



Arizona Interscholastic Association, Inc.

Operations Handbook

*AIA Executive Board Approved
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AIA Operations Handbook

Fiscal Operation Procedures

The *AIA Operations Handbook* provides the standards and guidelines for all fiscal operations incorporating generally accepted accounting principles, and improving governance and transparency. The AIA Operations Handbook applies to all AIA operations, including but not limited to, conference executive committees, region committees and all parties who request payment from the AIA. Failure to submit accurate information could endanger the AIA tax-exempt status. All financial information must be in line with IRS regulations governing tax-exempt 501(c) 3 organizations, generally accepted accounting principles, AIA audit standards and AIA Bylaws.

Region and Conference Committee Procedures

- **Budgets**
 - **Budget Forms:**
 - Budgets must be submitted by May 1st for the next fiscal year.
 - Fiscal year is from July 1 through June 30.
 - All Region/Conference Budget forms must clearly identify Region/Conference affiliation.
 - All Region/Conference Budget forms must denote who created/submitted data.
 - All Region/Conference Budget total revenues and expenses must balance.
 -
- **Region/Conference Expenses**
 - Procedure for payment and/ or reimbursement of expenses incurred by Region/Conferences:
 - Generally accepted accounting principles require support documentation for all payments.
 - Invoices submitted must be reviewed and signed by authorized representative or region/conference.
 - This authorization signifies that the expense is true, valid and accurate.
 - Invoices/bills submitted to the AIA will be:
 - Reviewed for compliance
 - Approved for payment if compliance is met or returned to region/conference for proper compliance
 - Statements (as summary of invoices) are not sufficient for payment. Any statements submitted must be accompanied by invoices listed on statement.
 - Region/Conference representative must keep a copy of all invoices submitted. The AIA will be issuing payments on behalf of the region. Full accounting of income and expenses for budget and year end reporting purposes must be maintained at the region/conference level.
- **Documentation Procedures**
 - All **original receipts or legible copies** must be submitted with all reports, such as reimbursement claims and tournament income and expense reports.
 - **Retain a copy of all** reports/documents/receipts submitted to AIA office for a minimum of six years.
 - If AIA authorized forms are not utilized where indicated, all accounting must be delineated and columnar. (i.e. rows and columns).
 - Columns to include: Date, Event, Name/Vendor, Description, Dollar Amount.
 - Narrative submissions are not sufficient.
- **Fiscal Accountability & Responsibility- All Conference/Region Chairs must attend!**
 - Mandatory In-Service classes will be held in order to ensure:
 - Consistent and accurate reporting and tracking of revenue and expenses.
 - Fraud prevention and identification.
 - Form and template education.
 - Question & answer opportunity.



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Tournament

- **Workers – Tournaments/Events**
 - In compliance with relevant IRS Code, **every individual who is paid** from tournament proceeds must provide his/her NAME, SOCIAL SECURITY NUMBER (SS#) AND ADDRESS.
 - Tournament Director must ensure that names and social security numbers are obtained and written legibly.
 - All tournament-related employees are covered by Worker's Compensation Insurance.
 - All tournament-related workers are in the Unemployment Insurance Program "Casual Labor" category; therefore, are not eligible for unemployment benefits.
 - For Police Officers – document which department affiliation if no SS# is provided.
 - All recipients of cash payment *must* sign payment form.
 - Non-compliance will result in non-payment.

- **Contract and Sponsorship Negotiations**
 - A state or region tournament director or other representative may not negotiate fees or contractual agreements of any kind with any school, university or other organization.
 - Contracts may only be negotiated and signed by the AIA Executive Director or designee.
 - Contracts must be submitted no later than 2 weeks prior to the event.
 - Steps for contract approval are as follows:
 1. Identify tentative region tournament site (if assistance is needed, AIA staff will assist regions in finding a site).
 2. If there is no contract or agreement, please confirm site with AIA tournament coordinator (AIA TC) of that sport for information purposes.
 3. If there is a contract please forward to the AIA TC of that sport for review and processing.
 4. Contract will be reviewed by AIA staff and legal counsel.
 5. If correction or changes need to be made, AIA TC will coordinate changes with venue/vendor, region contact and AIA.
 6. Once contract/agreement is reviewed and approved, contract will be executed by AIA administrator and returned to venue, region rep and kept on file in AIA office.
 7. AIA office will coordinate insurance coverage/needs.

- **Programs and Souvenirs**
 - The AIA member schools have an exclusive contract with Kukulski Brothers to provide programs, souvenirs, tee shirts, and photography, etc. at all AIA tournaments.
 - No other vendors will be permitted to sell merchandise at AIA tournaments without prior approval from the AIA.

- **Concessions**
 - At events conducted at AIA member schools, those schools normally provide concessions with proceeds going to the appropriate campus group.
 - For concessions at off-campus sites please contact the AIA Office as arrangements may have been made.



