or they may send the yellow copy of the permit directly to CBA. Remember to sign the Worker's Permit form. If you receive both the pink and yellow copies of the form, please forward the yellow copy to CBA at the address above. Only when CBA receives the permit and logs it on line at the Referee/Scorekeeper site, will you be considered for assignments in CBA --- NO EXCEPTIONS!

Any further questions may be directed to us at [info1@caryhoops.com](mailto:info1@caryhoops.com)

CBA Board of Directors

*Revision 2  
August 1, 2010*