



Officials Packet and Information
January 16, 2018
Mark Courtney email:
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New CAA Official Packet

Welcome to the Catholic Athletic Association. If you are receiving this packet it means you have been invited to submit information to help CAA determine your eligibility to officiate games. Included with this packet are the following items:

- Contact Information Form:
- IRS Federal W-9 Form. This form is required by the Internal Revenue Service. We keep it on file and do not share the information. If you earn the minimum amount you will be issued a 1099 (as a contractor) for the year.
- Background Check Form: By completing this form, it allows CAA to do a background check. All officiating contractors must complete a background check.
- Online Score reporting: All officials are asked to complete the online score form after each game/match. This form provides score information and verifies you have officiated the game. This form submission is also used for payment purposes when signed by you.
- Paper voucher option. For those unable to use the online score reporting voucher, you must complete and submit a paper voucher to Mark Courtney prior to being paid.
- Payment: All CAA officials are considered Independent Contractors. As a contractor you will receive a Federal 1099 form if you earn more than the minimum required (currently \$599). CAA pays about once per month during the season. Exceptions can be made pending an officials specific circumstances. Many officials wait until the season is complete and receives one check for the entire season. You must make a request to Mark for payment.

Other Items of Interest:

- Mark Courtney is your contact. Mark serves as the CAA's full-time Athletic Director. Mark schedules all officials.
- Once you have been scheduled, it is expected officials will contact Mark if they are not able to make the scheduled game/match. It is also expected that officials will contact Mark by phone/email if Mark needs to be aware of any special circumstances at the game/match. This could include but not limited to injuries, weather, parent/coach involvement (such as ejection), issues with the facilities, etc.
- For those submitting online please add these special circumstances in the note section. Call Mark about the incident if you believe it is significant.
- By agreeing to officiate for CAA does not guarantee being assigned to a game/match. These decisions are usually made the week or two prior to scheduled events. Communicate to Mark your interest and availability.
- Stan Potts is the CAA Office Administrator. He can be reached at stan.potts@stpaulcaa.org

We want to welcome you to CAA Sports. Thank you for your willingness to support youth in your community.



Catholic Athletic Association (CAA)
Officials Contact and2
Basic Information Form

Name	
Address	
City	
State	
Zip	
Primary Phone	
Secondary or Emergency Phone	
Email	

Check sports you are willing to officiate for:

Soccer	
Volleyball	
Basketball	
Hockey	
Track	
Cross Country	
Swimming	
Baseball	
Softball	
Other	

Please leave name of a reference with phone/email and other comments here:

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