

## AIA Policies and Procedures Manual

### **Tournament: Contracts / Sponsorship / Programs / Souvenirs / Concessions**

- Contract and Sponsorship Negotiations
  - A state site director or other representative may not negotiate fees or contractual agreements of any kind with any school, university or other organization.
  - Contracts may only be negotiated and signed by the AIA Executive Director or designee.
  - Contracts must be submitted no later than 2 weeks prior to the event.
    - Steps for contract approval are as follows:
      1. Identify tentative tournament site (if needed, AIA staff will assist in finding a site).
      2. If there is no contract or agreement, please confirm site with AIA tournament coordinator (AIA TC) of that sport for information purposes.
      3. If there is a contract please forward to the AIA TC of that sport for review and processing.
      4. Contract will be reviewed by AIA staff and legal counsel.
      5. If correction or changes need to be made, AIA TC will coordinate changes with venue/vendor, conference contact and AIA.
      6. Once contract/agreement is reviewed and approved, contract will be executed by AIA administrator and returned to venue, and kept on file in AIA office.
      7. AIA office will coordinate insurance coverage/needs.
- Programs and Souvenirs
  - The AIA member schools have an exclusive contract with Kukulski Brothers to provide programs, souvenirs, tee shirts, and photography, etc. at all AIA tournaments.
  - No other vendors will be permitted to sell merchandise at AIA tournaments without prior approval from the AIA.
- Concessions
  - At events conducted at AIA member schools, those schools normally provide concessions with proceeds going to the appropriate campus group.
  - For concessions at off-campus sites please contact the AIA Office as arrangements may have been made.