

AIA Policies and Procedures Manual

Tournament: Budgets for Post Season Events

- 1st-2nd Round High Seed Sites – utilize pre-approved event budgets provided on website.
 - If event will not exceed the pre-approved budget, it does not have to be submitted to the AIA Tournament Coordinator or Sports Administrator.
 - **IT WILL BE ASSUMED THE EVENT WILL NOT EXCEED THE PRE-APPROVE BUDGET.**

http://www.aiaonline.org/athletics/budget_expense.php

- If not using Pre-Approved Budget, Site Director will submit budget for event to the respective AIA Tournament Coordinator (TC) for that sport *prior to the event*.
- AIA TC will adjust and/or approve and then return budget to Site Director.
- All budget change requests must be submitted to TC for approval prior to event.
- Budget templates for High Seed Sites and AIA Managed Sites are available on the website.
http://aiaonline.org/athletics/budget_expense.php
- Tournament Employee
 - See Sectional & State Compensation Rate Charts for allowable staff positions and rates.
 - High Seed Sites – TEAM SPORTS – (1st & 2nd Round unless otherwise approved)
 - AIA Staff Managed Sites (including Semi-Finals & Finals unless otherwise approved)