AIA Operations Handbook

- **Regarding all cash receipts & tickets for tournaments:**
 - Ticket rolls are issued and signed out by numbers printed on tickets.
 - Ticket Seller and Ticket Taker must not be the same person.
 - All unsold tickets/rolls must accompany Tournament Income/Expense Report.
 - All cash receipts for ticket sales must balance to the number of tickets utilized at an event.
 - Each spectator buying a ticket must surrender that ticket to ticket taker who must then tear it in half and retain half.
 - Any discrepancy in the cash received and the corresponding number of tickets used (i.e. sequence numbers used/missing) will be charged against the host school.
 - This charge will be assessed against the yearend credit/refund of AIA dues.
 - This is to assure accountability of all tickets and cash received at AIA sanctioned events.
 - Outside auditors may review hosting tournament sites on an unannounced basis

- **Passes - AIA**
 - Each pass holder must show a picture ID that matches their name on the pass
 - Both pass holder and guest sign in
 - Send utilized pass sheet(s) in with returned tickets for accurate accounting of attendance
 - Pass Sign in sheet online at: http://www.aiaonline.org/athletics/budget_expense.php

- **Media Credentials – AIA**
 - All members of the media must be approved by the AIA to cover the event. If not on the Approved Media List, the media member must fill out the Media Credential Form
 - The Media Credential Form, definition of a Media Agency, and the AIA Approved Media List are available online at: http://www.aiaonline.org/news/press_center.php

- **Expense/Revenue Accounting**
 - The Tournament Director is responsible for all tournament related revenue and expense accounting. This report is required before payment can be made to the Tournament Director.
 - Utilize authorized Tournament Income/Expense Statement and Supplemental Forms. Fill in completely and itemize as directed.
 - The tournament sport, gender, conference, region, and any other level/round must be clearly noted.
 - All revenue submitted must have supporting documents clearly delineating the source of the revenue.
 - All adjustments to gross revenue dollars must be substantiated with documentation.
 - Tournament Directors will follow the “*State and Region Tournament Compensation*” as stated in the AIA Operations Handbook. The tournament worker fees are listed. The payment amounts have been set by state tournament directors and approved by the AIA Finance Committee (comprised of members of the AIA Executive Board and Conference Presidents). No changes are to be made without AIA authorization.
 - State on form if start up funds were used.
 - One form per game; do not combine events.
 - A multi-conference or multi-region tournament may use one Income/Expense Statement.
 - Tournament Income/Expense Statement must be filed for all events whether profit, loss or non-revenue generating.
 - All net proceeds are to be deposited in the designated AIA deposit only account. Deposit information will be made available to Tournament Director.
 - Account for and return all unused tickets to AIA office. (See ticket procedure).
 - If a school advances to the next round of the tournament, (different site or different day), different color tickets will be provided by the AIA Office.

- **Expense Tracking – Personnel**
 - Mileage Reimbursement – all mileage must be clearly documented by starting point, destination, date, event, total miles traveled.



AIA Operations Handbook

Travel

Travel expenses are reimbursable on a per diem basis (not on a cost reimbursement basis unless previously approved). The per diem rate is based on location and travel. Tiers have been established based on cost related to food, travel, and incidentals in that location.

1. Personal Vehicle Mileage Reimbursement: **58.5 cents per mile effective 7/1/08 per IRS.**
2. Lodging Expenses will be on a pre-approved basis
3. State/City Per Diem Reimbursement Charts (Requires overnight stay).
 - Any expenses that are outside of this plan will be addressed on a case by case basis, within the provided guidelines and approved through the AIA established approval process.
 - Expense Reimbursement – all personal expenses (where per diem is not applicable) for AIA related activities must have original receipts or legible copies submitted. All items must be clearly documented with date, amount, event, description, name, and signature.

Reimbursement Tier Charts

	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6
Breakfast	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00
Lunch	\$10.00	\$11.00	\$13.00	\$14.00	\$16.00	\$17.00
Dinner	\$17.00	\$20.00	\$22.00	\$25.00	\$27.00	\$30.00
Daily Total	\$34.00	\$39.00	\$44.00	\$49.00	\$54.00	\$59.00

State	Primary Destination	County	Tier
Default Rate in Arizona	All cities not listed below	All counties not listed below	1
Arizona	Grand Canyon/Flagstaff	Coconino (except the city limits of Sedona)	2
	Kayenta	Navajo	4
	Phoenix/Scottsdale	Maricopa	5
	Prescott	Yavapai	6
	Sedona	City Of Sedona within Yavapai & Coconino Counties	6
	Sierra Vista	Cochise	1
	Tucson	Pima	3
	Yuma	Yuma	1
Out-of-State	Out-of-State	Out-of-State	6





Arizona Interscholastic Association, Inc.

Region Tournament Compensation Charts



Badminton – Region Tournament AIA Operations Handbook

Team Sports Hosted @ High Seed/Neutral Sites

Position	Fee (Not To Exceed)	Assessed	Venue
Site Director	\$50.00	Per Match	All Venues
Announcer	\$35.00	Per Match	All Venues
Maintenance	\$35.00	Per Match	All Venues
Police	Per Contract	Per Contract	All Venues
Scorebook	\$35.00	Per Match	All Venues
Scoreboard Operator	\$35.00	Per Match	All Venues
Security	\$35.00	Per Match	All Venues
Ticket Seller	\$35.00	Per Match	All Venues
Ticket Taker	\$35.00	Per Match	All Venues

Note: The Certified Athletic Trainer who is with their team is not paid a game fee by the AIA

Region Tournaments may pay amounts below those listed in the AIA Operations Handbook. Those fees can be paid at the lower rate, but cannot exceed the above rate.

