



Work Permit Instructions



P.O. Box 1582
Bolingbrook, IL 60440-7294

To all referees who are under the age of 16.

Illinois Labor Law requires you to have a work permit on file with the Bolingbrook Soccer Club to work in the Bolingbrook Soccer Club recreational and travel program. The work permit expires after one (1) year of date after issue. If you do not already have a valid work permit, please contact your local middle/high school for their specific requirements. Each school is different in what they require, however all require the child to be present. In general, the following documents will be enough to satisfy your school's requirements:

- Letter of intent to work (page 2 of this document)
- Original Birth Certificate
- Social Security Card
- Consent to work letter from parent(s) or guardian(s)
- Sports physical (up to date)

Please scan and upload your complete Work Permit from the Department of Labor to AssignRefs.com to complete your registration. Do not email this government document. It will stay on AssignRefs.com platform. Bolingbrook Soccer Club cannot allow any referee under the age of 16 to select or be added to any assignments until this permit is received.

Thank you for completing this process.

Regards,

Betty Kennel
Director of Officials
Bolingbrook Soccer Club
refs@bolingbrooksoccerclub.org



Individual Letter of Intent to Work



July 1, 2025

To Whom it May Concern,

Please be informed that _____ has been certified to officiate Recreational Soccer games and United States Soccer Federation (USSF) affiliated youth soccer league matches as an independent contractor for the Bolingbrook Soccer Club Recreational and Travel Programs. These matches will be played primarily on the weekends and occasionally after school during the week.

The Spring season will take place early April through late June, the Fall season will take place late August through early November and the Winter season will take place early January through late March. As an assignor, we fully understand that we must comply with all Illinois statutes in regards to working hours specifically mentioned under the Illinois Child Labor Law. This includes those referees that are age 12-13 will have a parent present at all games.

We therefore ask that a work permit be issued to _____ entitling her/him/them to officiate assigned games. Please list the employer as follows for the purpose of the work permit:

Bolingbrook Soccer Club
1505 Trails End Lane
Bolingbrook, IL 60440
Email: refs@bolingbrooksoccerclub.org

Respectfully,

Betty Kennel

Betty Kennel
Director of Officials
C# 630.202.3509
Bolingbrook Soccer Club
refs@bolingbrooksoccerclub.org