



New Policy: Arbiter Sports Payment Processing

From: Dr. Joshua Medeiros, Superintendent of Parks, Recreation, Youth and Community Services

To: Policy Committee, Board of Park Commissioners

Approved: 4/15/2026

The purpose of this policy is to establish clear procedures for the payment of umpire fees through the Arbiter Sports platform for Pony League baseball games administered by the City of Bristol Parks, Recreation, Youth and Community Services Department. This policy is intended to ensure timely and accurate payment to officials and maintain proper internal records.

1. Scope

This policy applies to Pony League baseball programs administered by the Department for which umpires are engaged as independent contractors.

2. General Staffing Responsibilities

- **Recreation Supervisor:** Serves as the primary Arbiter Sports administrator. Schedules games, and serves as the day-to-day point of contact for League Director. Reviews umpire invoices weekly and provides the approved invoices to the Assistant to the Superintendent weekly.
- **League Director:** Coordinates league schedules and field availability with the Recreation Supervisor and ensures program changes (rainouts, cancellations) are communicated. Provides invoices for the umpires to the Recreation Supervisor weekly.
- **Assistant to the Superintendent:** Reviews and approves payment batches, funds the Arbiter Pay account, and reconciles transactions.
- **Game Officials (Umpires):** Maintain an active Arbiter Pay account, officiate assigned games in accordance with applicable rules, and keep banking and tax information current.

3. Account Maintenance

Before any official may be assigned games or receive payment through Arbiter Sports, the following onboarding steps must be completed:

a. Initial Set-Up

- The Recreation Supervisor creates the department profile in Arbiter Sports and invites the umpire to register an Arbiter Pay account.

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- The umpire links a valid bank account to Arbiter Pay and acknowledges the Department's code of conduct and this policy in writing.
- Two payments, via live check, will be made to Arbiter Pay prior to the start of the first Pony League season, in which payments to umpires will be made via Arbiter Pay.
- A representative from Arbiter Pay will then contact the Purchasing Department in accordance with the City of Bristol's Internal ACH Policy to set up ACH payment.

b. On-going Maintenance

- At the beginning of each fiscal year, the Recreation Supervisor will request a P.O. for the estimated amount of funds to be paid out to Arbiter Pay, based on previous year trends. Upon the receipt of that P.O., the Recreation Supervisor will submit to the Assistant to the Superintendent an invoice to pay Arbiter Pay.
- In the case that the amount of money available to be paid out in the Arbiter Pay system is less than \$500.00, the Assistant to the Superintendent will consult with the Recreation Supervisor to determine if more funds are needed.
- In the case that more funds are needed in a fiscal year, the Recreation Supervisor will submit an invoice to the Assistant to the Superintendent, who will receive upon the invoice for Arbiter Pay and submit to Comptrollers.
- At the end of the fiscal year, unused funds will be reimbursed to the City of Bristol, deposited into the non-budget account, and applied via journal entry to the appropriate account (0017023-531000).

4. Game Fee Schedule

Fees are paid per game, per official, and are inclusive of all services rendered.

Game Type / Division	Game Length	Rate per Official
Pony League	7 innings	\$80/game

5. Game Verification and Payment

Payment is contingent upon verification that an assigned game was officiated as scheduled.

- Approved funds are transferred from the City's designated operating account to Arbiter Pay, which then disburses payment to each official's linked bank account.
- Payment batches are prepared by the Assistant to the Superintendent on a weekly schedule, covering all assignments verified as completed during the prior pay period.
- League Director will submit invoices for payment processing and verification to the Recreation Supervisor who will review and approve the invoices. Invoices shall include the Umpire's unique account number.
- The Assistant to the Superintendent will review the invoice batches for accuracy, confirm that funds are available, and approves disbursement through Arbiter Pay.

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- Officials should expect funds to be available within three (3) to five (5) business days after batch approval.
- Invoices and the corresponding payment confirmation will be saved electronically with the department's account payable vendor files in the P-Drive.

6. Internal Controls

To safeguard public funds, the following controls are required at all times:

- The individual who assigns games (League Director) shall not be the same individual who approves payment batches in Accounts Payable.
- Changes to game fee rates require written approval from the Recreation Supervisor and must be documented.
- Adding, removing, or modifying umpire profiles in Arbiter Sports must be logged and reviewable upon request.
- The name and the Arbiter Pay account number will match the name and Arbiter Pay account number on the invoice prior to payment being processed.
- At the end of each month, the Assistant to the Superintendent will reconcile the total payments processed in Arbiter Pay against the invoices received.
- All invoices for Arbiter Pay will include the account statement from Arbiter Pay and will be signed by the Superintendent and Deputy Superintendent.
- Any suspected fraud, misuse, or unauthorized payment will be reported immediately to the Superintendent and the Assistant to the Superintendent.
- Invoices and the corresponding payment confirmation will be saved electronically with the department's account payable vendor files in the P-Drive.
- At the end of the fiscal year, unused funds will be reimbursed to the City of Bristol, deposited into the non-budget account, and applied via journal entry to the appropriate account (0017023-531000).

7. Tax Reporting

Umpires are engaged as independent contractors and are solely responsible for the payment of all applicable federal, state, and local taxes on fees received. Arbiter Sports will issue an IRS Form 1099-NEC to any official whose total annual compensation meets or exceeds the threshold established by the Internal Revenue Service (\$600.00). Officials are responsible for ensuring that their legal name, address, and taxpayer identification number on file with the Department and Arbiter Pay are accurate at all times.

8. Data Privacy and Records Retention

Personal information collected from officials, including banking details handled within Arbiter Pay, is treated as confidential and is accessed only by authorized personnel for legitimate business purposes. The Department maintains records of assignments, payments, and related

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correspondence in accordance with the City's records retention schedule and applicable Connecticut public records law.

9. Dispute Resolution

- An official who disputes a payment, assignment status, or rate calculation should first contact the League Director in writing within ten (10) business days of the disputed event.
- If the matter is not resolved at the supervisor level, the official may escalate the dispute in writing to the Recreation Supervisor.
- The Recreation Supervisor's decision, made in consultation with the Assistant to the Superintendent as needed, shall be final.

10. Policy Review

This policy will be reviewed annually prior to the start of the baseball season and updated as staffing, technology, fee schedules, or City policies change.