Individual Sports Hosted @ Neutral Sites

Position	Fee (Not To Exceed)	Assessed	Venue
Site Director	\$40.00	Per Day	All Venues

*Site Director responsibilities also include that of a clerk, scorer and announcer



**Baseball – Region Tournament
AIA Operations Handbook**

Team Sports Hosted @ High Seed/Neutral Sites

Position	Fee (Not To Exceed)	Assessed	Venue
Site Director	\$50.00	Per Game	All Venues
Announcer	\$35.00	Per Game	All Venues
Maintenance	\$35.00	Per Game	All Venues
Police	Per Contract	Per Contract	All Venues
Scorebook	\$35.00	Per Game	All Venues
Scoreboard Operator	\$35.00	Per Game	All Venues
Security	\$35.00	Per Game	All Venues
Ticket Seller	\$35.00	Per Game	All Venues
Ticket Taker	\$35.00	Per Game	All Venues

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Basketball – Region Tournament AIA Operations Handbook

Team Sports Hosted @ High Seed/Neutral Sites

Position	Fee (Not To Exceed)	Assessed	Venue
Site Director	\$50.00	Per Game	All Venues
Announcer	\$35.00	Per Game	All Venues
Maintenance	\$35.00	Per Game	All Venues
Police	Per Contract	Per Contract	All Venues
Scorebook	\$35.00	Per Game	All Venues
Scoreboard Operator	\$35.00	Per Game	All Venues
Security	\$35.00	Per Game	All Venues
Ticket Seller	\$35.00	Per Game	All Venues
Ticket Taker	\$35.00	Per Game	All Venues

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**Cross Country – Region Tournament
AIA Operations Handbook**

Region Meet:

Position	Fee (Not To Exceed)	Assessed	Venue
Meet Director	\$50.00	Per Race	Region Meet
Police	Per Contract	Per Contract	Region Meet
Athletic Trainer	\$15.00	Per Hour	Region Meet
Checker/Callers	\$10.00	Per Race	Region Meet
Chute Umpires	\$12.50	Per Race	Region Meet
Computer Scorer	\$15.00	Per Race	Region Meet
Course Marshalls	\$10.00	Per Race	Region Meet
Finish Judges	\$12.50	Per Race	Region Meet
Meet Worker	\$10.00	Per Race	Region Meet
Recall Starter	\$12.50	Per Race	Region Meet
Security/Parking	\$15.00	Per Hour	Region Meet
Starter	\$12.50	Per Race	Region Meet
Ticket Seller	\$10.00	Per Hour	Region Meet
Ticket Taker	\$10.00	Per Hour	Region Meet
Timers/Backup	\$10.00	Per Race	Region Meet

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Golf – Region Tournament AIA Operations Handbook

Region Tournament:

Position	Fee (Not To Exceed)	Assessed	Venue
Tournament Director	\$75.00	Per Region	Regional Tournament
Score Keeper	\$50.00	Per Region	Regional Tournament
Score Keeper Assistant	\$45.00	Per Region	Regional Tournament

Super Regional Tournament:

Position	Fee (Not To Exceed)	Assessed	Venue
Tournament Director	\$100.00	Per Day	Super Region
Score Keeper	\$80.00	Per Day	Super Region
Score Keeper Assistant	\$75.00	Per Day	Super Region

Region Tournaments may pay amounts below those listed in the AIA Operations Handbook. Those fees can be paid at the lower rate, but cannot exceed the above rate. The amount shown as the fee is a per person fee payment.



Soccer – Region Tournament AIA Operations Handbook

Team Sports Hosted @ High Seed/Neutral Sites

Position	Fee (Not To Exceed)	Assessed	Venue
Site Director	\$50.00	Per Game	All Venues
Announcer	\$35.00	Per Game	All Venues
Maintenance	\$35.00	Per Game	All Venues
Police	Per Contract	Per Contract	All Venues
Scorebook	\$35.00	Per Game	All Venues
Scoreboard Operator	\$35.00	Per Game	All Venues
Security	\$35.00	Per Game	All Venues
Ticket Seller	\$35.00	Per Game	All Venues
Ticket Taker	\$35.00	Per Game	All Venues

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**Softball – Region Tournament
AIA Operations Handbook**

Team Sports Hosted @ High Seed/Neutral Sites

Position	Fee (Not To Exceed)	Assessed	Venue
Site Director	\$50.00	Per Game	All Venues
Announcer	\$35.00	Per Game	All Venues
Maintenance	\$35.00	Per Game	All Venues
Police	Per Contract	Per Contract	All Venues
Scorebook	\$35.00	Per Game	All Venues
Scoreboard Operator	\$35.00	Per Game	All Venues
Security	\$35.00	Per Game	All Venues
Ticket Seller	\$35.00	Per Game	All Venues
Ticket Taker	\$35.00	Per Game	All Venues

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Region Tournaments may pay amounts below those listed in the AIA Operations Handbook. Those fees can be paid at the lower rate, but cannot exceed the above rate. The amount shown as the fee is a per person fee payment.



