

Hamilton Board of Approved Basketball  
Officials (HBABO)

# Guide to Arbiter for Officials



**2023-2024 Season**



# HBABO Guide to Arbiter for Officials

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## HBABO Guide to Arbiter for Officials

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### Overview

ArbiterSports (“Arbiter”) is the online assigning system that HBABO uses to assign all lacrosse games. This system is also where officials view, accept, and manage their game assignments.

The site is found online at <https://www.arbitersports.com>.

If you don’t have an account or you are having problems logging in, email the HBABO admin at [HBABO.assignor1@icloud.com](mailto:HBABO.assignor1@icloud.com)

This guide is designed to provide an overview of some of the most common features that HBABO officials use. You can visit the Arbiter support section at “[arbitersports.force.com/officials](https://www.arbitersports.com/officials)” for more detailed instructions and information about the system.



Note on payments and game fees: Always check to make sure that the game fee information associated with the game that you are doing in Arbiter is up-to-date and accurate. If there is any question about the game fee that is given in Arbiter please contact your assignor for answers. Please do not wait until its time to get paid to bring up your pay concerns.

### Logging in

Logging in to Arbiter is very straightforward. Click the “Login” button at the top right of the page:



...and enter your email address and password.



If this is your first time logging onto Arbiter please click the Forgot My Password!

To create you profile and set your password for the first time!



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### Navigation

Arbiter has an intuitive navigation menu. Once you log in, you'll see the landing page with information, such as a quick list of your upcoming games, announcements, etc.

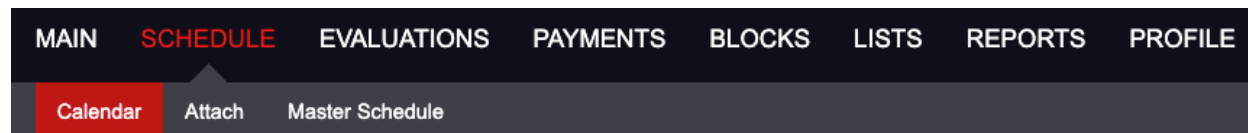
Note: If you officiate other sports, you will see different organization listed. Simply click your name in the upper right corner, and you'll be able to switch between the various sports/organizations.

### Main

Throughout the season, Assigners will post updates to the announcements, including "Big Game Days" (days where we have a large number of games to cover), reminders, and other important information. Be sure to pay attention to these announcements.

Key contact information for the Assigners and other HBABO leadership is found on in the Announcements on the Main tab.

### Schedule



Schedule is where you will view and accept games. This is also where view the *Master Schedule* (details about these are below).

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### Calendar

The Calendar shows what upcoming games you have been assigned and any game assignments not yet Accepted. When you are assigned a game, you will receive an email. You must login into Arbiter to view the game assignment information and accept the assignment. You have **72 hours** to accept that assignment. If you don't accept the game in this time period, the system will automatically turn-back the game, and will create a block for the date/time.



Under "Display", you must be in "List View" to see the screen that allows you to accept or decline games.

When a game has not be accepted (or declined) it looks like this:

45625		GLOA	Referee	2/2/2019 Sat 5:30 AM	GHSA, Junior Varsity	East Roswell Park, #1	TBA	TBA	\$59.00	Accept by 1/15/2019	Accept <input type="checkbox"/>	Decline <input type="checkbox"/>
-------	--	------	---------	-------------------------	----------------------	--------------------------	-----	-----	---------	------------------------	------------------------------------	-------------------------------------

Click the Accept box, and then click **Submit** at the bottom of the page to accept the game.

Accept by 1/15/2019	Accept <input checked="" type="checkbox"/>	Decline <input type="checkbox"/>
------------------------	---	-------------------------------------

*Decline:* Declining an initial assignment within 72 hours of it being published.

*Turn-back:* Declining an assignment after you have accepted it.

"Declines" and "Turn-backs" make it very difficult for the assigners to manage games. The rule is if you are not blocked and show available for a specific date/time, you are expected to accept your game assignments. If you turn back a game, you are required to provide a reason. We understand that legitimate situations and emergencies come up, so be sure to communicate with the assigner who assigned you that game.



If you need to turn-back a game more than 72 hours from the game day, email the assigner who assigned you the game. If you need to turn-back a game less than 72 hours from game day, you must call (or text) the assigner. If you cannot reach the primary assigner, call one of the other assigners. It is your responsibility to ensure an assigner has positively communicated with you to remove you from the game.

