

AIA POLICIES & PROCEDURES MANUAL

This page subject to periodic updates
Substance will remain consistent

- Foundation & Basis for Policies & Procedures
- Fiscal Accountability
- What is Athletic Director Accountable For?
- Fiscal In-Service Modules Registration Directions
- Annotated Web Page

COMMITTEES

- Committees - Conference, Appointments, Qualifications
- Committee Nomination Form
- Conflict of Interest - Policy
- Conflict of Interest - Form
- Expense Reimbursement Policy
- AIA Universal Reimbursement Form
- Travel Reimbursement Policy
- ADA Compliance
- Whistle Blower Policy

MEMBERSHIP

- Annual Membership Letter
- Invoicing Schedule
- Service Charge Grid
- Admin Service Charge Display
- AIAAA
- Article 9 - Finances

Membership information regarding
AIA Invoices and Service Charges

ARBITER

Part I- AIA Admin

- RefPay / ArbiterPay - Funding & Invoice Process
- RefPay AIA Dashboard Display
- RefPay Insufficient Funds Service Charge Notice
- AZ Attorney General's Office RefPay Approval

Part II - Arbiter.com Access

- RefPay / ArbiterPay Log In & Password Reset
- How to Retrieve RefPay Data - Report Sequence
- Are you a New AD or Veteran AD to New School?

TOURNAMENT HOSTING PROCEDURES

PRE-Event Process

- Tournament Pricing and Information
- Contracts, Sponsorships, Programs, Concessions
- Unmanned Aerial Systems

All Tickets Sales are DIGITAL through GoFan.
No paper tickets will be distributed.
No Cash Sales At The Gate.

AIA Passes & Media Credentials

Anyone Can Save A Life Policy

Ticketing - GoFan Digital Only

Budget Process

PRE-Event FORMS

Emergency Action Plan

AIA Pass Sign-in Sheet

AIA Approved Media for Pass Gates

Budgets

Link to Budgets in "Tournament Finance"

W-9 required for NEW Police Officers/Vendors

GoFan Instructions and Redemption:

GoFan QR CODE - PRINTABLE

GoFan How To Buy Tickets

GoFan How To Use Tickets

GoFan How to Transfer Tickets

GoFan Purchase & Redemption INSTRUCTIONS

POST-Event Process

TIER - Tournament Income Expense Report - Process

TIER - Tournament Income Expense Report - Summary Check List

Deposit Slip - Removed Notice

Employee Compensation Charts

Tournament Income Expense Report

"TIER" Template

ALWAYS DOWNLOAD THE LATEST Version

OTHER VERSIONS WILL BE RETURNED

Do Not "Recycle" prior years TIERS

TIER required for TEE payment.

AIA will record all GoFan Digital Ticket Sales

Email to TIERS@aiaonline.org

POST-Event FORMS:

TIER

Deposit Slip - Removed Notice

ATHLETIC TRAINERS:

QMP Protocol

AT-QMP Reminder Notice

Athletic Trainer Recruitment Flyer

QMP / EMT / Athletic Trainer POLICY -
Please know this process!

VALID INVOICE required for any AT payments

Email to: drocha@aiaonline.org & copy
jegarcia@aiaonline.org

TOURNAMENT EMPLOYEES

Tournament Employee Hiring Process

I-9 Acceptable Documents List

FAQ - Tournament Employees

EMPLOYEE FORMS:

Employee Forms - I-9, W-4, A-4- All 3 pages must be submitted for all new employees

Change of Address

COA to: accounting@aiaonline.org

Employee Forms [Brandy byoung@aiaonline.org](mailto:Brandy.byoung@aiaonline.org)

Please refer to your AIA Admin Dashboard - to enroll in the Online Workshop

Mandatory Fiscal In-Service Workshop