Spiritline – Region Tournament AIA Operations Handbook

AIA Staff Managed/Facilitated State Qualifying Tournaments:

Position	Fee (Not To Exceed)	Assessed	Venue
Site Director	\$300.00	Per Day	All Venues
Announcer	\$200.00	Per Day	All Venues
Police Parking Attendant	Per Contract	Per Contract	All Venues
Custodians	Per Contract	Per Contract	All Venues
Certified Athletic Trainer	\$22.50	Per Hour	Neutral Site
Cheer/Pom Judges (9)	\$125.00	Per Day	All Venues
Cheer Warm-up Timer	\$10.00	Per Hour	All Venues
Coaches Hospitality Room	\$10.00	Per Hour	All Venues
Computer Proofer	\$10.00	Per Hour	All Venues
Computer Scorer (2)	\$10.00	Per Hour	All Venues
Financial Comptroller	\$20.00	Per Hour	All Venues
Floor Coordinator	\$12.00	Per Hour	All Venues
Head Spotter*	\$50.00+	Per Day+	All Venues
Judge/Staff Hospitality Worker (2)	\$10.00	Per Hour	All Venues
Judges Tabulator	\$10.00	Per Hour	All Venues
Music Timer	\$10.00	Per Hour	All Venues
Pass Gate	\$10.00	Per Hour	All Venues
Pom Warm-up Timer	\$10.00	Per Hour	All Venues
Registration (2)	\$10.00	Per Hour	All Venues
Routine Timer	\$10.00	Per Hour	All Venues
Scribe/Out of Bounds Deductions	\$10.00	Per Hour	All Venues
Security (2)	\$15.00	Per Hour	All Venues
Sound System	\$10.00	Per Hour	All Venues
Spotters (4)	\$10.00	Per Hour	All Venues
Stretch Area Timer (2)	\$10.00	Per Hour	All Venues
Team Check In Supervisor	\$12.00	Per Hour	All Venues
Tech Judges (3)	\$175.00	Per Day	All Venues
Ticket Seller (2)	\$10.00	Per Hour	All Venues
Ticket Taker (2)	\$10.00	Per Hour	All Venues
Warm-up Area Supervisor	\$12.00	Per Hour	All Venues

*Head Spotter paid \$50.00 per day plus an additional \$10.00 per hour

Note: The Certified Athletic Trainer who is with their team is not paid a game fee by the AIA

Region Tournaments may pay amounts below those listed in the AIA Operations Handbook. Those fees can be paid at the lower rate, but cannot exceed the above rate. The amount shown as the fee is a per person fee payment.



Swim & Dive – Region Tournament AIA Operations Handbook

Region Meet:

Position	Fee (Not To Exceed)	Assessed	Venue
Meet Director	\$100.00	Per Day	Region Meet
Police	Per Contract	Per Contract	Region Meet
Certified Athletic Trainer	\$22.50	Per Hour	Neutral Site
Dive Judge (2)	\$40.00	Per Day	Region Meet
Head Dive Judge	\$50.00	Per Day	Region Meet
Hy-Tek Operator/Scorer	\$75.00	Per Day	Region Meet
Referee	\$60.00	Per Day	Region Meet
Security	\$50.00	Per Day	Region Meet
Starter	\$75.00	Per Day	Region Meet
Starter Assistant	\$60.00	Per Day	Region Meet
Stroke and Turn Judge	\$60.00	Per Day	Region Meet
Ticket Seller	\$50.00	Per Day	Region Meet
Ticket Taker	\$40.00	Per Day	Region Meet
Timing Equipment Operator	\$75.00	Per Day	Region Meet

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Tennis – Region Tournament AIA Operations Handbook

Team Sports Hosted @ High Seed Sites

Position	Fee (Not To Exceed)	Assessed	Venue
Site Director*	\$35.00	Per Match	High Seed Site Only

*Site Director responsibilities also include that of a clerk, scorer and announcer

Individual Sports Hosted @ Neutral Sites

Position	Fee (Not To Exceed)	Assessed	Venue
Site Director*	\$40.00 [^]	Per Day	All Venues
Certified Athletic Trainer	\$22.50	Per Hour	Neutral Site

*Site Director responsibilities also include that of a clerk, scorer and announcer.

[^]The fee, not to exceed \$40.00, remains the same regardless of hosting one gender or both genders at the same neutral site.

Note: The Certified Athletic Trainer who is with their team is not paid a game fee by the AIA

Region Tournaments may pay amounts below those listed in the AIA Operations Handbook. Those fees can be paid at the lower rate, but cannot exceed the above rate. The amount shown as the fee is a per person fee payment.