**Repeated turn-backs without sufficient justification will affect future assignments.**

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While in the Schedule view, you are able to see all games worked in the past, and games coming up in the future. There are predefined filters that allow you select a different preferred view. To view your schedule by Day, Week, or Month, click the corresponding radio button under Display. Just remember to return to “List” view in order to accept assignments!

Display

- List View
- View By Day
- View By Week
- View By Month

### Viewing Game Information

Clicking the Game Number will bring up the Game Details page.

45625	GLOA	Referee	2/2/2019 Sat 5:30 AM	GHSA, Junior Varsity	East Roswell Park, #1	TBA	TBA	\$59.00
-------	------	---------	----------------------	----------------------	-----------------------	-----	-----	---------

The Game Details page has important information you will refer to for every game: **(1)** Your partner’s contact information; **(2)** a link to the Site Information, the address of the site and a link to Google Maps; and **(3)** the name and contact information of the Assigner who assigned the game.

**Game Details (Game 45625)** Exit

Game	Notes	Date & Time	Sport & Level	Site	Home	Away	Voucher
45625		2/2/2019 Sat 5:30 AM	GHSA, Junior Varsity	2 East Roswell Park, #1	TBA	TBA	

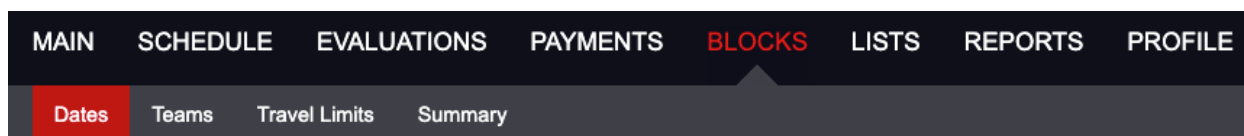
Official	Status	Position	Distance	Email Crew	Phones
Stuart Smith	Notified	Referee	58	southassigner@galaxref.com	678-749-1670 (Cellular) ↓
Patrick Joyce	Published	Umpire	26	1 gloassignor@gmail.com	404-520-1424 (Cellular) ↓

Your slot was assigned by:

Name	Position	Email	Phone
3 Stuart Smith	Assigner	southassigner@galaxref.com	678-749-1670

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### Blocks



The Blocks section where you set your own schedule and availability which greatly affects the number of games you may be assigned.

There are four sub-sections under blocks (Summary is not discussed as it is generally not used):

### Dates

The Dates section is where you enter your general availability. You can do a partial block (example 8 AM to 5 PM) or you can block a whole day. You can enter in blocks for each day or do a date range by entering in the dates and selecting the day(s) of the week you would like block (example would be M-F).

**Time Period for partial blocks**

**Date & Days of the week to be included for the blocks**

Legend	Assigned Game	Attached Game	Pending Game	Full Day Block	Part Day Block
--------	---------------	---------------	--------------	----------------	----------------

January	February 2010						March
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	1	2	3	4	5	6	
	7	8	9	10	11	12	13

**Block All Day:** Use this option to block days you are unable to officiate. Family events, out-of-town travel, etc.

**Block Part Day:** Use this option to block parts of days, such as your normal work schedule or other events. For example, if you normally work Monday through Friday from 8:00 AM to 4:00 PM, add a "Block Part Day." Arbiter will not show you available for game assignments until 4:00 PM each day, M-F.

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### Travel Limits

The Travel Limits section is where you input work and home Postal Codes and distances you are willing to travel for games (shorter distances, mean fewer opportunities for games). Arbiter calculates driving distance to game locations based on your starting Postal Code and the Postal Code of the school. The system also factors in an arrival time of 15 minutes prior to the start time of the game. A 6:00 PM start time = 5:45 arrival time. If your travel time based on your Postal Code is 30 minutes, and your block ends at 5:30 PM, you will not show up as available for the game.

**Note:** for some higher level, competitive games, the “Referee” may request the crew arrive 45 minutes or an hour prior to game time.

It is strongly recommended you enter your work Postal Code for M-F and enter your home Postal Code for the weekend. This will ensure the Arbiter accurately calculates your travel time based on your blocks.

Some officials may choose to enter their Home postal code during the week so they will generally do games closer to home (thus have a shorter drive home after games). Be advised, this may adversely affect your ability to arrive on-time for games if you don’t adjust your availability times.

