



2020-21 AIA Policies & Procedures and Fiscal In- Service

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[2020-21 AIA Meeting Dates](#)

[2020-21 Fiscal In-Service](#)

MEMBER SCHOOLS ACTIVITIES COMMITTEES **ADMINISTRATORS** COACHES OFFICIALS MEDIA AWARDS CLASSIFIEDS AZ COACH HOF

**THIS PAGE SUBJECT TO PERIODIC UPDATES
SUBSTANCE WILL REMAIN CONSISTENT**

AIA Policies & Procedures Manual

- [Foundation & Basis for Policies & Procedures](#)
- [Fiscal Accountability](#)
- [What is Athletic Director Accountable For?](#)
- [Fiscal In-Service Notice of On Line Course](#)
- [Finance & Operation Team Contact Info](#)
- [Annotated Web Page](#)

Purpose of Policies & Procedures and Fiscal In-Service

<--For Jess, Brandy, Amy and Denise

AIA PARTNERS



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](#)

General Committee Policies & Forms

Membership

- [Annual Membership Letter](#)
- [Invoicing Schedule](#)
- [Service Charge Grid](#)
- [Admin Service Charge Display](#)
- [AIAAA](#)
- [Article 9 - Finances](#)

Membership information regarding AIA invoices & charges

RefPay

- Part I - AIA Admin
- [RefPay / ArbiterPay - Funding & Invoice Process](#)
 - [RefPay AIA Dashboard Display](#)
 - [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](#)

RefPay/Arbiter Pay Procedures and Log In / Reporting

All RefPay deposits must be via check to the AIA

Email request for optional RefPay invoice to the AIA acctg dept

Tournament Hosting Procedures

PRE-Event Process

[Tournament Pricing and Information](#)
[Contracts, Sponsorships, Programs, Concessions](#)
[Unmanned Aerial Systems](#)
[AIA Passes & Media Credentials](#)
[Anyone Can Save A Life Policy](#)
[Go Fan Digital Ticketing Redemption](#)
[Ticket Distribution/Ticket Sales/Unused Tickets](#)
[Sample Ticket Packing Slip](#)
[Budget Process](#)

Tournament Hosting Procedures and Instructions

> When returning unsold tickets to the AIA office, PLEASE include a copy of the Ticket Sales pages from the TIER for audit trail and ticket check in.

>Please write event identifiers on the deposit slip before depositing gate receipts. This is to match deposit to the TIER

PRE-Event FORMS

[Emergency Action Plan](#)
[AIA Pass Sign-in Sheet](#)
[AIA Approved Media for Pass Gates](#)
[Start Up Funds Request Form](#)
[Budgets](#)
[W-9 required for NEW Police Officers](#)

<--- Budgets

POST-Event Process

[TIER - Tournament Income Expense Report - Process](#)
[TIER - Tournament Income Expense Report - Summary Check List](#)
[Deposit Slip & QBD Instructions](#)
[Employee Compensation Charts](#)

POST-Event FORMS:

[TIER](#)
[AIA Deposit Slip](#)

<----TIER template

ATHLETIC TRAINERS:

[2020-21 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

Tournament Employees

[Tournament Employee Hiring Process](#)
[I-9 Acceptable Documents List](#)
[FAQ - Tournament Employees](#)

EMPLOYEE FORMS:

[Employee Forms - I-9, W-4, A-4](#)
[Change of Address](#)

All 4 pages must be submitted for all new employees



Must use Change of Address (COA),
Not simply an email or phone call for COA notification