

AIA Policies and Procedures Manual

Tournament: Income / Expense Report "TIER"

- The TIER *must be* submitted electronically via email in Excel Format to the AIA Accounting Department and respective AIA Tournament Coordinator.
- Please do not FAX or PDF the TIER – [email in original Excel Format.](#) Handwritten TIERS and PDFs will be returned unprocessed. Site Director e-signature sufficient.
- The Athletic Director is the Site Director of record. This is the name on the TIER as Site Director.
- The Site Director/Athletic Director is responsible for all tournament expense accounting. The TIER is required before payment can be made to the Site Director.
- Utilize the most current version of the TIER and any supplemental forms. (Tournament Budget forms, AIA Universal Reimbursement Form). Fill in completely and itemize as directed. All forms are available on the AIA website.
- The tournament sport, gender, conference, division or section, date and level or round must be clearly noted. This may only be entered on TIER *Summary* tab, all other tabs will auto-fill that data.
- Site Directors will follow the "*State Tournament Compensation*" as stated in the AIA Policies and Procedures Manual (on website). The tournament employee rates are listed by position and amount. The payment amounts have been set by state tournament directors and approved by the AIA Finance Committee (comprised of members of the AIA Executive Board and Conference Presidents).
- No changes are to be made to the compensation rate without AIA authorization.
- START UP Funds are no longer issued as all ticket sales are digital and cashless.
- One TIER per event; do not combine single events on one TIER if on different days.
- TIER must be filed for all events whether profit, loss, or non-revenue generating. This is the only way the Site Director can be paid (i.e. 1-2 round Tennis at high seed site).
- All Employee/Police Officer/Vendors, including Athletic Trainer payment requests must be entered on the respective tabs on the TIER. TEE ->orange tab, Police – gray tab, AT -> green vendor tab.
- All AIA registered Officials will be paid through RefPay. No checks will be issued.
- AIA Pass Sign in sheets must be submitted. Sheets may be scanned emailed with TIER or returned with unsold tickets. Please enter on the TIER Summary Page the number of AIA Pass Users/Guests.
- If a school advances to the next round of the tournament a new TIER must be used for next round.