Track & Field – Region Tournament AIA Operations Handbook

Region Meet:

Position	Fee (Not To Exceed)	Assessed	Venue
Meet Director	\$100.00	Per Day	All Venues
Certified Athletic Trainer	\$22.50	Per Hour	Neutral Site
Course Clerk	\$30.00	Per Day	All Venues
Field Event Judges	\$25.00	Per Day	All Venues
Field Judge	\$60.00	Per Day	All Venues
Head Timer	\$40.00	Per Day	All Venues
Hy-Tek Operator	\$60.00	Per Day	All Venues
Inspectors	\$25.00	Per Day	All Venues
Referee	\$60.00	Per Day	All Venues
Security	\$50.00	Per Day	All Venues
Starter	\$75.00	Per Day	All Venues
Starter Assistant	\$60.00	Per Day	All Venues
Ticket Sellers	\$50.00	Per Day	All Venues
Ticket Takers	\$40.00	Per Day	All Venues
Timer	\$30.00	Per Day	All Venues
Timing Operator	\$75.00	Per Day	All Venues

Note: The Certified Athletic Trainer who is with their team is not paid a game fee by the AIA

Region Tournaments may pay amounts below those listed in the AIA Operations Handbook. Those fees can be paid at the lower rate, but cannot exceed the above rate. At the region level, boys and girls considered one meet. The amount shown as the fee is a per person fee payment.



**Volleyball – Region Tournament
AIA Operations Handbook**

Team Sports Hosted @ High Seed/Neutral Sites

Position	Fee (Not To Exceed)	Assessed	Venue
Site Director	\$50.00	Per Game	All Venues
Announcer	\$35.00	Per Game	All Venues
Libero Tracker	\$35.00	Per Game	All Venues
Maintenance	\$35.00	Per Game	All Venues
Police	Per Contract	Per Contract	All Venues
Scorebook	\$35.00	Per Game	All Venues
Scoreboard Operator	\$35.00	Per Game	All Venues
Security	\$35.00	Per Game	All Venues
Ticket Seller	\$35.00	Per Game	All Venues
Ticket Taker	\$35.00	Per Game	All Venues

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Wrestling – Region Tournament AIA Operations Handbook

Team Sports Hosted @ High Seed/Neutral Sites

Position	Fee	Assessed	Venue
Site Director	\$50.00	Per Team Match	All Venues
Announcer	\$35.00	Per Team Match	All Venues
Maintenance	\$35.00	Per Team Match	All Venues
Police	Per Contract	Per Contract	All Venues
Scorebook	\$35.00	Per Team Match	All Venues
Scoreboard Operator	\$35.00	Per Team Match	All Venues
Security	\$35.00	Per Team Match	All Venues
Ticket Seller	\$35.00	Per Team Match	All Venues
Ticket Taker	\$35.00	Per Team Match	All Venues

Individual Region Meets:

Position	Fee	Assessed	Venue
Individual Meet Director	\$200.00	Per Meet	All Venues
Announcer	\$10.00	Per Hour	All Venues
Certified Athletic Trainer	\$22.50	Per Hour	Neutral Site
Clock Operator	\$10.00	Per Hour	All Venues
Computer Operations	\$10.00	Per Hour	All Venues
Security	\$10.00	Per Hour	All Venues
Scorer	\$10.00	Per Hour	All Venues
Ticket Seller	\$10.00	Per Hour	All Venues
Ticket Taker	\$10.00	Per Hour	All Venues

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Arizona Interscholastic Association, Inc.

State Tournament Compensation Charts



Badminton – State Tournament AIA Operations Handbook

Team Sports Hosted @ High Seed/Neutral Sites

Position	Fee	Assessed	Venue
Site Director	\$60.00	Per Match	All Venues
Tournament Director	\$200.00	Per Conference	All Venues
Announcer	\$35.00	Per Match	All Venues
Maintenance	\$35.00	Per Match	All Venues
Police	Per Contract	Per Contract	All Venues
Scorebook	\$35.00	Per Match	All Venues
Scoreboard Operator	\$35.00	Per Match	All Venues
Security	\$35.00	Per Match	All Venues
Ticket Seller	\$35.00	Per Match	All Venues
Ticket Taker	\$35.00	Per Match	All Venues

Note: The Certified Athletic Trainer who is with their team is not paid a game fee by the AIA

The amount shown as the fee is a per person fee payment.

AIA Staff Managed/Facilitated Tournament Sites Only:

Position	Fee	Assessed	Venue
Officials	Per Contract	Per Contract	All Venues
Announcer/Scorer/Clerk	\$100.00	Per Day	All Venues
Certified Athletic Trainer	\$22.50	Per Hour	Neutral Site
Security	\$10.00	Per Hour	All Venues
Ticket Seller	\$15.00	Per Hour	All Venues
Ticket Taker	\$10.00	Per Hour	All Venues



Baseball – State Tournament AIA Operations Handbook

Team Sports Hosted @ High Seed

Position	Fee	Assessed	Venue
Site Director	\$60.00	Per Game	All Venues
Announcer	\$35.00	Per Game	All Venues
Maintenance	\$35.00	Per Game	All Venues
Police	Per Contract	Per Contract	All Venues
Scorebook	\$35.00	Per Game	All Venues
Scoreboard Operator	\$35.00	Per Game	All Venues
Security	\$35.00	Per Game	All Venues
Ticket Seller	\$35.00	Per Game	All Venues
Ticket Taker	\$35.00	Per Game	All Venues

Note: The Certified Athletic Trainer who is with their team is not paid a game fee by the AIA

The amount shown as the fee is a per person fee payment.