Example 1: If you work in downtown Milton and live in Hamilton, you enter Milton as your starting Postal Code. A 5:00 PM game (4:30 PM arrival) and an availability starting at 4:00 PM gives you 30 minutes of travel time. The system would show you available for a 5:00 start for a game near downtown Milton but would likely not show you as available for a 5:30 start for a game in Hamilton. This may mean a longer drive home after a game (but traffic is generally better in the late evening).

Example 2: You work in Milton and live in Hamilton, and you choose to enter Hamilton as your starting Postal Code. If enter 4:00 PM as the time you get off work, you would show available for a game 5:00 PM game (4:30 arrival); however, as we all know it is likely impossible to get from Milton to Hamilton in 30 minutes in GTA traffic.



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Enter the Postal Code in the “Postal Code” box, enter the distance (default is 100 miles if you do not enter a number), and click the check-box next to the day of the week you want to change, then click “Apply.”

In the following example, the official works in Oakville (L6H2L1) and lives in Hamilton (L8H5E5):

Dates
Travel Limits
Summary

**Edit Travel Limits** Exit

Postal Code

Distance

	Day	PostalCode	Distance
<input type="checkbox"/>	Sunday	Hamilton, ON L8H 5E5	999
<input type="checkbox"/>	Monday	Oakville, ON L6H 2L1	55
<input type="checkbox"/>	Tuesday	Oakville, ON L6H 2L1	55
<input type="checkbox"/>	Wednesday	Oakville, ON L6H 2L1	55
<input type="checkbox"/>	Thursday	Oakville, ON L6H 2L1	55
<input type="checkbox"/>	Friday	Oakville, ON L6H 2L1	55
<input type="checkbox"/>	Saturday	Hamilton, ON L8H 5E5	999

Exit



**BLOCKS** : it is very important That you keep your blocks calendar upto date. As soon as you know you are not available for a specific date and time you need to go into the system to updated it.

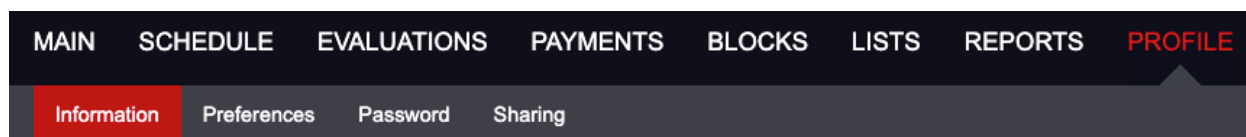
For example. another official has come ill and cant do their upcoming games. The assignor will go into the system and run a report to see which officials are available and could assign you to a game in which your availability shows are you are able to do the game. Generally games within 0-48 hours the assignor will call to confirm your able to do the game, however if the official is off with an injury and we are attempting to fill game over 72 hours away we will be assigning the games though the system and you will have to accept or decline the game just like any other assignment



**Officials:** If you find you are not getting game assignments, contact an Assigner. Typically, we find that an official has an issue in the Blocks section that is affecting availability.

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### Profile



The Profile section is where you maintain your contact information.

**It is extremely important that you keep both your email address and phone numbers updated in Arbiter!**

Phone Numbers (Patrick Joyce) Exit  
 Public phone numbers will display in the order listed here.

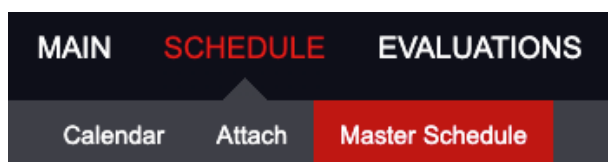
	Type	Phone Number	Extension	Public	Note	Up	Down
	Cellular	404-520-1424		<input checked="" type="checkbox"/>			

The “+” symbol will let you add a phone number in the system  
 If you select the pencil you can edit your phone number

The **Password** section is where you can change the password you use to log in to Arbiter.

### Other Features and Functions

#### Master Schedule



The Master Schedule (Click Schedule > Master Schedule) is where you can see all the games that have been loaded into Arbiter.

### Summary

Arbiter has been a very effective tool for GLOA assigners to manage games. Officials who may struggle with understanding how to correctly set blocks and travel limits should contact an assigner, a mentor, or other veteran official for help.

If you’re not getting games or the game you are getting don’t seem to be conducive to your schedule, there is likely a problem with your blocks and/or travel limits.

**Communication is key!** Talk to an assigner if you have questions.