



The logo for AZPREPS365.COM features the text 'AZPREPS365.COM' in a stylized font with a yellow and red diagonal stripe to the left. A thick gold horizontal line extends to the right of the logo.

Welcome
2019-20
AIA FISCAL IN-SERVICE 2.0

Denise Doser
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The Team

Amy Richmond

Staff Accountant – Finance Assistant

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Brandy Young

Tournament Processing –
Operations Coordinator

byoung@aiaonline.org

602.385.3829



NEW TO THE TEAM! →

Jess Garcia

Tournament Processing – Operations Assistant

jegarcia@aiaonline.org

602.385.3826



accounting@aiaonline.org

for team assistance



The AIA Finance & Operations Team

Amy Richmond – arichmond@aiaonline.org 602.385.3815

Staff Account

- Accounts Payable / Accounts Receivable /
- RefPay Processing
- AT-QMP Processing / TIERS
- General Ledger Reconciliation
- Membership Services

Brandy Young – byoung@aiaonline.org 602.385.3829

Tournament Process & Operations Coordinator

- TIER & TEE Processing & Payroll
- Tournament Ticket Distribution
- Membership Services – Rule Book Coordinator
- NFHS Coaches Education / Sanctioning/ Learn Course Orders
- Operations Vendor Coordinator / Facility Lead

Jess Garcia – jegarcia@aiaonline.org 602-385-3826

Tournament Processing & Operations Assistant

- AT Initiative – assigning, recruiting to the AIA Cadre
- Emergency Action Plan – management
- RefPay invoices to the membership
- Website support of links to forms and Policies & Procedures
- Assists entire Finance / Operations Team
- Assists Tournament Coordinators with details of events.
- AIA Champions Coordinator

What's New:



AIA Admin Dashboard now has "Four Buckets"

	1	2	3	4
	\$553.33 CURRENT BALANCE	\$0.00 MARKED & APPROVED*	\$1,302.66 ASSIGNED*	(\$749.33) PROJECTED BALANCE*
* Payments subject to additional processing fees.				

	1	2	3	4
	\$7,737.38 CURRENT BALANCE	\$0.00 MARKED & APPROVED*	\$1,761.70 ASSIGNED*	\$5,975.68 PROJECTED BALANCE*
* Payments subject to additional processing fees.				

What's New:



This bucket needs funding ASAP!

Dashboard
Directory

<https://admin.aiaonline.org/>

Dashboard

{School Name here}
If your RefPay Dashboard looks like this, you are behind and must fund immediately !

	1	2	3	4
	\$109.55	\$1,685.00	\$1,393.00	(\$2,968.45)
	CURRENT BALANCE	MARKED & APPROVED *	ASSIGNED *	PROJECTED BALANCE *

* Payments subject to additional processing fees.

Pending Scores

Official Attendance

Schedule Requests

Ejections

Scheduling

School Profile

School Contacts

Game Feedback

1. Present - Current balance - Keep Funded!
2. Past - Completed games that have been marked on the game screen. Officials marked as attended --> OK to pay
3. Immediate Future - Currently scheduled and ASSIGNED home contests. This needs funding now!
4. Immediate financial need. Fund now Make sure this is a POSITIVE number !

FUND EARLY -- FUND BIG !

What's New:



This is a well funded RefPay!

Dashboard

Directory

<https://admin.aiaonline.org/>

Dashboard

{School Name Here} **If your RefPay Dashboard looks like this, your are properly funded - Thank You!**

	1	2	3	4
	\$19,585.10	\$226.00	\$2,384.50	\$16,974.60
CURRENT BALANCE	MARKED & APPROVED *	ASSIGNED*	PROJECTED BALANCE *	
	* Payments subject to additional processing fees.			

 Pending Scores ✓	 Official Attendance ✓
 Schedule Requests 4	 Ejections ✓
 Scheduling	 School Profile
 School Contacts	 Game Feedback

- 1. Present - Current balance - Keep Funded!**
- 2. Past - Completed games that have been marked on the game screen. Officials marked as attended --> OK to pay**
- 3. Immediate Future - Currently scheduled and ASSIGNED home contests. Is this funded?**
- 4. Yes - Immediate financial need is funded. Make sure this is a POSITIVE number !**

FUND EARLY -- FUND BIG !

