

ATTENTION CERTIFIED ATHLETIC TRAINERS

AIA wants YOU to be part of the “AIA Cadre of ATs” for Fiscal School Year

WHO: Certified Athletic Trainer

WHAT ARE THE REQUIREMENTS?

Must be on file with the AIA:

- Current License as Athletic Trainer
- Current Certificate of Professional Liability Insurance
- Current AIA/AT Agreement *
- IRS Form W-9

THEN WHAT:

- When all of the above are in place, you, as a member of the AIA ‘cadre’ of ATs may be assigned to work at *any* AIA event, as an independent contractor.
- If you are assigned to your home school’s High Seed Site event notify the AIA as soon as possible prior to the event. Include Sport/Gender/Round/Date.
- AIA will provide you with an invoice template to use when submitting for payment. This invoice is required for payment.
- AT cadre member will be paid directly from the AT submitted invoice. IRS Form 1099 issued if calendar year earnings exceed \$600.

What IF AT is not a member of the AIA cadre and is working for school/district or 3rd party provider:

1. If the AT is employed by or contracted with the school district, the QMP/AT can be assigned to fill the QMP position with the school district paying the AT through their normal and customary method of pay. The school district may, after the event, **invoice** the AIA for reimbursement of AT services provided, not to exceed the AIA contracted rate. The AD enters this invoice information on the TIER-Green Vendor Tab (Tournament Income Expense Report).
2. IF AT’s employer/company (3rd party provider) is invoicing AIA directly – that entity for which the AT works will invoice the AIA directly for ‘services provided’, AIA then issues check to that ‘company’. ‘Company’ pays AT through normal and customary method.

ALL AT services must invoiced by:

- 1) **The contracted Certified AT, or**
- 2) **The school which paid the AT through usual and customary method, or**
- 3) **The 3rd party vendor which provided the AT services.**

No AT/QMP payment will be made directly from the AIA TIER submission *only*.

***EMAIL AIA AS SOON AS POSSIBLE TO RECEIVE:**

- AIA AT CADRE PACKET
- Attn: JESS GARCIA – jegarcia@aiaonline.org