

AIA Policies and Procedures Manual

Tournament: REPORTING SUMMARY – CHECK LIST

- ✓ Event Budgets must be submitted and approved, unless using pre-approved high seed site.
- ✓ Tournament Employees must have I-9, W-4, A-4 on file with AIA before any payment issued.
- ✓ TIER (Excel) must be emailed to AIA Accounting Dept. (tiers@aiaonline.org) and AIA Tournament Coordinator.
- ✓ TIER must be submitted within 5 days of the event.
- ✓ All Ticket Sales will be digital. No paper tickets issued. No Cash to be collected at gate.
- ✓ AIA Pass Sign in sheet(s) must be returned – data entered on TIER summary page.
- ✓ All of the above must be in compliance and completed before Site Director is paid.
- ✓ Site Director (Athletic Director) must have completed the required current AIA Policies and Procedures Fiscal In-Service courses before being eligible to host.

REMEMBER

ALL TICKET SALES ARE DIGITAL THROUGH GoFan

No Cash Admittance to AIA Post Season Events.

08/17/2023