



# Step #1 - Registration

1. Open the email sent to you from **Horizon Web Ref**
2. Follow the instructions included in the email
3. Update your person profile

**Update Personal Profile**

VERIFIED & SECURED

VERIFIED & SECURED

✓ **Name / Address**

Profile Picture

Phone / Email / Birthday

Text Messaging

Synchronize

Preferences

Other Info

Security Settings

2-Step Login Authentication

My Associations

New Feature Requests

Your Name:

Home Street Address Line 1:

Home Street Address Line 2:

Home Street Address Line 3:

Home City Name:

Home State / Province / Region:

Home Postal Code:

Home Country Name:

Private Address?

*the section below is optional*

Work Name:

Work Street Address Line 1:

Work Street Address Line 2:

Work Street Address Line 3:

Work City Name:

Work State / Province / Region:

Work Postal Code:

Work Country Name:

Private Address?

Map:

Leaflet

I agree to the [Terms and Conditions](#) for using HorizonWebRef.com

I agree to the [Privacy Policy](#) of HorizonWebRef.com

# If you DO NOT have an email from **Horizon** **Web Ref...**



1. Go to <https://www.horizonwebref.com/>
2. Select the 3 lines in the top right corner and in the drop down menu select “member login”
3. Click on “Don’t have an account? Sign Up” Fill out the required information. **NTBA’s association number is 205723**
4. Click “submit registration” and wait for system administrator approval
5. Once approved you will be able to register and update your person profile. Please include your OBA umpire number and level

**HorizonWebRef**

Sign Up  
Don't have a user account? Request one here.

Email address  
Enter your email

First Name  
Enter your first name

Last Name  
Enter your last name

Association #  
#####

User Type  
▼

Personal Note (optional additional information)

I agree & accept the Terms & Privacy Policy

Sign Up

Back to Log In

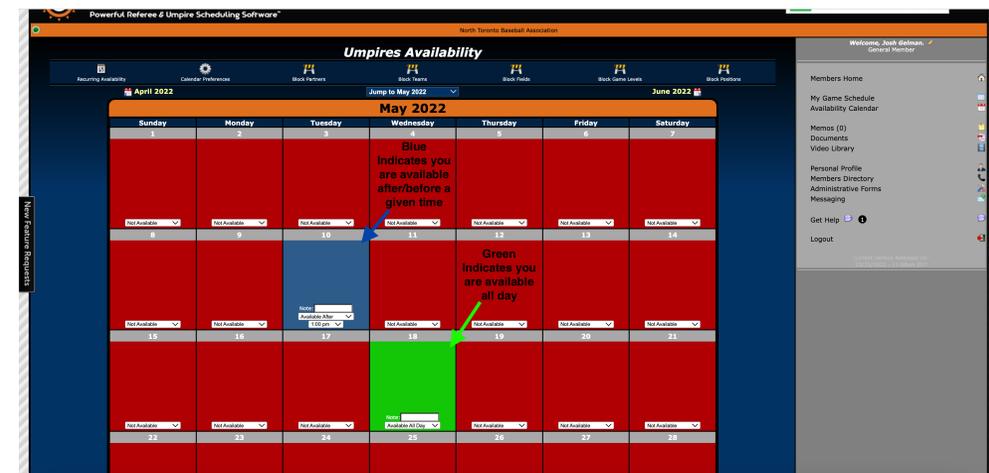
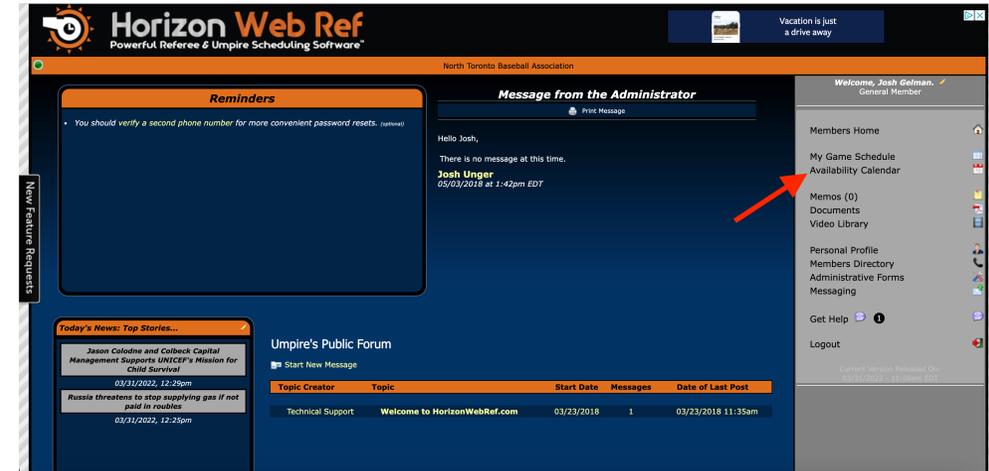


