

Umpire Instructions

For any of the instructions below to work, you need to make sure your profile is up to date and accurate. It is also important to confirm in your profile that you will accept emails from the AHYAA system.

To ensure your profile is set up to allow email notifications log into the AHYAA system, view your profile and on the content tab your profile needs to look like this. The “no email box unchecked and the remind boxes checked.

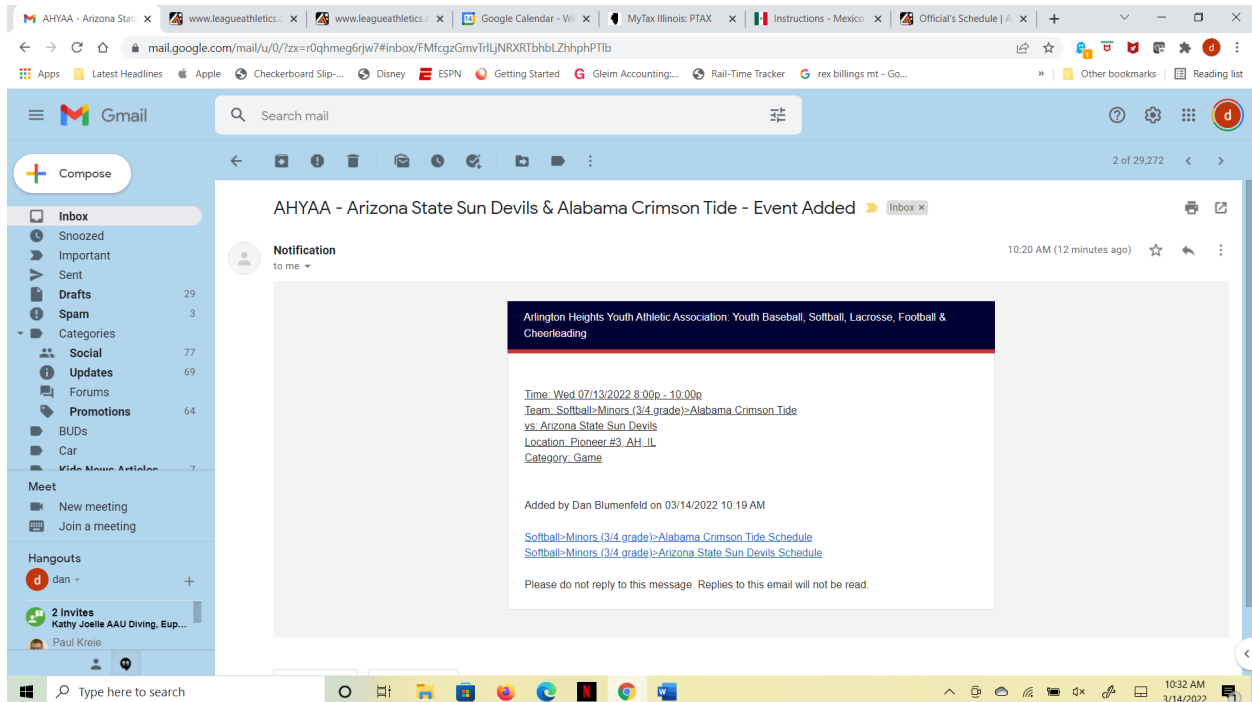
Email Public

No Email

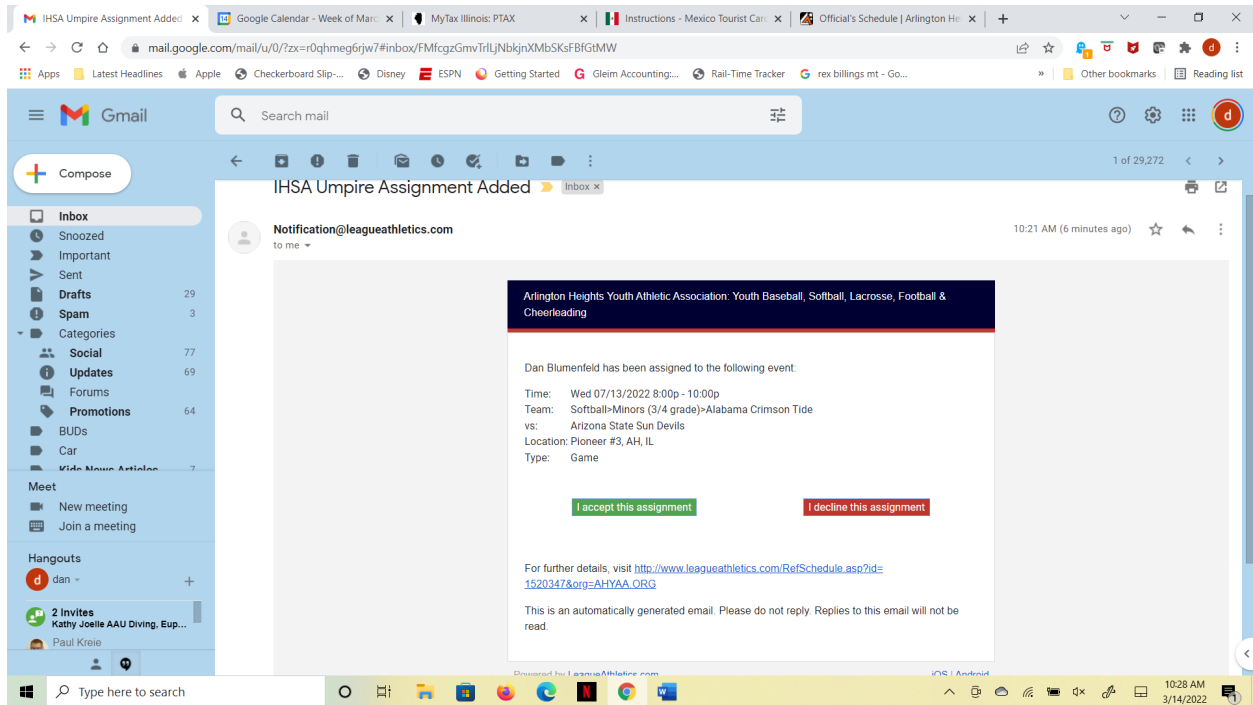
Remind Games Practices

Once the umpire coordinator has assigned you to a game the AHYAA system will send you two emails:

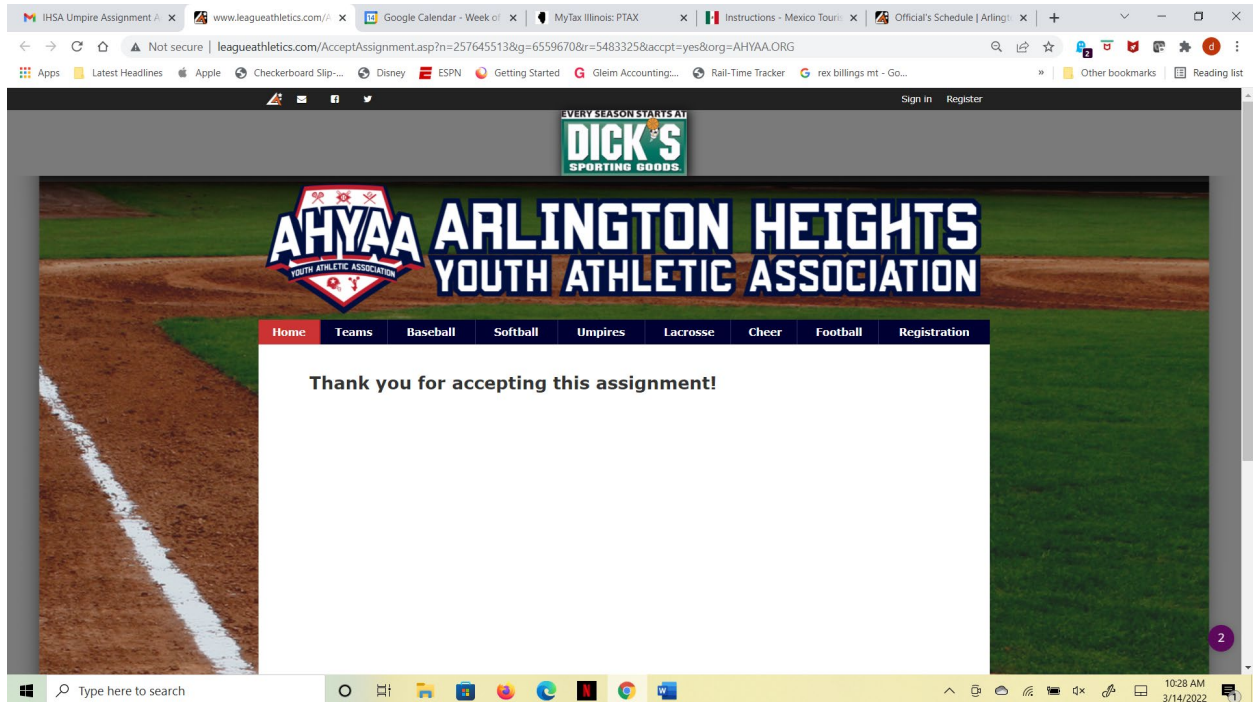
1. A notice that an assignment has been added



