

## AIA Policies and Procedures Manual

### Tournament: Employees – Certified Athletic Trainers – Police Officers

- **Employees – Tournaments/Events**

- AIA Tournament workers are AIA employees. In compliance with relevant IRS Code, **every individual who is paid** for tournament work must submit forms I-9, W-4, A-4.
- Site Director must ensure that names, addresses, and social security numbers are obtained and are **legible** on the I-9, W-4, and A-4. (Links below)
- No payment will be issued without fully executed Tournament Employee Forms.
- Site Director must verify required I-9 data and sign the I-9 where indicated.
- Site Director is to enter **Employee Name, Position Worked AND last 4 digits of SS #** on the Tournament Income/Expense Report ("TIER").
- All tournament-related employees ("TEE") are covered by Worker's Compensation Insurance.
- All TEEs are in the Unemployment Insurance Program "Casual Labor" category; therefore, are not eligible for unemployment benefits.
- Certified Athletic Trainers (AT) – AT are not TEEs. **See separate QMP Policy regarding ATs.**
- Police Officers – W-9 required or note which Department affiliation if no SS# is provided and department submits an invoice for services.
- There are to be no cash payments to Tournament Employees, Police Officers, Officials, and Certified Athletic Trainers.
- All Site Directors will be paid via payroll processing after all requirements are met, including proper deposit of net gate, electronic submission of TIER, and return of all unsold tickets to the AIA office. Non-compliance will result in non-payment.
- Please notify AIA Finance Department if family members of AIA Staff or Site Director are hired as TEEs.
- **No one under eighteen (18) years of age may be an AIA employee.**
- **LINKS FOR FORMS:**  
<http://aiaonline.org/files/11713/aia-tournament-employee-forms.pdf>