What's New -> Tournaments

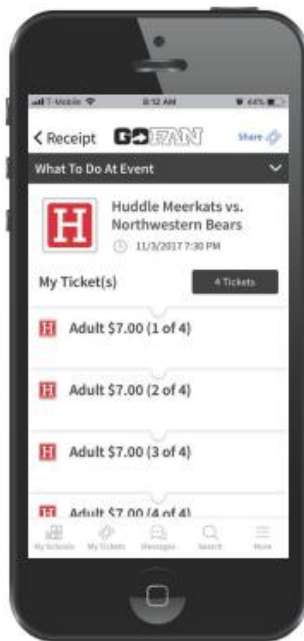


MOBILE ONLY SOLUTION

- ...is the new AIA digital ticket partner
- No reporting on TIER
- AIA will record sales on your TIER
- In-Service Ticket Taker for redeeming

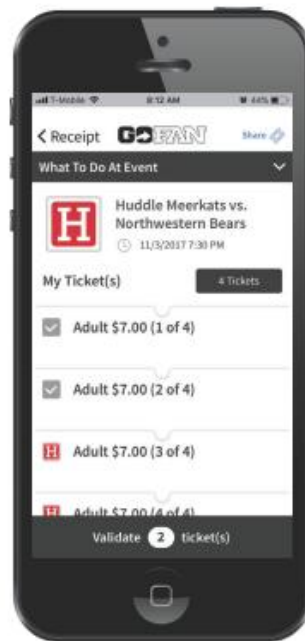


GoFan Digital Ticket Redemption



1

**FANS PRESENT
TICKETS AT GATE**



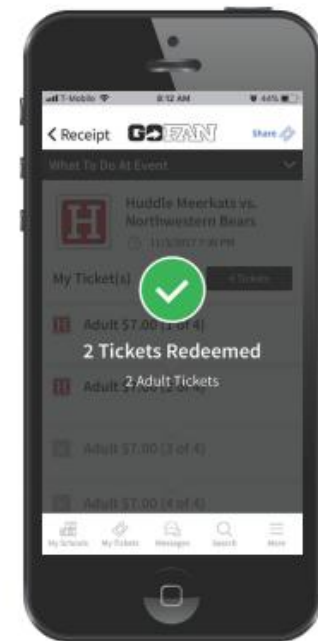
2

**SELECT TICKETS OR
PRESS **4** TICKETS
TO REDEEM ALL**



3

**PRESS
"ENTER EVENT"
TO VALIDATE**



4

**FANS ENJOY
GAME**

What's New -> Tournaments

Now accepting Credit Cards
at AIA managed events



Pilot program at
Selected Neutral Sites,
Semi-Finals and Finals





AZPREPS365.COM

AIA and the AIAAAA



AIA By law 9.1.3.4

per Legislative Council 3/1/2019

“Dual State AIAAAA/NIAAAA current annual membership dues per athletic director/athletic administrator per school will be added to the AIA Membership Dues each year. Those funds will then be transferred via check to the AIAAAA each September 30th of the current school year”.

AIA and the AIAAA

- 100% pass through from the AIA to the AIAAA of one membership per school on the AIA annual membership invoice.
- Any additional AIAAA business is to be done directly through AIAAA, its Committees, Officers, and Executive Director, not the AIA
- Anything else received at the AIA for AIAAA, will be returned to the school.