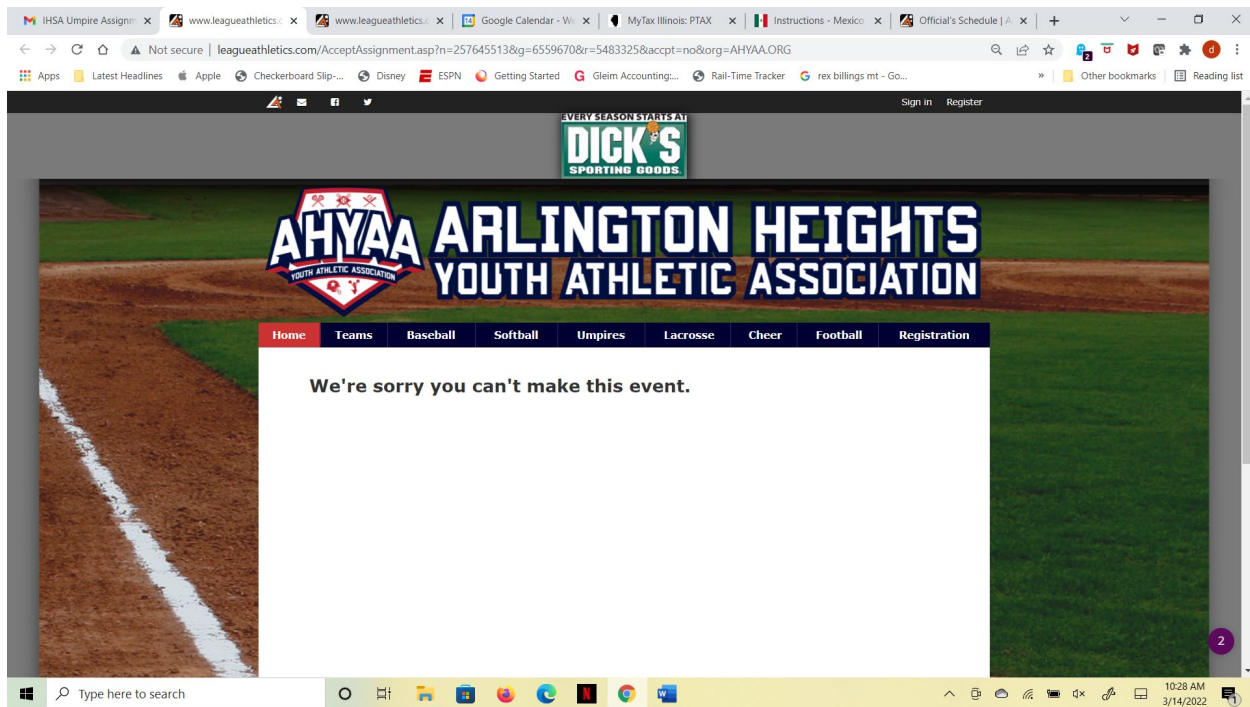
2. An email asking you to accept or decline the assignment.



If you accept the assignment you will see this page come up:



If you decline the assignment, you will see this screen:



What if you decline or accept by accident? You can change the reply, the most recent reply is what is stored in the system.

Why is it important to accept? Any games that are not accepted within 3 days (72 hours) will be re-assigned.

