

ArbiterPay Procedures – Payment of Athletic Officials

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ArbiterPay Account Setup

Pitt County Schools (PCS) requires that all booking agents for the PCS athletic contests book their officials through the Arbiter software. PCS pays the officials that work athletic contests through the ArbiterPay system.

Make sure your ArbiterPay account is linked to each of your Arbitersports accounts. Funding is uploaded through www.ArbiterPay.com. The actual paying of officials will take place in www.arbitersports.com. Detailed instructions for the ArbiterPay process can be found on the PCS Finance website, under “Training Materials”, entitled “ArbiterPay End User Guide”.

ArbiterPay Funding

Each treasurer of a K-8, middle and high school that participates in athletics is required to have access to the ArbiterPay account for their school. Prior to the start of each athletic season (fall, winter, and spring), the treasurer with assistance from the athletic director, will estimate the cost of officials for their school during the upcoming season. Each school will fund their ArbiterPay by transferring funds to 6.2100.50 Ref Pay at the end of each athletic season (fall, winter, spring). Contact Constance Wilson at FCHS for assistance, if needed.

Transfer to ArbiterPay

A new form “ArbiterPay Bank Transfer Request” must be completed by the treasurer for the amount that is to be sent to Arbiter, and approved by the principal. This amount can then be transferred from the school’s bank account to their ArbiterPay account. A “Bank Charge” JE is necessary to record the wire transfer from account #6.2100.50 Ref Pay in school funds.

Process for Paying an Official

1. Prior to each contest, the Athletic Director (AD) or the Treasurer prints a game voucher which is used to verify the officials that worked that game.
2. The game voucher is included with the ticket box. The AD/Coach is responsible for obtaining the officials signature on the game voucher and verifying which officials worked each game.
 - a. The AD verifies the names of the officials who officiated each game by signing the game voucher and turning it into the school treasurer.

- b. If an official did not show 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 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 contact the booking agent to have that official entered into Arbiter for that contest, and verify that this official worked the contest. The treasurer will submit the payment authorization when the official is entered into Arbiter for that contest.
3. With each game voucher, the treasurer will go into Arbitersports and submit all officials that are approved for Arbiter to pay. For internal control purposes, the voucher that has been approved by the AD must be received prior to approval of the payment to officials in Arbiter.
4. For treasurers, as part of the month end procedures, a transaction history log must be printed from Arbiter Pay from the first day of the month to the last day of the month. All of the game vouchers should be matched to the transaction history log for accuracy. The vouchers can be attached to the transaction history log and filed in the monthly reconciliation folders.

Change of Treasurer or Athletic Director at a School

When there is a change in treasurer at the school, there are two steps that must be completed to make the transition to the new treasurer:

1. First, the school's ArbiterPay account must be switched from the old treasurer to the new treasurer. This will allow the new treasurer the ability to view the transactions and balances of the school's Arbiter Pay account. To do this, contact the Assistant Finance Officer to request the change through Arbiter Support.
2. Second, new treasurer needs to reach out to each booking agent that the school uses and ask each one to update the "Relationships" in their Arbiter Sports system. This is where the treasurer will get linked with the school and each sport that the booking agent supplies officials for games. The booking agent will need to confirm the name and email address of the person they are disassociating with the school as well and the name and email address of the new person that will now be associated with this school's accounts.

When there is a change in the Athletic Director at a school, the new athletic director must contact each booking agent and ask them to update the "Relationships" in their Arbiter Sports system. The booking agent will be able to remove the old employee and add the new employee to the programs. There is nothing to change on the ArbiterPay side, as the Athletic Director is not associated with this account.

Additional Information

1. **No checks shall be written to game officials from School Funds, since Arbiter is now responsible for 1099 tracking, so pre-planning is essential.**
2. The Treasurer will monitor the balance in their school's Arbiter Pay account to verify that funds are available for the upcoming season's games.
3. Booking Fees to the booking agent for each sport will continue to be paid by individual school via check, not Arbiter.
4. Fees to Arbiter for processing official pay will be reimbursed to the schools by the District.
5. **Funds should be transferred to the ArbiterPay account 2 weeks prior to the first contest of each season.** This should allow ample time for the treasurer to verify that her accounts are linked and the funding is available. The treasurer should make sure that budgeted funds are requested allowing enough time to receive the check from Finance to meet this deadline for funding Arbiter.
6. Near the end of the spring season, the remaining balance in the Arbiter system must be monitored carefully to assure there is not a large balance or a negative balance.
7. The support line number for Arbiter is: 801-576-9436
8. The detail steps for the ArbiterPay process, including how to instructions and frequently asked questions can be found on the Finance Department's website under Training Materials, entitled "ArbiterPay End User Guide". Any other questions should be directed to the Arbiter support line or the Finance office.