Service Charge Grid - Update

- Available on your AIA Admin Dashboard



2019-20 AIA Service Charge Grid

Sport	Sectional Tournament Entry	State Tournament Entry	School Assigning Service Charge Per Regular Season & Invitational Home Game	Game Change Service Charge after six week rolling window	Tournament Sanctioning Fee	Cycle # & Invoice Date	
Badminton	N/A	\$50 into singles/doubles tournament(s)	N/A	\$20 per change request of a regular season or invitational game within six weeks of the contest, or after officials have been assigned (whichever comes first), when not related to weather or beyond the schools control (e.g. transportation issue).	SPORTS ASSESSED:	Cycle 1	
Cross Country	\$50 per team (boys and girls separate teams)	\$100 per qualifying team (boys and girls separate teams)	N/A		Basketball Boys & Girls	Invoice Date DECEMBER 1	
Football	N/A	N/A	\$3.00 per home game assignment		Baseball, Softball	Data captured through: November 15	
Golf (Fall)	N/A	\$50 per individual, or \$250 per team (boys and girls separate teams)	N/A		Soccer Fall & Winter Boys & Girls		
Soccer (Fall)	N/A	N/A	\$3.00 per home game assignment (\$5/invitational)		Volleyball girls, Boys, Beach		
Swim	N/A	N/A	N/A		Wrestling		
Volleyball (Girls)	N/A	N/A	\$3.00 per home game assignment (\$5/invitational)				
Basketball	N/A	N/A	\$3.00 per home game assignment (\$5/invitational)		Same as above	Up to 8 Teams = \$25 *	Cycle 2
Soccer (Winter)	N/A	N/A	\$3.00 per home game assignment (\$5/invitational)			9 to 16 Teams = \$50 *	Invoice Date March 1
Wrestling	\$100 per team	N/A	\$3.00 per home game assignment (\$5/invitational)			17 to 32 Teams = \$100 *	Data captured through: February 15
Spiritline	\$250 per school entering	\$350 per qualifying school	N/A	N/A	More than 32 teams = \$200 *		
Baseball	N/A	N/A	\$3.00 per home game assignment (\$5/invitational)	Same as above	*These fees will double if the tournament hasn't been sanctioned or if the games haven't been built at least three weeks prior to the start of the tournament.	Cycle 3 Invoice Date May 1	
Beach Volleyball	N/A	N/A	\$3.00 per home game assignment (\$5/invitational)				
Golf (Spring)	N/A	\$50 per individual, or \$250 per team	N/A				
Softball	N/A	N/A	\$3.00 per home game assignment (\$5/invitational)				
Tennis	N/A	\$50 per gender into singles/doubles tournament(s)	N/A				
Track	N/A	N/A	N/A				
Volleyball (Boys)	N/A	N/A	\$3.00 per home game assignment (\$5/invitational)				

As shared with Athletic Directors and other attendees in the AIA Policies & Procedures Fiscal In-Services and AIA Administrative Dashboard.

- The Service Charge/Entry Fee as noted above will be invoiced to the school seasonally as Cycle 1, 2, & 3.
- Each service Charge or entry fee incurred will be listed on the Cycle 1, 2, and 3 in Fall, Winter, and Spring, issued at the conclusion of each season, thereby creating one invoice per school per season for the accrued charges.
- Individual invoices for each service charge or entry fee will not be issued.
- Individual checks for tournament entry fees should not be issued by the school or district.
- These entry fees do not need to be paid in advance of the event.

If school or district protocol requires, Purchase Orders may be put in place either individually or blanket for service charges incurred.

- Tournament Sanctioning Fee – details on the grid – new column
- AIA Executive Board directed game change fee increase
- Invitational Assigning Service Charge increase from \$3 to \$5. Does not affect regular season schedules
- Shows dates of the Cycle 1-2-3 invoices

Emergency Action Plan - Update

- Mandatory for all hosting schools
 - NEW – Must add date of the event
 - If 1st & 2nd round are known– enter both dates
 - Must be by each Sport as venue and access may change (ie. FB v BSKT)
 - Still submit to Jess – jegarcia@aiaonline.org

AIA EMERGENCY ACTION PLAN


Please e-mail this Emergency Action Plan to the AIA - Jess Garcia - jegarcia@aiaonline.org

Emergency Action Plan Worksheet

Enter Sport and Date of Event: _____ Enter SCHOOL & area on campus for Site: _____ Your Name: _____

Call 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.

