



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

The screenshot shows a web interface for updating a personal profile. At the top, there's a blue header bar with the title "Update Personal Profile" in white. On either side of the title are small blue icons with the text "VERIFIED & SECURED". Below the header, on the left, is a vertical sidebar with a black background and white text that reads "New Feature Requests". The sidebar contains a list of orange buttons: "Name / Address" (with a green checkmark), "Profile Picture", "Phone / Email / Birthday", "Text Messaging", "Synchronize", "Preferences", "Other Info", "Security Settings", "2-Step Login Authentication", and "My Associations". The main content area has a dark blue background. At the top of this area, it says "Your Name:" followed by two white input boxes containing "Josh" and "Gelman". Below this, there are several labels for address fields: "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:", and "Home Country Name:". To the right of these labels is a large red rectangular area, likely a placeholder for a profile picture. Below the address fields, there's a section titled "the section below is optional" in small white text. This section contains labels for work-related information: "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:", and "Work Country Name:". Each of these labels is followed by a white input box. To the right of the work information fields is a map area with a blue location pin and a "Leaflet" logo. At the bottom of the form, there are two checkboxes: "I agree to the Terms and Conditions for using HorizonWebRef.com" and "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

First Name

Last Name

Association #

User Type

Personal Note (optional additional information)

☐ I agree & accept the Terms & Privacy Policy

[Back to](#) [Log In](#)

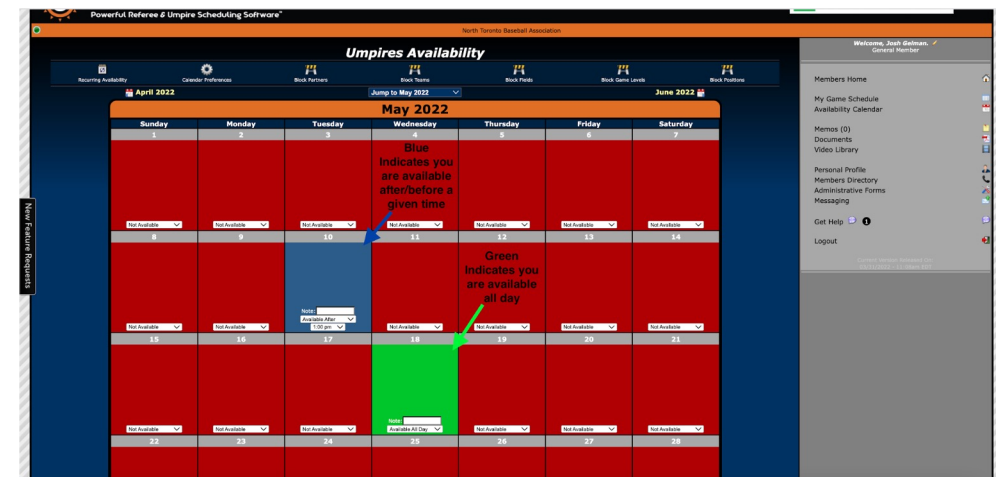
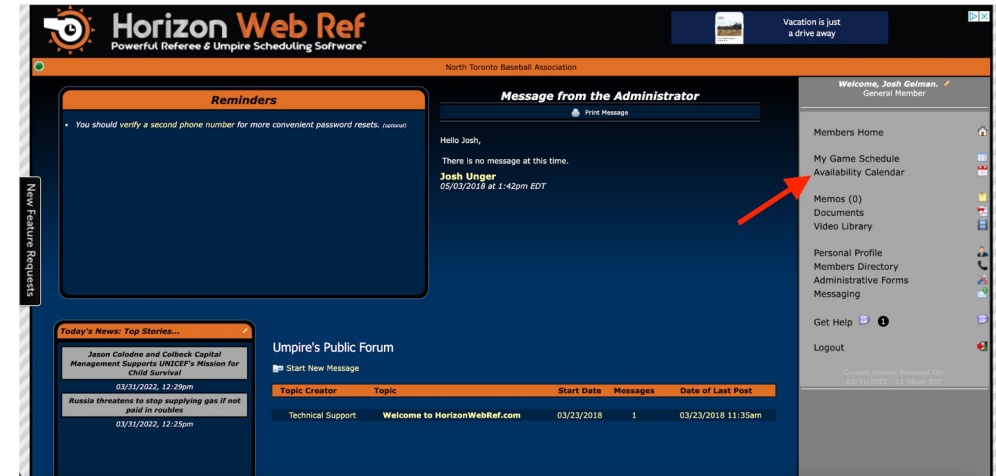
Setting Your Availability



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.