# Setting Your Availability

1. Once logged in, select the availability on the right side of the screen
2. Select which dates and times you are available for. If you are regularly available on the same date and time you can set recurring availability at the top left of the screen

## NOTE:

- Availability can be edited up until the current date and any changes made will be saved automatically.



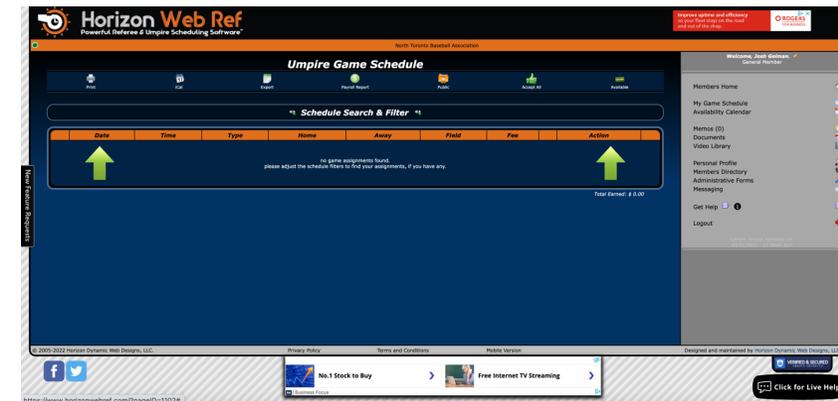
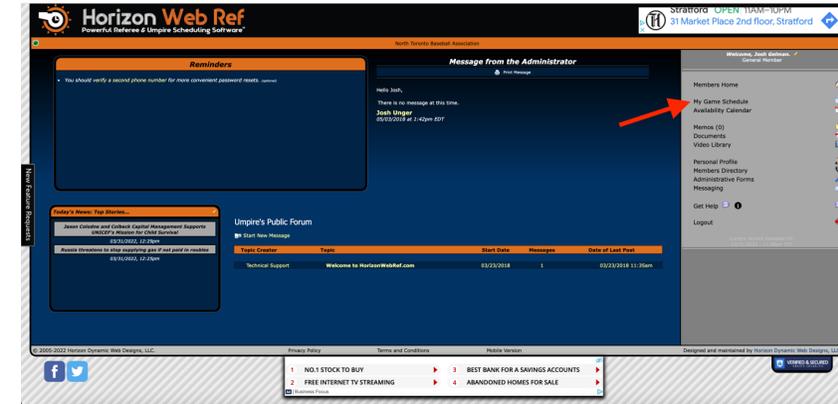


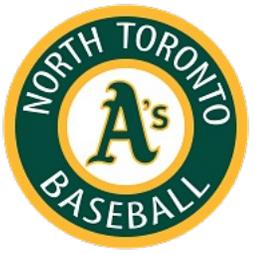
# Selecting Games

1. Await an email regarding a TBA (to be assigned) request
2. Await the assignors approval of the game. This will probably be AT LEAST 24 hours from when the initial email is sent
3. Follow the instructions given in the email to access the TBA request. You can see all of your TBA requests in the navigation menu under my game schedule
4. Accept the game that is given to you

## NOTE:

- Just because you request a game does not mean you will be officiating that game. You must wait for confirmation from the organization. You will be notified if you receive the game or if you do not receive the game.





# Cancellations

- If you cannot work a game that you have been assigned please let Jonny know ASAP.
- Jonny's Phone Number is (416) 898-4054. If you must cancel, please text or call him.

