

REFEREE VOUCHER INSTRUCTIONS

- The referee voucher is used for the CDYSL Spring League only.
- A referee has 3 days to submit the voucher after the date they felt they needed to submit the voucher.
- Referees must fill out all the areas of the referee voucher. All information is needed for CDYSL to determine if the voucher is to be approved or denied.
- The voucher can be sent to CDYSL by email, fax, dropped off, or mailed in.
 - When CDYSL receives the referee voucher, they will confirm receipt.
- CDYSL approves or denies the referee voucher and keeps track of each voucher received during the season.
- At the end of the Spring season, CDYSL will bill the clubs for these vouchers and once items are settled, CDYSL will send payment to CD Ref with a list of referees and their mailing addresses, so CD Ref can send payments to their referees. This is usually done in the month of July.

VALID REASONS FOR SUBMITTING A REFEREE VOUCHER

- Referees should check the CDYSL website (cdysl.org) on weekends after 10:30 am and on weekdays after 4:30 pm to determine if the game they are assigned to has been cancelled and/or the venue they were to officiate is closed.
- If a game is cancelled on the website or the venue is listed, the referee CANNOT submit a referee voucher.
- If the game is not cancelled or the venue is not closed on the CDYSL website and a referee shows to game, but the fields are unplayable, the referee can submit a voucher for half of the referee fees for that age level.
- If a referee shows to a game and teams do not show, a referee can submit a voucher for full referee fees for that age level.
- If your game is cancelled within 72 hours of the game date and time, a referee can submit a voucher for full of the referee fees for that age level. But if it is listed on the CDYSL website, you cannot submit so please check the website.