What if I can't make a game I accepted? For Softball let Dan Blumenfeld and for Baseball let Daniel Koutris know at least 3 days (72) hours before the game and we will do her best to find a replacement. If you cancel less than 3 days (72) hours before the game YOU are responsible for finding a substitute. A list of all umpires will be shared with you prior to the start of the season. If you are able to find a substitute umpire let the softball or baseball rep know, they will update the system so the new umpire is now responsible for the game and will be paid.

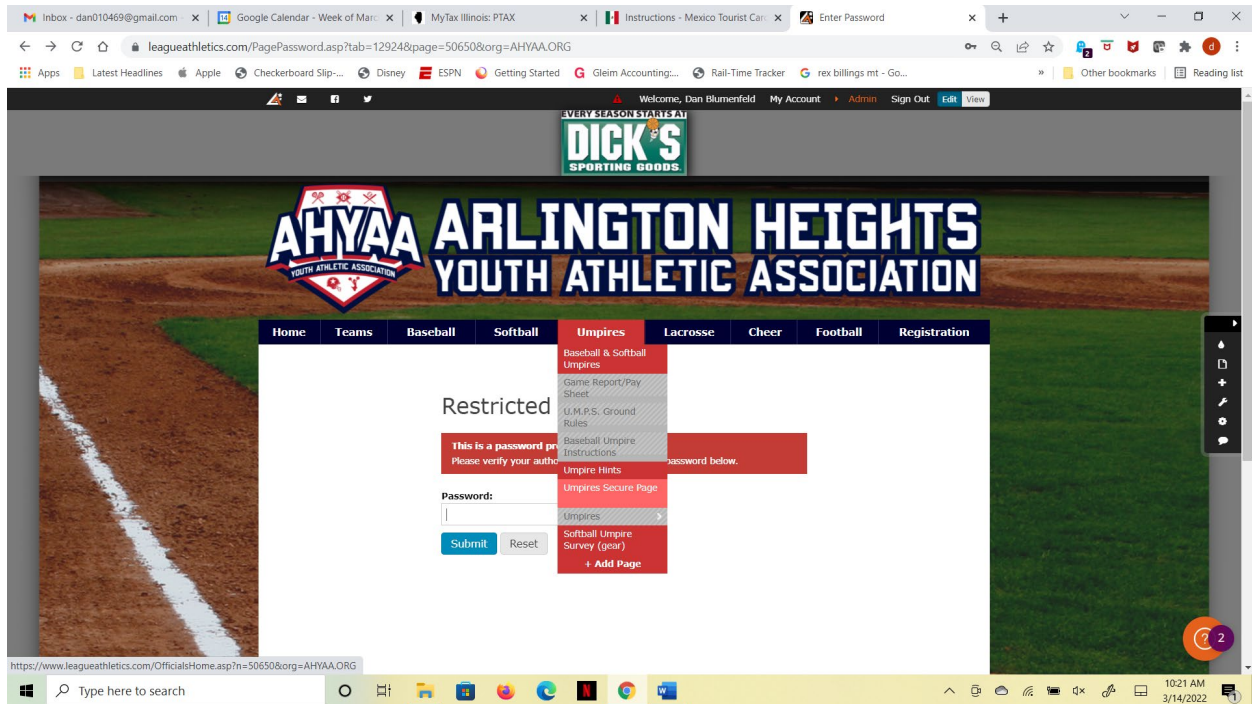
Daniels Koutris's contact info is DrKoutris@comcast.net cell 847.977.6114

