

CALLEN ISD

OFFICIAL AND EVENT WORKER PROCEDURES



The District utilizes ArbiterSports to schedule and process payment for all events and all event workers. Events include athletic events, UIL events, performing arts events, and all other extracurricular events and activities held at District facilities. Workers include officials, gate workers, game workers, and any other paid positions associated with these events.

Section 1. Adding Officials, Workers, Others:

The Athletics Department is responsible for:

- Ensuring each worker is properly entered into ArbiterSports with accurate classifications (Contractor or Employee)
- Working with Official Chapters to ensure compliance with any agreements
- Coordinating with HR or Business Services as needed for employee-type workers to ensure compliance with payroll processing
- Ensuring any relevant documentation for officials/workers is received

Section 2. Scheduling Events:

The Athletics Department is responsible for:

- Inputting all district events into ArbiterSports, ensuring accuracy in dates, times, and venue details.
- Assigning appropriate workers and officials for each event based on event staffing standards (see Section 9).
- Confirming assignments with workers in advance to avoid last-minute changes or no-shows.

Section 3. Working Events:

- Workers should sign in/out via sign-in sheet with their supervisor
- Event supervisors or Athletics staff should verify attendance and roles fulfilled by each worker
- Clarify expectations for dress code, reporting times, and conduct prior to each event
- Repeated failure to meet District expectations can lead to removal from the approved worker list without notice

Section 4. Reviewing and Approving Events:

The Athletics Department shall:

- Review completed events in ArbiterSports and confirm all assigned workers were present and completed duties.
- Approve entries in ArbiterSports by updating the Approved Column with the approver's name, making them eligible for payment.
- Complete reviews promptly to ensure timely payment processing by Accounts Payable and Payroll staff
- File all documentation for the events attendance with the Business Office (Subject to Audit)

Section 5. Funding the ArbiterSports Account:

- The Accounts Payable Specialist shall monitor the ArbiterSports account balance and coordinate with the Director of Business Services to fund the account as needed to avoid delayed payments
- The activity of the account is recorded in a prepaid account in the General Fund

Section 6. Paying Events – Contractor Workers:

- The Accounts Payable Specialist shall make payments through ArbiterSports on the 15th and last day of month in accordance with the regular accounts payable check runs.
- Payments shall only be processed once the item is marked **Status Column = Ready** and **Approved Column = Reflects the Name of Approver**. The Athletics Department is responsible for approving items, the Accounts Payable Specialist shall not approve items and process the payments.
- The Accounts Payable Specialist shall select only those records that **Status Column = Ready** and **Approved Column = Reflects the Name of Approver**, and then select Make Payment to process payment in ArbiterSports.
- The Director of Business Services reviews all monthly activity in ArbiterSports; activity is to be posted to Skyward within 10 days after month-end.

Section 7. Paying Events – Employee Workers:

The Director of Business Services shall prepare a payroll employee workers report on or before the 5th of the month for all work completed in the prior calendar month, and provide it to the Athletics Department for review and approval.

- In the ArbiterSports “Reports” tab run the Schedule by Worker using the start and end date of the prior month, select all employees and Export to PDF.
- Revise this report for only those workers where Type = Employee; then provide the report to the Athletics Department for review.

The Athletics Department shall review and approve the employee workers report each month and provide the approved report to the Payroll Specialist on or before the 7th of the month.

The Payroll Specialist shall process payroll payments on the 15th pay date for all work completed in the prior calendar month utilizing the payroll employee workers report approved by the Athletics Department.

Section 8. Pay Rate Schedules:

Athletic Event Officials

The Officials Fee Schedule is governed by UIL and can be located at <https://www.uil texas.org/athletics/officials-fee-schedule> .

Event Workers

Below are the event worker pay schedules based on each event type. These rates are listed as a per game pay rate. However, **simultaneous games shall not be eligible for double pay**. (For example: Volleyball games are being played simultaneously in the HS A Gym and HS B Gym, and there are 2 gate workers stationed at the entrance who are taking tickets for both gyms. Those workers would receive \$25.00 each, which is the pay rate based on one game since the games are happening simultaneously.)

Football – High School

Position	Sub-Varsity	Varsity	Rental Non-Holiday	Rental Holiday
GW Supervisor	\$25.00	\$85.00	\$130.00	\$150.00
Gate Workers	\$25.00	\$45.00	\$65.00	\$80.00
Usher	\$25.00	\$45.00	\$65.00	\$80.00
Announcer	\$35.00	\$65.00	\$95.00	\$110.00
Field House Gate	\$25.00	\$45.00	\$65.00	\$80.00
Maint. Supervisor	\$25.00	\$85.00	\$130.00	\$150.00
Administrator	Not Paid	Not Paid	\$130.00	\$150.00

Football – Middle School

Position	All Games
Gate Workers	\$25.00
Clock/Announcer	\$50.00

Baseball/Softball

Position	Sub Varsity/Varsity	Rental, Non-Holiday	Rental, Holiday
Gate Workers	\$30.00	\$50.00	\$57.00
Announcer	\$40.00	\$60.00	\$69.00
Scoreboard	\$30.00	\$50.00	\$57.00
Pitch Count (Baseball Only)	\$30.00	\$50.00	\$57.00
Administrator	Not Paid	\$125.00	\$130.00
Game Supervisor	Not Paid	\$70.00	\$80.00

Basketball/Volleyball/Swim – High School

Position	Sub Varsity/Varsity	Rental, Non-Holiday	Rental, Holiday
Gate Workers	\$25.00	\$40.00	\$46.00
Clock/Announcer	\$30.00	\$40.00	\$46.00
Book	\$25.00	\$40.00	\$46.00
Administrator	Not Paid	\$125.00	\$130.00
Game Supervisor	Not Paid	\$70.00	\$80.00

Basketball/Volleyball – Middle School

Position	All Games
Gate Workers	\$21.00
Book	\$21.00
Clock/Announcer	\$21.00
Administrator	Not Paid

Soccer

Position	Sub Varsity/Varsity	Rental, Non-Holiday	Playoff or Rental, Holiday
Gate Workers	\$30.00	\$50.00	\$57.00
Clock/Announcer	\$45.00	\$60.00	\$70.00
Administrator	Not Paid	\$125.00	\$130.00
Game Supervisor	Not Paid	\$70.00	\$80.00

Other Athletics

Position	All Meets
Track Meet Workers	\$8.00/hour
Powerlifting Meet Workers	\$8.00/hour

For the purposes of worker pay, the District will rely on the official chapter to define “holiday.” If the official chapter is paying “holiday” pay to the officials, then the District employees working the same game will also receive the “holiday” pay indicated on the pay rate schedules above.

Section 9. Athletic Worker Schedule Standards:

The District staffs events based on the following maximum standards. Additional or fewer staffing based on expected attendance, opponents, or level of play shall be approved by the Athletic Director. Any additional staffing that did not receive prior approval will not be paid by the District, this is considered volunteering and not paid work.

Position	Baseball & Softball	Basketball & Volleyball/Swim	Football – Varsity	Football – CMS/FR/JV	Soccer
Gate Workers	2	2	12	4	2
Announcer	1	-	1	-	-
Field House Gate	-	-	1	1	-
Book	-	1	-	-	-
Scoreboard	1	-	-	-	-
Clock/Announcer	-	1	-	1	1
Pitch Count	1 (Baseball Only)	-	-	-	-
Usher	-	-	3 - Home 1 - Visitor	-	-
GW Supervisor	-	-	1	-	-
Maint. Supervisor	-	-	1	-	-
Security Guards	-	-	4	-	-