AIA Staff Managed/Facilitated Tournament Sites Only:

Position	Fee	Assessed	Venue
Announcer	Per Contract	Per Contract	All Venues
Officials	Per Contract	Per Contract	All Venues
Statistician	Per Contract	Per Contract	All Venues
Certified Athletic Trainer	\$22.50	Per Hour	Neutral Site
Financial Comptroller	\$20.00	Per Hour	All Venues
Gate Workers (Single Game)	\$40.00	Per Game	All Venues
Gate Workers (Multi Game)	\$10.00	Per Hour	All Venues
Scorebook Keeper (Single Game)	\$50.00	Per Game	All Venues
Scoreboard Operator (Single Game)	\$50.00	Per Game	All Venues
Scoreboard Operator (Multi Game)	\$15.00	Per Hour	All Venues
Security	\$10.00	Per Hour	All Venues
Ticket Seller	\$15.00	Per Hour	All Venues
Ticket Taker	\$10.00	Per Hour	All Venues



Basketball – State Tournament AIA Operations Handbook

Team Sports Hosted @ High Seed

Position	Fee	Assessed	Venue
Site Director	\$60.00	Per Game	All Venues
Announcer	\$35.00	Per Game	All Venues
Maintenance	\$35.00	Per Game	All Venues
Police	Per Contract	Per Contract	All Venues
Scorebook	\$35.00	Per Game	All Venues
Scoreboard Operator	\$35.00	Per Game	All Venues
Security	\$35.00	Per Game	All Venues
Ticket Seller	\$35.00	Per Game	All Venues
Ticket Taker	\$35.00	Per Game	All Venues

Note: The Certified Athletic Trainer who is with their team is not paid a game fee by the AIA

The amount shown as the fee is a per person fee payment.

AIA Staff Managed/Facilitated Tournament Sites Only:

Position	Fee	Assessed	Venue
Announcer	Per Contract	Per Contract	All Venues
Officials	Per Contract	Per Contract	All Venues
Statistician	Per Contract	Per Contract	All Venues
Certified Athletic Trainer	\$22.50	Per Hour	Neutral Site
Financial Comptroller	\$20.00	Per Hour	All Venues
Gate Workers (Single Game)	\$40.00	Per Game	All Venues
Gate Workers (Multi Game)	\$10.00	Per Hour	All Venues
Hospitality Supervisor	\$15.00	Per Hour	All Venues
Media Gate Supervisor (Single Game)	\$50.00	Per Game	All Venues
Media Gate Supervisor (Multi Game)	\$15.00	Per Hour	All Venues
Pass Gate Supervisor (Single Game)	\$50.00	Per Game	All Venues
Pass Gate Supervisor (Multi Game)	\$15.00	Per Hour	All Venues
Scorebook Keeper (Single Game)	\$50.00	Per Game	All Venues
Scoreboard Operator (Single Game)	\$50.00	Per Game	All Venues
Scoreboard Operator (Multi Game)	\$15.00	Per Hour	All Venues
Security	\$10.00	Per Hour	All Venues
Spiritline Liaison (Single Game)	\$50.00	Per Game	All Venues
Spiritline Liaison (Multi Game)	\$15.00	Per Hour	All Venues
Team Liaison (Single Game)	\$50.00	Per Game	All Venues
Team Liaison (Multi Game)	\$15.00	Per Hour	All Venues
Three Point Contest Supervisor	\$10.00	Per Hour	All Venues
Ticket Seller	\$15.00	Per Hour	All Venues
Ticket Taker	\$10.00	Per Hour	All Venues



Cross Country – State Tournament AIA Operations Handbook

AIA Staff Managed/Facilitated State Meet:

Position	Fee	Assessed	Venue
Meet Director	\$60.00	Per Race	State Meet
Bus Drivers	Per Contract	Per Contract	State Meet
Chip Timing Supervisors	Per Contract	Per Contract	State Meet
Computer Scorer	Per Contract	Per Contract	State Meet
Lynx Operator	Per Contract	Per Contract	State Meet
Police	Per Contract	Per Contract	State Meet
Assistant Athletic Trainer	\$15.00	Per Hour	State Meet
Assistant Computer Scorer	\$15.00	Per Race	State Meet
Athletic Trainer Supervisor	\$20.00	Per Hour	State Meet
Announcer (Race)	\$15.00	Per Race	State Meet
Announcer (Awards)	\$10.00	Per Race	State Meet
Checker/Callers	\$15.00	Per Race	State Meet
Chute Director	\$20.00	Per Race	State Meet
Chute Umpires	\$15.00	Per Race	State Meet
Clerk of Course	\$20.00	Per Race	State Meet
Course Marshalls	\$15.00	Per Race	State Meet
Credentials Liaison	\$20.00	Per Hour	State Meet
Financial Comptroller	\$20.00	Per Hour	State Meet
Finish Judges	\$15.00	Per Race	State Meet
Hospitality Workers	\$10.00	Per Hour	State Meet
Meet Worker	\$15.00	Per Race	State Meet
Parking Lot Supervisor	\$20.00	Per Hour	State Meet
Recall Starter	\$15.00	Per Race	State Meet
Referee	\$20.00	Per Race	State Meet
Security/Parking	\$15.00	Per Hour	State Meet
Set-up/Tear Down	\$10.00	Per Hour	State Meet
Starter	\$15.00	Per Race	State Meet
Ticket Seller	\$15.00	Per Hour	State Meet
Ticket Taker	\$10.00	Per Hour	State Meet
Timers/Backup	\$15.00	Per Race	State Meet

The amount shown as the fee is a per person fee payment.



