

Thank you to all the soccer officials who have been submitting red and yellow card reports via the CIAC online system. This effort should be helpful to both officials (as it removes the requirement for you to go to the scoring table after the game) and the CIAC, as it will allow us to collect more accurate information on the number of cards being issued and whom they are being issued to and deal directly with the offending schools when necessary.

Following are a few notes regarding submission of cards that will help all officials submit correctly:

1) The address for submitting is: <http://www.casciac.org/cards/>

A username and password are required for access. Each board has one, if you do not know your board's username/password your assigner can provide it to you.

2) Cards must be submitted no more than 24 hours after the completion of the game in which they were issued.

3) All cards at all levels (boys and girls, varsity, jv and freshman) must be reported.

4) Each card must be submitted individually. Do not enter something like "head coach and #12", or "37 red and 24 blue" if you gave two cards in a game. Regardless of if the players and coaches were on the same team or different teams you must submit each card one at a time. After you successfully submit a card, you will be given the option to either submit an additional card for the same game or submit another card for a different game.

If you choose to submit another card for the same game, be sure that the teams are correct - the menu that says "school" should be the school of the player or coach whom received the card, the menu that says "opponent" should be the other school in the game. Clicking the button that says "Swap School/Opponent" is the quickest way to change the two menus if you submitted a card for one team in the game and are now submitting a card for the other team.

5) If you make a mistake while submitting a card (wrong name, wrong school, wrong infraction, etc.) do not submit the same card a second time - e-mail me at mfischer@casciac.org with the report ID you got when you submitted the card (something like 2008-123) and the correction(s) that need to be made and we will make the correction(s) for you.

6) If you issue a Red Card or a Red/Yellow Card you must also submit a disqualification report to the person on your board responsible for collecting those reports and submitting them to the CIAC. After submitting a card that requires one you will be provided with a link to the disqualification report form, so you can download the form, fill it in and e-mail to the appropriate person on your board.

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CIAC