911 TEAM	CPR/AED TEAM	AED TEAM
<p>CALL 911. Explain emergency. Provide location.</p> <p>Nearest Phone: _____</p> <p>Responder 1: _____</p> <p>Responder 2: _____</p> <p>MEET AMBULANCE at EMS Access Point. Take to victim.</p> <p>EMS Access Point: _____</p> <p>Cross Streets: _____</p> <p>Responder 1: _____</p> <p>Responder 2: _____</p>	<p>START CPR.</p> <ol style="list-style-type: none"> 1. Position person on his/her back. 2. Put one hand on top of the other on middle of person's chest. Keeping arms straight, push hard and fast, 100 presses/minute. Let chest completely recoil after each compression. 3. Take turns with other responders as needed. <p>Responder 1: _____</p> <p>Responder 2: _____</p> <p>Responder 3: _____</p> <p>WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS.</p> <ol style="list-style-type: none"> 1. Remove clothing from chest. 2. Attach electrode pads as directed by voice prompts. 3. Stand clear while AED analyzes heart rhythm. 4. Keep area clear if AED advises a shock. 5. Follow device prompts for further action. 6. After EMS takes over, give AED to Athletic Administrator for data download. 	<p>GET THE AED.</p> <p>Nearest AED: _____</p> <p>Responder 1: _____</p> <p>Responder 2: _____</p>



ANYONE CAN SAVE A LIFE

Plan. Learn. Save.

REMINDER *(Yes again)* -> AT/QMP Policy



- Review updated Protocol page
 - AIA MUST BE NOTIFIED* of AT on duty 72 hours prior to event, 'even if' it is your own school's regular AT
 - ONLY **VALID** INVOICES can be paid:
 1. AIA/AT Cadre (AT knows this policy and procedure)
 2. School Invoice reimbursed for AT services provided
 3. Third party AT service where AT is employed
 - No AT may be paid from TIER submission only
 - List on Green Vendor Tab as a placeholder for the invoice.
 - No exceptions => it's all about the insurance!

*Email to Jess -> jegarcia@aiaonline.org

Reminders - 2019-20



Tournament Pricing – Senior & Military

- All Rounds – \$5 for Senior (62+) & Active Military with ID.
- At 1st & 2nd round High Seed Sites – [sell as student ticket](#).
- See AZPreps365.com /championships/sport for all tournament pricing and detail
- <http://www.azpreps365.com/championships/football>
- State Tournament All Rounds
 - \$10.00 Adults
 - \$5.00 Students with High School ID, [Active Military and Senior Citizens](#) (62 and over)
Children five and under admitted free
- At HSS consider [Students](#) / [Seniors](#) / [Military](#) all \$5 tickets.
- Record all \$5 sales on [Blue Student Ticket Sales Tab](#) on TIER.
- No need to record separately at 1st & 2nd round HSS.



REMINDER -> TIERs

- Please download the most current version of the TIER that is on the website. Prior year TIER templates are outdated.
- TIERs must be in Excel format
No Google Docs or PDFs
- Emails -> One TIER + all related documents per email. Subject line should be event specific.



The Team shares these reminders:

- **Separate checks for RefPay deposits are preferred.** Combining AIA invoice payments and RefPay deposits = additional handling, and sometimes confusion as to what the funds are for if not clearly marked
- Make **gate deposit** as soon as possible after event – **required within 5 days**
- **Write** site, sport, date, round on deposit slip



- **RETURN ALL UNUSED TICKETS ASAP** (event & non-event tickets). SD check will be held. School will be invoiced for any missing tickets per policy
- **Play In Games** – Are not AIA games – but host school's responsibility. Mark officials as you would regular season. No other items apply: no tickets, no TIERS, no deposits, no TEEs paid, etc.
- **Please In-Service Ticket Sellers & Takers – this is where most errors have been occurring**
 - No Ticket issued to Pass Holders/Guests
 - No Paper Ticket issued to Digital Ticket holder
 - Ticket = \$\$ in hand!