Football – State Tournament AIA Operations Handbook

Team Sports Hosted @ High Seed

Position	Fee	Assessed	Venue
Site Director – 1A 1 st Round	\$75.00	Per Game	All Venues
Site Director – 1A Quarterfinals	\$75.00	Per Game	All Venues
Site Director – 1A Semi-finals	\$100.00	Per Game	All Venues
Site Director – 1A Championship	\$100.00	Per Game	All Venues
Site Director – 2A 1 st Round	\$75.00	Per Game	All Venues
Site Director – 2A Quarterfinals	\$100.00	Per Game	All Venues
Site Director – 2A Semi-finals	\$125.00	Per Game	All Venues
Site Director – 2A Championship	\$125.00	Per Game	All Venues
Site Director – 3A 1 st Round	\$75.00	Per Game	All Venues
Site Director – 3A Quarterfinals	\$100.00	Per Game	All Venues
Site Director – 3A Semi-finals	\$125.00	Per Game	All Venues
Site Director – 3A Championship	\$125.00	Per Game	All Venues
Site Director – 4A 1 st Round	\$125.00	Per Game	All Venues
Site Director – 4A Quarterfinals	\$150.00	Per Game	All Venues
Site Director – 4A Semi-finals	\$150.00	Per Game	All Venues
Site Director – 4A Championship	\$150.00	Per Game	All Venues
Site Director – 5A 1 st Round	\$125.00	Per Game	All Venues
Site Director – 5A Quarterfinals	\$150.00	Per Game	All Venues
Site Director – 5A Semi-finals	\$150.00	Per Game	All Venues
Site Director – 5A Championship	\$150.00	Per Game	All Venues
Announcer	\$35.00	Per Game	All Venues
Announcer Spotter	\$35.00	Per Game	All Venues
Ball Boy (limit one)	\$10.00	Per Game	All Venues
Chain Crew (Per Person)	\$35.00	Per Game	All Venues
Maintenance	\$35.00	Per Game	All Venues
Police	Per Contract	Per Contract	All Venues
Scoreboard Operator	\$35.00	Per Game	All Venues
Security	\$50.00	Per Game	All Venues
Security (Flex)*	\$15.00	Per Hour	All Venues
Ticket Seller	\$35.00	Per Game	All Venues
Ticket Taker	\$35.00	Per Game	All Venues

*limited to 2 or 3 key security personnel that work more than 4 hours per event

Note: The Certified Athletic Trainer who is with their team is not paid a game fee by the AIA

The amount shown as the fee is a per person fee payment.



Football – State Tournament AIA Operations Handbook

AIA Staff Managed/Facilitated Tournament Sites Only:

Position	Fee	Assessed	Venue
Announcer	Per Contract	Per Contract	All Venues
Announcer Spotter	Per Contract	Per Contract	All Venues
Officials	Per Contract	Per Contract	All Venues
Physician	Per Contract	Per Contract	All Venues
Statistician	Per Contract	Per Contract	All Venues
Certified Athletic Trainer	\$22.50	Per Hour	Neutral Site
Financial Comptroller	\$20.00	Per Hour	All Venues
Gate Workers (Single Game)	\$40.00	Per Game	All Venues
Gate Workers (Multi Game)	\$10.00	Per Hour	All Venues
Hospitality Supervisor	\$15.00	Per Hour	All Venues
Media Gate Supervisor (Single Game)	\$50.00	Per Game	All Venues
Media Gate Supervisor (Multi Game)	\$15.00	Per Hour	All Venues
Pass Gate Supervisor (Single Game)	\$50.00	Per Game	All Venues
Pass Gate Supervisor (Multi Game)	\$15.00	Per Hour	All Venues
Scoreboard Operator (Single Game)	\$50.00	Per Game	All Venues
Scoreboard Operator (Multi Game)	\$15.00	Per Hour	All Venues
Security	\$15.00	Per Hour	All Venues
Spiritline Liaison (Single Game)	\$50.00	Per Game	All Venues
Spiritline Liaison (Multi Game)	\$15.00	Per Hour	All Venues
Team Liaison (Single Game)	\$50.00	Per Game	All Venues
Team Liaison (Multi Game)	\$15.00	Per Hour	All Venues
Ticket Seller	\$15.00	Per Hour	All Venues
Ticket Taker	\$10.00	Per Hour	All Venues

The amount shown as the fee is a per person fee payment.



