



Online Assigning Program

www.PalmBeachBaseballUmpires.com

See Web Site's ARBITER Page - PowerPoint, 'Arbiter. How to Use.'

Once you sign up with PBBUA for Middle School as a new member you will be added to ArbiterSports. Schedules are sent through this program. An email notifies you of new game(s) and a reminder three days before.

You will receive an email welcoming you to the program and there will be instructions for you to follow in the Welcome Letter to finish the registration.

Below are notes about Arbiter but the PowerPoint on PBBUA Web site goes into more detail.

Be sure to read the *Announcements* on the home page.

Common Error: Officials forget to mark themselves 'Ready', don't put in their phone numbers correctly, etc. **BE SURE TO MAKE PHONE NUMBERS and ADDRESS 'PUBLIC'** for fellow officials.

PICTURE - Upload a picture of yourself in Arbiter. Picture should not be full body but torso or shoulders up. A semi-professional look; preferably a plain shirt (NO t-shirts, hats or sunglasses). Pic should not be in umpire uniform.

CALENDAR - Found under 'BLOCKS'. It is very important to keep your calendar up to date. You should familiarize yourself with the 'workings' of the calendar in Arbiter before the season starts. You can block entire day(s) or partial day(s). You can block certain day(s) of the week throughout the season with a few clicks utilizing the 'Time Range' and/or 'Date Range'.

TRAVEL LIMITS - Found under 'BLOCKS'. If you are limited to the distance you can travel for a game it is important to fill this section out properly. Use the zip code from work, home, etc. where you will be traveling from to your games. You can customize the 'Distance' a certain day(s) to be different than the rest of the days, if needed. Example: on Tuesday's you have to stay late at work so your travel distance may be different than the rest of the days. ARBITER calculates you arriving 30 minutes before game time from your zip code to zip code of game site.

EVENTS - will be posted through Arbiter. Events can be a variety of things; meetings, practice games, gatherings...anything besides a Game Assignment. You should only accept if planning to attend.

MEMBER ROSTER - It is suggested just before the season starts (once all members are in Arbiter) that you print out a Member Roster with phone numbers (can do with addresses and/or emails).

SITES - When you receive your game assignment, the Site of the game is also listed. Usually the game is played at the school but sometimes at a park or other location. If you aren't sure how to get to the Site, you can click on the Site and it will take you to a page with the address. Click on that address and a Google map will appear.

PARTNER - On your schedule click the Game Number to see your partner's name. Click on their name and their info (address, phone numbers) will come up.

SCHEDULE Tab - If you change a filter(s) you must hit **APPLY** after. For **DATE** filter, there are **10**

options. If you don't see your schedule you may need to change the filter; 'Past' won't show any future games and vice versa. There are multiple 'Display' options to view your schedule.

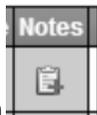
GAME REPORTS and NOTES IN ARBITER



GAME REPORT: If you are the HOME PLATE umpire you will notice a red R on your schedule. Click this and fill out a Game Report. In the COMMENTS section of the report, confirm that both officials assigned worked the game if you had a different partner than what is on the schedule, put the name of new base partner. If you did not work the game write that in the Comment section. Arbitrator is usually correct but if an emergency happened and an official had to be replaced, this ensures Arbitrator is correct.

You should also write about any unusual plays, situations and/or concerns that may have happened prior, during or after the game.

'NOTES': The BASE and/or PLATE umpire may write a NOTE with any comments they have about the game.



Click on Notes next to the game on your schedule. Then click on the green + sign; write your note.



Hit the blue 'save' icon when finished.



Only the Assignor/Training Coordinator can see the note if you don't check 'Officials' under 'Viewable By'. All other boxes are insignificant. If you check Officials, your partner can read it also.



ASSIGNMENT PROTOCOL

1. ArbiterSports-Assigning program.

- ✓ Be sure calendar is updated with availability.
- ✓ Notice of assignments through Arbiter are received via email. Log into Arbiter to accept or decline.
- ✓ Be sure to accept or decline ASAP (should not be many declines if calendar is updated) (BE SURE TO HIT THE 'SUBMIT' button after accepting or declining).
- ✓ Click on Game Number to see who partner is.
- ✓ Click on partner's name for their info.

2. Protocol to confirm with partner.

- ✓ PLATE person should call, text or email their partner at least two days before game day. Confirm shirt color wearing, time of arrival (no later than 30 minutes before game time) where parking, etc. See *1 below.

NOTE: If plate person does not call by day before, BASE official must make contact with their partner. See *2 below.

- ✓ CONFIRM who will bring a pay sheet.
- ✓ Be sure you always have your partner's cell number.
- ✓ Be sure you always have Yetta's numbers Office-963-3872 Cell-762-3798
- ✓ IF RAINING...DO NOT CALL YETTA. If game is canceled, she or the assignor will contact officials once notice is received from coach or AD.
- ✓ PARTNERS should keep in touch if running late.
- ✓ If partner is not there 30 min before game time and you can't reach him to find out why...at 20 min before game time CALL YETTA. *3

Previous incidents:

*1) An official was suspended for showing up just before game time or after game time multiple times.

*2) An official showed to a game and had no partner. He was the base guy. He did not follow protocol by calling partner when he had not heard from him by the day before. Plate guy thought game was following week.

*3) Umpire shows and no partner. He doesn't call Yetta. Works the game then makes a call after the game wanting to know what his pay would be for working alone.

3. PROTOCOL FOR TURNING A GAME BACK ONCE IT HAS BEEN ACCEPTED IN ARBITER.

Note: A game '*declined*' is different from a game '*TURNED BACK*'. A declined game was never accepted.

If you must turn a game back once you accept it, the following steps are to be done:

Please do as soon as you know you cannot work.

If game is outside 72 hours of scheduled game day, ***you are to turn back in Arbiter.***

Accepted on 4/30/2017

[Turnback Assignment](#)

On your schedule, to the far right of game to be turned back, is date it was accepted and 'Turnback Assignment'. Click [Turnback Assignment](#).

If [Turnback Assignment](#) option is not there, you must make a phone call to the assignor, Mona, unless it is day of.

If turning back DAY OF THE GAME, you MUST call Yetta. Texting Mona is secondary.

YETTA: 963-3872, office. CELL 762-3798.

Yetta' cell phone is for DAY OF or any other emergency ONLY.

a. Everyone working together makes things run smoother. In the last couple of years officials have made a tremendous improvement keeping their calendars updated and declines and turn backs have dropped greatly. BUT...there will still be those emergencies. If Yetta calls you to work, (many times it will be day of) - find out who your partner is and CONTACT them ASAP.

b. Any games that are declined or turned back will be reassigned ASAP. Check your emails daily if possible.

c. If there is a day you don't have a game and you are available...call Yetta that morning and leave a message if she doesn't answer. She will put you on an emergency call list in case she needs someone.

d. **If weather looks bad, PLEASE do not call Yetta.** Plan to work the game unless you receive a call it is canceled.

At times Mona may text you about a cancellation. PLEASE reply to the text that message was received.