Review the updated aionline.org Administrators / Policies & Procedures Manual webpages.

Additional information added....
(i.e. membership)

This 2.0 ppt will be posted on this page for your reference

AIA Policies & Procedures Manual

- [Facilities Operations and Policies & Procedures](#)
- [Facilities Accountability](#)
- [Facilities In-Service Schedule](#)
- ← Purpose of Policies & Procedures and Fiscal In-Service

Committees

- [Conference Committee](#)
- [Conference Meeting Expense Reimbursement](#)
- [Conflict of Interest Policy](#)
- [Conflict of Interest Form](#)
- [Committee Nomination Application Form](#)
- [Travel Reimbursement](#)
- [AIA Comptroller](#)
- [Washoe Show Policy](#)
- [AIA Universal Reimbursement Form](#)
- ← General Committee Policies
- ← Check Request / Reimbursement Form

Membership

- [Annual Membership Letter](#)
- [Inviting Schedule](#)
- [Service Charge Grid](#)
- [Admin Service Charge Directory](#)
- [AIAAA](#)
- ← Membership information regarding AIA invoices & charges

RefPay

- [AIA RefPay Official Payment Solutions Information](#)
- [AZ Attorney General's Office - RefPay Approval](#)
- [AIA RefPay Reporting Instruction Requested](#)
- [AIA RefPay Social Login](#)
- [RefPay Disbursement Directory](#)
- [RefPay/Arbiter Pay Procedures and Log In / Reporting](#)
- All RefPay deposit must be via check to the AIA
- Email request for optional RefPay invoice to the AIA acctg dept

Tournament Procedures

- [Business Process](#)
- [Ticket Distribution/Ticket Sales/Unused Tickets](#)
- [Go Fan Digital Ticketing Redemption](#)
- [TIER - Tournament Income Estimate Report - Process](#)
- [TIER - Reporting Summary Check List](#)
- [Deposit Slip / Instructions](#)
- [Tournament Pricing and Info](#)
- [America Can Show A.I.A. Entry](#)
- [America Can Show A.I.A. - Emergency Action Plan Submissions](#)
- [AIA Passes/Media Credentials](#)
- [Unauthorized Social Systems](#)
- [Contractor/Contract Disputations](#)
- [Programs/Souvenirs/Concessions](#)
- [Tournament Hosting Procedures and Instructions](#)
- > When returning unsold tickets to the AIA office, PLEASE include a copy of the Ticket Sales pages from the TIER for audit trail and ticket check in.
- > Please write event identifiers on the deposit slip before depositing gate receipts. This is to match deposit to the TIER.

← CONTINUE ON BACK

TOURNAMENT FORMS:

- [Emergency Action Plan \(All Host Sites\)](#)
- [Budget](#)
- [Employee Compensation Charts](#)
- [Start Up Funds Request Form](#)
- [TIER - Tournament Income Estimate Report Form](#)
- [AIA Pass System Sheet](#)
- [AIA Approved Media for Pass Gates](#)
- [W-9 required for NEW Police Officers](#)
- ← All required Tournament hosting related FORMS are listed in one place - here for your convenience "One Stop Shopping"

ATHLETIC TRAINERS:

- [Qualified Medical Professional/EMT Coverage at AIA Post Season Events](#)
- [Athletic Trainer Recruitment Flyer](#)
- ← QMP / EMT POLICY - Please know this process!
- ← VALID INVOICE required for AT payments

Tournament Employees

- [Tournament Employee Hiring Process](#)
- [I-9 Acceptable Documents List](#)
- [FAQ - Tournament Employees](#)
- ← Tournament Employees (TEEs)
- ← Process Forms

EMPLOYEE FORMS:

- [Employee Forms - I-9, W-1, A-1 - All 4 pages must be submitted for all new employees](#)
- [AIA Employee Direct Deposit Authorization Form- Optional](#)
- [Change of Address](#)
- ← Must use Change of Address (COA), not simply an email or phone call for COA notification

From the entire Team.....



This concludes Fiscal In-Service 2.0 for 2019-20