

Community Youth Council Scoresheets/Highlight Drop-Off 2008-2009

Please Verify the Following:

1.	Verify all technical fouls or incidences are detailed on the scoresheets.	<input type="checkbox"/>
2.	Scorekeeper's name and telephone number on scoresheets.	<input type="checkbox"/>
3.	Coach and Team Rep signatures on scoresheets.	<input type="checkbox"/>
4.	Division Director and Referees rate sportsmanship on scoresheets.	<input type="checkbox"/>
5.	Review scoresheets for players who Did Not Play (DNP)	<input type="checkbox"/>
6.	Fill out and distribute CYC Highlight sheet as indicated below.	<input type="checkbox"/>
7.	Collect and distribute all scoresheets as indicated below.	<input type="checkbox"/>
8.	Collect completed Team Official Sign In Sheets and forward as indicated below.	<input type="checkbox"/>

Post Game Responsibilities-At the completion of the games on Sunday evening, a summary of the games must be provided to the CYC Webmaster for posting to the CYC website and determination of team standings. The **CYC Highlight Sheet** should be used to document which teams played, the outcome, and a brief highlight of the game (please list player's name versus jersey numbers). Providing this information can be accomplished in one of three ways.

- w **Option 1-Email:** Complete the below **email template** indicating final scores, highlights of each game, documentation of any decorum issues or technical fouls assessed and any other issues that may require escalation to the CYC Board. Please make sure that the information is accurate as it will impact the final standings and players/teams. Email this information to Bonnie Wong at wongs6@aol.com and the Head Commissioner at greg_dawes@yahoo.com.
- w **Option 2-Fax:** Fax the CYC Highlight Sheet and Scoresheets to Bonnie Wong at (626) 403-2748.
- w **Option 3-Hand Delivery:** You can hand deliver the CYC Highlight Scoresheet to Bonnie Wong at **1027 Rose Glen Avenue, Rosemead, CA 91770**. Scoresheets and CYC Highlight Sheets (see PW1 – MB4 section below) must be delivered to Elaine Miyamoto at 166 E. Elmbroke Lane, Montebello, CA 90640.
- w **If option 1 or 2 is selected,** you will still be required to turn in all paperwork on the timetable below:

Form Name	Turn-in Frequency	Who Gets the Form
Scoresheets	Sunday following the game	Head Commissioner
Referee Payment Record	End of December and end of Season	Head Commissioner
CYC Award-Official Sign-In and Rating Sheet 2008-2009	Weekly Sunday following the game	Head Commissioner
CYC Highlight Sheet	Tuesday following the Sunday game	Webmaster