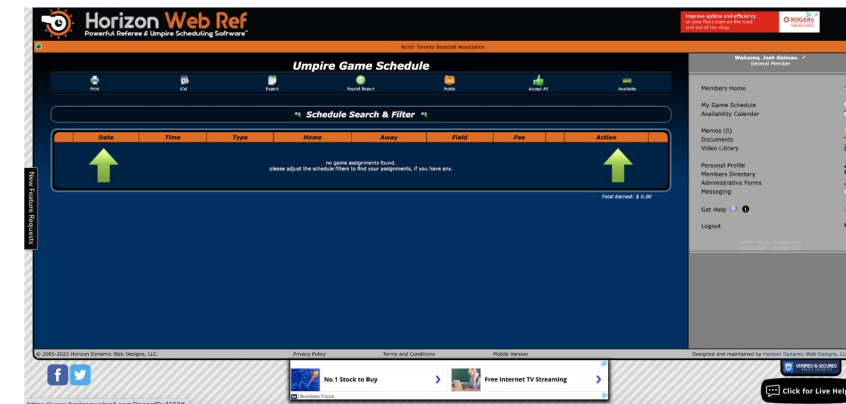
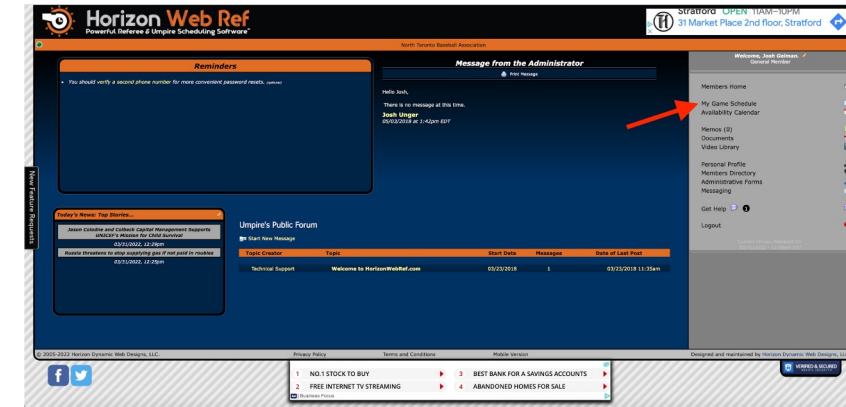


Selecting Games

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 the Ump Captain know ASAP.
- The Ump Captain's phone number is on the next page, 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
7U and 12U	Audrey Tan	audreybtan@icloud.com	(647) 806-5105
8U	Josh Gelman	joshuagelman2003@gmail.com	(647) 939-1582
9U	Cooper Gelman	coopergelman@gmail.com	(416) 540-9561
10U and 11U	Liam Robertson	liam.robertson78@gmail.com	(647) 629-9123
13U	Jonah Kowal	jonahkowal10@gmail.com	(647) 402-8380
15U and 18U	Russell Kline	<u>russellmkline@gmail.com</u>	(647) 991-9511
Rep and Select	Jon Farley	farley_ck@yahoo.ca	(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

A screenshot of a "Game Report" form for a baseball game. The form is titled "Game Report" and "FINAL SCORE". It contains several sections for rating different aspects of the game, each with a dropdown menu for the rating. The sections include: 3rd Pool A * (Home) Coaches, 3rd Pool A * (Home) Players, Allegheny (Visitor) Coaches, Allegheny (Visitor) Players, Spectators, Location - Blue Cross Arena, Minor Officials, and Game Officials. The form also includes a "Comments" section at the bottom and a "Click for Live Help" button.

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

Josh Gelman:

- Email: joshuagelman2003@gmail.com