

# ArbiterPay Procedure

## Payment of Athletic Officials, Event Security Workers, etc. v. July 2024

Godley Independent School District (GISD) now requires that all booking agents for GISD athletic contests, security events, and fine arts events book their officials/workers through the Arbiter software.

### Basic Game/Event Payment Procedures

1. Prior to each contest, the Athletic Director (AD), Coach, or Admin contact must print a game voucher that will be used to verify the officials that worked each game.
  - a. If you do not see the Print Voucher option: Make sure it is a home game or contact your assigner to determine if the game in question needs to be marked as Paid by Bill-To.

The screenshot shows the Arbiter software interface. At the top, there are navigation tabs: SCHEDULE, PAYROLL, ELIGIBILITY, PEOPLE, RESOURCES, REPORTS, and SETTINGS. Below these, there is a 'Schedule' button and 'League Scheduler'. The main area displays '2 Events' for the period 4/7/2021 - 4/7/2021. A calendar on the left shows the month of April 2021, with the 7th highlighted. The event list shows two games on Wednesday, April 07, 2021:

Event	Time	Location	Home	Away	Print	Share	More
Boys Junior Varsity Baseball - Team A @ TEST - East High School	4:00 PM	TEST - East High School	A	H	[Print]	[Share]	[More]
Boys Varsity Baseball vs TEST - East High School	4:00 PM - 6:00 PM	TEST - Duchesne High School Field	A	H	[Print]	[Share]	[More]

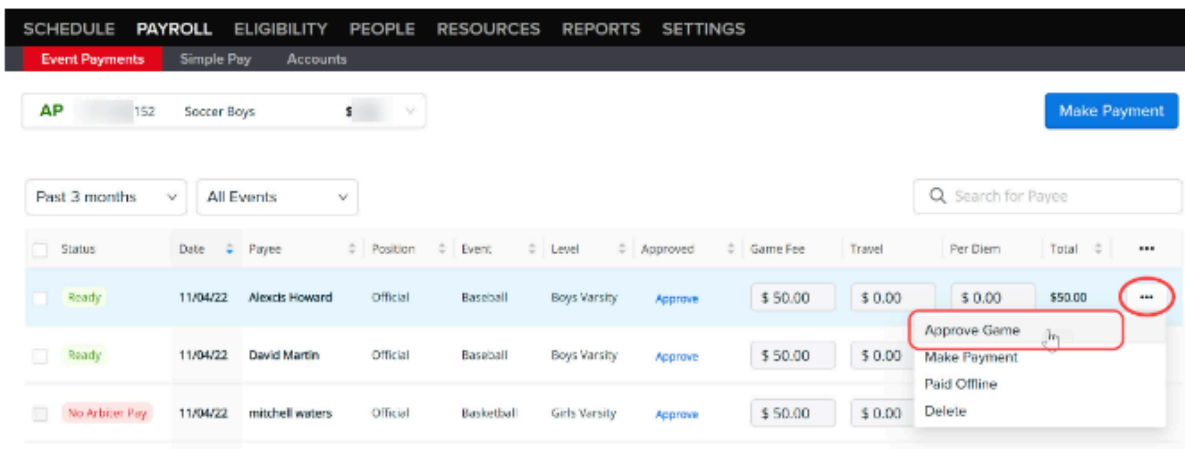
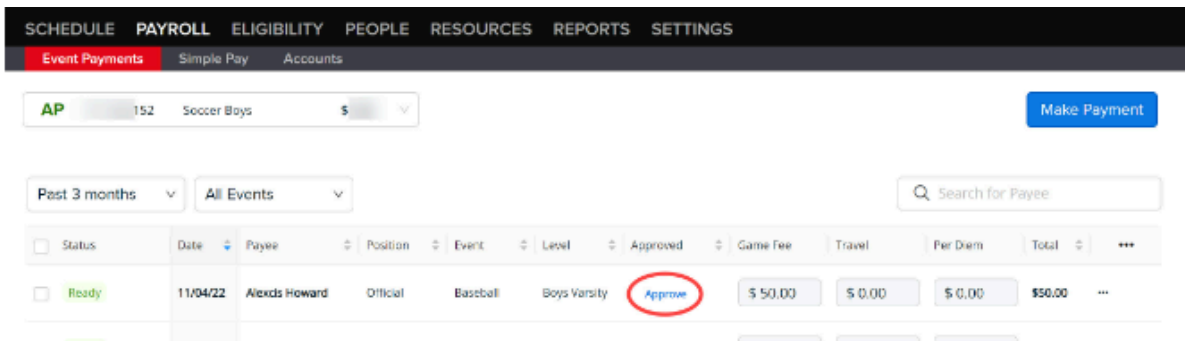
Below the event list, there is a section for '3 of 3 officials assigned by Elliott's Test Account'. The officials listed are:

Position	Name	Distance	Rate	Status
HomePlate	Dave VITALE	0 mi	\$40.00	Confirmed (4/12/2021)
First Base	Elliott Winberg	45 mi	\$40.00	Confirmed (4/12/2021)
Third Base	David Martin	45 mi	\$40.00	Confirmed (4/12/2021)

At the bottom right of the officials list, there is a 'Print Voucher' button, which is circled in red in the screenshot.

2. The AD/Coach/Admin is responsible for obtaining the officials signature on the game voucher and verifying which officials worked each game. The AD/Coach/Admin should verify the names of the officials who officiated each game by signing the game voucher and turning it into the Campus Secretary.
  - a. No payments can be pre-approved or issued until the game voucher has been submitted to the Campus Secretary.
  - b. If an official did not show up for the game, their name should be marked out on the voucher so that the official does not receive payment.

- c. If a substitute official is present, but not listed as an official for that game, the AD/Coach/Admin must have the substitute sign the game voucher listing his name, address, and the last four (4) digits of their social security number to assist in identifying the correct person. The AD must then contact the booking agent to have that official entered into Arbiter for that contest, and verify that this official worked the contest.
3. With each signed game voucher, the Campus Secretary will go into ArbiterPay and submit all officials that are pre-approved to pay.
    - a. For internal control purposes, the voucher that has been approved by the AD/Coach/Admin must be received prior to approval of the payment to officials in Arbiter.
    - b. All vouchers must be kept on campus by the Campus Secretary and are not required to be sent to the District Business Office.
    - c. The payments listed are for events that have already taken place. You will not see payments for future events listed until the day of the event.
    - d. The District Business Office will not make a payment to a payee unless it has been approved by the Campus Secretary.



4. If an official or worker does not have an ArbiterPay account, the payee needs to register for an account.
  - a. Help article for officials to register: [How Do I Register For An ArbiterPay Account](#).
  - b. Help article for workers to register: [Registering for ArbiterPay \(Event Workers\)](#).
  - c. If they have an account registered, but they need to link their ArbiterPay account: [Linking ArbiterPay with ArbiterSports](#).

### **Additional Information**

- A detailed list of additional instructions can be found on the Arbiter Pay [Quick Start Guide for Schools](#) or by viewing all help articles on the [School Admin/Staff page](#).
- Since Arbiter is now responsible for all 1099 tracking and processing, no physical checks will be sent to these workers.
- The Campus Secretary is responsible for ensuring that a budget has an approved purchase order to cover any payments made through the ArbiterPay system.
- Purchase Orders should be approved to the ArbiterPay vendor at least 2 weeks prior to the first contest of each season. This should allow ample time for the District Business Office to verify that the accounts are linked and the funding is available.
- The District Business Office will monitor the cash balance in the ArbiterPay account to verify that funds are pre-loaded to cover each payment of the officials and/or workers.
- The District Business Office will process payments to approved payees on Thursday of each week.
- Near the end of each season, the remaining cash balance in the Arbiter system will be monitored by the District Business Office.

### **ArbiterPay support and solutions:**

- Customer Support: Dial 1-800-311-4060 for immediate assistance. Available Monday – Friday, 6 AM – 5 PM MST; Saturday, 8 AM – 4 PM MST
- Email Support: Available at [support@arbitersports.com](mailto:support@arbitersports.com) for non-urgent issues. Email support is available the same hours as above.
- [Live Chat](#): Engage with the support team in real-time for quick resolutions. Available during regular business hours.

- Help Center: Visit the [Help Center](#) for self-help resources and guides, available 24/7.