Dan Blumenfeld's contact info is Dan010469@gmail.com cell 847.987.9712

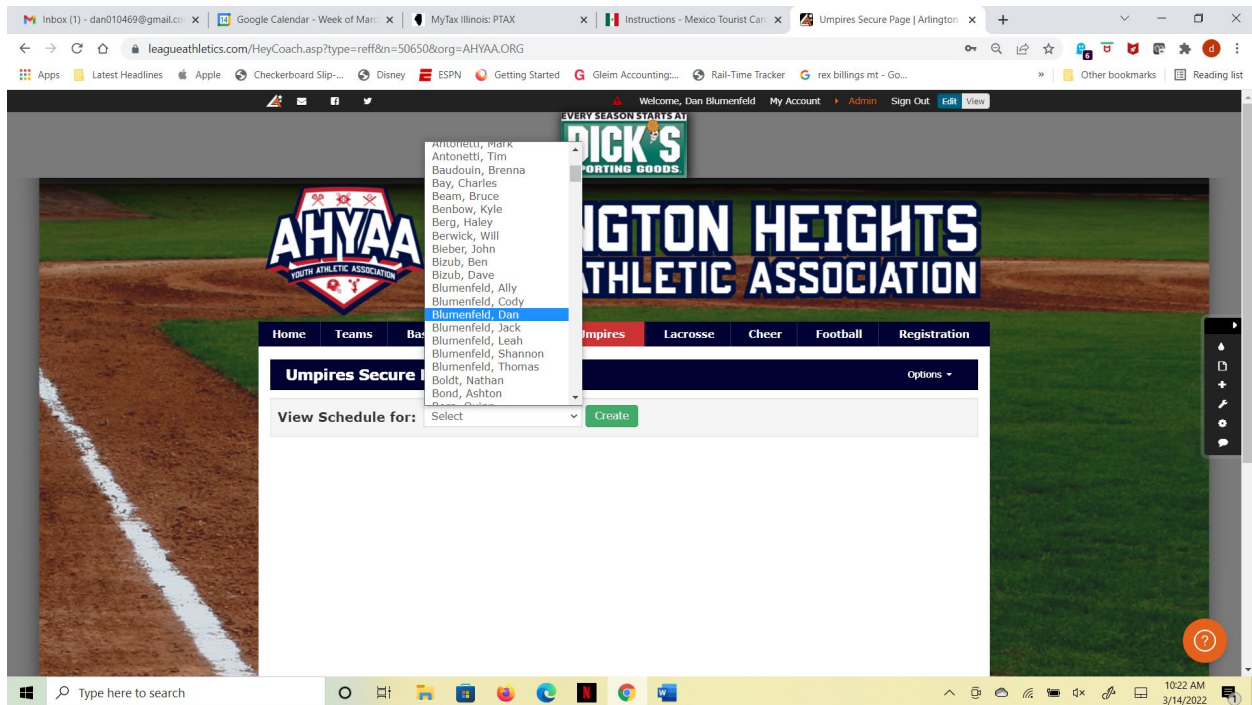
Why have we set this 3 day rule for cancelations? A job is a responsibility. We understand that most of the umpires also play sports and games get rescheduled. Generally, these rescheduled events provide more than a day or three notice. If you are a no show for a game you will be put at the back of the line for umpire assignments and there is the possibility that you will not ump again this season.

To avoid missing games how can I add all the games to my calendar or print them out.

Navigate to the umpire tab and click umpire secure page. Enter the PW is ump14



Once on the ump secure page select your name



You can also see here all the games you have accepted or declined. You can update here if you missed confirming or declining a game.

AHVAA ARLINGTON HEIGHTS YOUTH ATHLETIC ASSOCIATION

Home Teams Baseball Softball **Umpires** Lacrosse Cheer Football Registration

Dan Blumenfeld's Schedule Options Help

My Schedule
Season: 2022 Spring/summer

Date	Time	Event	Type	Field	Assignment	Confirmed
3/14/2022	8:00p-10:00p	Alabama Common Title vs Arizona State Sun Devils	Umpire	Arlington #3	IHSA Umpire	N/A Accepted Declined

Last Updated on: Mon Mar 14 2022 at 5:19:00 AM
Click on any Field name for directions.

My General Availability

	AM											PM												
	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Sunday																								
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								

Under options select what type of calendar you would like to add to, or just print you schedule.

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Options menu:
 Add to Google Calendar
 Subscribe to Calendar
 Add to Calendar
 Download CSV
 iCal & CSV Help?
 Print Schedule

One note, I did notice last season that calendars did not automatically update as you are assigned more games. You may need to perform these last few steps as new games are assigned to keep you calendar up to date.

When do I get PAID!? There will be on check cut at the end of the fall season. Please keep this in mind. It will take the ump coordinator about a week to put the invoice together and then verify your games with you. When this verification is sent to you, this is your chance to confirm or call out any games missed. Your reply is necessary. Once that is completed, the AHYAA accountant will need a week (maybe more) to cut the checks and send them out. It is not unusual for three or four weeks to pass for payment. Please be patient as everyone is working as fast as possible to get you paid.