

## HBABO – Officials Payment Policies

1. Officials will be paid by e-transfer sent to the email address entered by the official in Arbiter only.
  - a. Payments will not be split over multiple email addresses or sent to a different email address.
  - b. Officials are responsible for informing the Secretary-Treasurer of any change to their email address.
  - c. It is highly recommended that officials set up automatic deposit for their email address to avoid the requirement for passwords to deposit funds.
  - d. Payment details will continue to be available for your review in Arbiter.
2. Payments will be made 4 times per year – normally in September, December, March and May.
  - a. Exact payment dates and pay periods will depend on when funds are received from school Boards, leagues and teams. Payment dates may be delayed if significant receipt of funds is delayed.
  - b. It is likely that not all officials will be paid on the same date as a result of e-transfer daily limits imposed by the bank.
  - c. Under no circumstances will requests for extra payments, advance payments, early payments or other special payment requests be considered. All officials will be treated equally under this policy.
  - d. Deductions from payments will be in accordance with the Hamilton Board Constitution and By-Laws.
3. The Hamilton Board executive reserves the right to revise the Payment Policy based on changing circumstances in the best interests of the membership.