

AIA Policies and Procedures Manual



ArbiterPay (RefPay) / ArbiterSports (Officials Payment Solution)

ArbiterPay is a fully integrated electronic payment and reporting tool that significantly reduces the time and effort required from schools to pay officials. As an added AIA membership benefit, and by bylaw, it is the officials' payment solution utilized by the AIA to pay all AIA assigned officials for regular season, invitational tournaments, and post season events.

- **NO CHECKS are to be issued to AIA assigned officials for Regular Season or Invitational Tournaments.**
- **To initiate and fund ArbiterPay for your school – issue a check payable to the AIA.** All deposits must be processed through the AIA. The contract and account are between AIA and Arbiter. Please do not send any payments directly to Arbiter or contact Arbiter, you will be redirected back to AIA.
- Member schools are to maintain sufficient funds to always meet that school's liabilities.
- Insufficient Funds on account are subject to an ISF Service Charge Invoice – see separate policy.
- A Purchase Order is an intent to issue a check for deposit or a request for an Arbiter invoice*. It does not fund the school's ArbiterPay sub-account.
- Invoice requests should be submitted via e-mail to sgotbeter@aiaonline.org, fyeager@aiaonline.org and arichmond@aiaonline.org. Invoice will be sent via return e-mail. Please state school name and amount for the invoice requested.
- The online access through the AIA-ArbiterPay portal is a "read only and print only" access of the member school's activity. The schools are responsible for downloading reports for their respective ArbiterPay activities by accessing Arbiter site.
- No online transactions may be initiated by the school. Only registered AIA Officials may be paid through Arbiter. The official's payment is approved through the school Dashboard when the officials are marked 'attended'.
- **No security questions or profile items may be changed by member schools.** Any requests for password changes must be made through the AIA; please email requests to arichmond@aiaonline.org
- Officials' payments and 1099s are issued through the AIA/ArbiterPay relationship, not the school