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## AIA Policies & Procedures Fiscal In-Service UPDATE

2020-21

### IMPORTANT

**The required Policies & Procedures Fiscal In-Service is transitioning to On-Line Courses and Lessons**

**These Lessons will follow the previous Fiscal In-Service model but will have individual modules by topic that may be viewed at any time, and repeated as necessary**

**The system will monitor, log, and report participants and their progress through the Course**

**For 2020-21 ALL Athletic Directors, both new and returning veterans, will need to complete ALL Lessons**

#### **This will:**

- 1 Establish a base line data base for all Athletic Directors and Administrative Personnel
- 2 Veteran ADs have shown that a 'refresher' or 'reminders' in many of the fiscal areas has been needed as many procedures have been updated through the years
- 3 Allow for re-visiting one particular topic for clarity

All AIA member school Athletic Directors, Athletic Secretaries, Athletic Assistants and any other Administrative Support Staff will be notified as soon as the Course and Lessons go live.

These will be accessed via your AIA Administrative Login - similar to the Coaches Meetings and other Courses

Topics - to include but not limited to:

Fiscal Accountability

Membership Invoices & Service Charges

RefPay - Arbiter Pay (funding and reporting)

Tournament Hosting Procedures:

BEFORE: Budgets, Emergency Action Plan & Ticket Distribution

AFTER: Tournament Income Expense Report (TIER)

Tournament Employee Hiring Process

QMP Protocol - Athletic Trainers

Please direct all inquires to AIA Director of Finance & Operations, Denise Doser , [ddoser@aiaonline.org](mailto:ddoser@aiaonline.org) 602.385.3819