## NOTE:

- Last minute cancellations may lead to the assignor going in another direction the next time this umpire signs up for a game

# Ump Captains



Division	Ump Captain	Email	Phone Number
6U and 7U	Russell Kline/Julian Schecter	<a href="mailto:russellmcline@gmail.com">russellmcline@gmail.com</a> / <a href="mailto:julian.schecter3@gmail.com">julian.schecter3@gmail.com</a>	(647) 991-9511, (416) 803-4913
8U and 9U	Josh Gelman	<a href="mailto:joshuagelman2003@gmail.com">joshuagelman2003@gmail.com</a>	(647) 939-1582
10U and 11U	Simon Hungate	<a href="mailto:simonkh@rogers.com">simonkh@rogers.com</a>	(416) 521-5302
12U and 13U	Noah and Liam Robertson	<a href="mailto:noah.rob47@gmail.com">noah.rob47@gmail.com</a> , <a href="mailto:liam.robertson78@gmail.com">liam.robertson78@gmail.com</a>	(416) 312-7380, (647) 629-9123
15U and 18U	Russell Kline/Julian Schecter	<a href="mailto:russellmcline@gmail.com">russellmcline@gmail.com</a> / <a href="mailto:julian.schecter3@gmail.com">julian.schecter3@gmail.com</a>	(647) 991-9511, (416) 803-4913
Rep and Select	Jon Farley	<a href="mailto:farley_ck@yahoo.ca">farley_ck@yahoo.ca</a>	416.898.4054



# Game Day

## Arrival:

- Please try to be at the park at least **15** minutes before all house league games and at least **25** minutes early for Rep and Select games.

## Rainout:

- If after arriving at the field, you decide that the game is unplayable (rain, lightning, etc.) you will be paid (see local rules). However, if the game is cancelled before you arrive, you will not be paid.
- Be a good umpire above all



# Post Game

- All house league umpires will have to submit a report after each game in order to be paid
- All rep umpire will be paid in cash at the park

Game Report	
<b>FINAL SCORE</b>	
3rd Pool A * (Home)	0
Allegany (Visitor)	0
Overtime?	No
Game Difficulty	Average
Verbal Report To League Office?	No
<b>3rd Pool A * (Home) Coaches</b>	
Conduct with team	7 - Good
Conduct with opponent	7 - Good
Conduct with officials	7 - Good
<b>3rd Pool A * (Home) Players</b>	
Sportsmanship	7 - Good
Quality of play	7 - Good
Conduct with officials	7 - Good
<b>Allegany (Visitor) Coaches</b>	
Conduct with team	7 - Good
Conduct with opponent	7 - Good
Conduct with officials	7 - Good
<b>Allegany (Visitor) Players</b>	
Sportsmanship	7 - Good
Quality of play	7 - Good
Conduct with officials	7 - Good
<b>Spectators</b>	
Behavior	7 - Good
<b>Location - Blue Cross Arena</b>	
Overall Quality	7 - Good
Security	7 - Good
Officials Room	7 - Good
<b>Minor Officials (scorekeeper, time clock operators, etc.)</b>	
Performance	7 - Good
<b>Game Officials</b>	
Quality of game	7 - Good
Would you work the game again?	Yes
Comments	



# How to Complete a Game Report

## Score:

- Please input a rough estimate of what the score was. You are not expected to track the exact score throughout the game so this does not need to be fully accurate.

## Coaches:

- Rate the coaches and players from 1-10 in the conduct with officials subheading. We do not care about the rest.

## Spectators:

- Please rate the spectators for conduct towards officials

## Equipment:

- Please note if there is an issue with any of the equipment and comment on what specifically the issue is.

## Comments:

- If there was an **umpire mentor** at the game please indicate by changing the number if the performance for Minor Officials
- If you **umped the game alone** please rate the quality of game as 1 and then comment that there was no other umpire
- If the game was rained out or forfeited, please comment

# Incident Report



- If there is an ejection you **MUST** submit an incident report on the site



# More Info

- Please do not hesitate to reach Jonny, myself (Josh Gelman) or any of the other umpire captains for any questions you may have or issues that may arise

Jonny:

- Phone: (416) 898-4054
- Email: [Farley\\_ck@yahoo.ca](mailto:Farley_ck@yahoo.ca)

Josh Gelman:

- Email: [joshuagelman2003@gmail.com](mailto:joshuagelman2003@gmail.com)