**Golf – State Tournament
AIA Operations Handbook**

AIA Staff Managed/Facilitated State Meet:

Position	Fee	Assessed	Venue
Tournament Director*	\$150.00	Per Day	All Venues
Score Keeper	\$100.00	Per Day	All Venues
Assistant Score Keeper	\$75.00	Per Day	All Venues

*Fee is to be assessed per conference, per division

The amount shown as the fee is a per person fee payment

STATE
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Soccer – State Tournament AIA Operations Handbook

Team Sports Hosted @ High Seed

Position	Fee	Assessed	Venue
Site Director	\$60.00	Per Game	High Seed Site Only
Site Director	\$175.00	Per Day	Neutral Site Only
Announcer	\$35.00	Per Game	All Venues
Maintenance	\$35.00	Per Game	All Venues
Police	Per Contract	Per Contract	All Venues
Scorebook	\$35.00	Per Game	All Venues
Scoreboard Operator	\$35.00	Per Game	All Venues
Security	\$35.00	Per Game	All Venues
Ticket Seller	\$35.00	Per Game	All Venues
Ticket Taker	\$35.00	Per Game	All Venues

Note: The Certified Athletic Trainer who is with their team is not paid a game fee by the AIA

AIA Staff Managed/Facilitated Tournament Sites Only:

Position	Fee	Assessed	Venue
Announcer	Per Contract	Per Contract	All Venues
Officials	Per Contract	Per Contract	All Venues
Physician	Per Contract	Per Contract	All Venues
Statistician	Per Contract	Per Contract	All Venues
Certified Athletic Trainer	\$22.50	Per Hour	Neutral Site
Financial Comptroller	\$20.00	Per Hour	All Venues
Gate Workers (Single Game)	\$40.00	Per Game	All Venues
Gate Workers (Multi Game)	\$10.00	Per Hour	All Venues
Hospitality Supervisor	\$15.00	Per Hour	All Venues
Pass Gate Supervisor (Single Game)	\$50.00	Per Game	All Venues
Pass Gate Supervisor (Multi Game)	\$15.00	Per Hour	All Venues
Scoreboard Operator (Single Game)	\$50.00	Per Game	All Venues
Scoreboard Operator (Multi Game)	\$15.00	Per Hour	All Venues
Security	\$10.00	Per Hour	All Venues
Team Liaison (Single Game)	\$50.00	Per Game	All Venues
Team Liaison (Multi Game)	\$15.00	Per Hour	All Venues
Ticket Seller	\$15.00	Per Hour	All Venues
Ticket Taker	\$10.00	Per Hour	All Venues

The amount shown as the fee is a per person fee payment



Softball – State Tournament AIA Operations Handbook

Team Sports Hosted @ High Seed/Neutral Sites

Position	Fee	Assessed	Venue
Site Director	\$60.00	Per Game	High Seed Site Only
Site Director	\$175.00	Per Day	Neutral Site Only
Announcer	\$35.00	Per Game	All Venues
Maintenance	\$35.00	Per Game	All Venues
Police	Per Contract	Per Contract	All Venues
Scorebook	\$35.00	Per Game	All Venues
Scoreboard Operator	\$35.00	Per Game	All Venues
Security	\$35.00	Per Game	All Venues
Ticket Seller	\$35.00	Per Game	All Venues
Ticket Taker	\$35.00	Per Game	All Venues

Note: The Certified Athletic Trainer who is with their team is not paid a game fee by the AIA

The amount shown as the fee is a per person fee payment.

AIA Staff Managed/Facilitated Tournament Sites Only:

Position	Fee	Assessed	Venue
Announcer	Per Contract	Per Contract	All Venues
Officials	Per Contract	Per Contract	All Venues
Statistician	Per Contract	Per Contract	All Venues
Certified Athletic Trainer	\$22.50	Per Hour	Neutral Site
Financial Comptroller	\$20.00	Per Hour	All Venues
Gate Workers (Single Game)	\$40.00	Per Game	All Venues
Gate Workers (Multi Game)	\$10.00	Per Hour	All Venues
Hospitality Supervisor	\$15.00	Per Hour	All Venues
Media Gate Supervisor (Single Game)	\$50.00	Per Game	All Venues
Media Gate Supervisor (Multi Game)	\$15.00	Per Hour	All Venues
Pass Gate Supervisor (Single Game)	\$50.00	Per Game	All Venues
Pass Gate Supervisor (Multi Game)	\$15.00	Per Hour	All Venues
Scorebook Keeper (Single Game)	\$50.00	Per Game	All Venues
Scoreboard Operator (Single Game)	\$50.00	Per Game	All Venues
Scoreboard Operator (Multi Game)	\$15.00	Per Hour	All Venues
Security	\$10.00	Per Hour	All Venues
Ticket Seller	\$15.00	Per Hour	All Venues
Ticket Taker	\$10.00	Per Hour	All Venues



Spiritline – State Tournament AIA Operations Handbook

AIA Staff Managed/Facilitated State Championship:

Position	Fee	Assessed	Venue
Announcer	Per Contract	Per Contract	All Venues
Certified Athletic Trainer	\$22.50	Per Hour	Neutral Site
Cheer/Pom Judges (9)	\$150.00	Per Day	All Venues
Cheer Warm-up Timer	\$10.00	Per Hour	All Venues
Computer Proofer	\$10.00	Per Hour	All Venues
Computer Scorer (2)	\$10.00	Per Hour	All Venues
Financial Comptroller	\$20.00	Per Hour	All Venues
Floor Coordinator	\$12.00	Per Hour	All Venues
Floor Coordinator Assistant	\$10.00	Per Hour	All Venues
Head Spotter*	\$75.00+	Per Day+	All Venues
Judge/Staff Hospitality Worker (2)	\$10.00	Per Hour	All Venues
Judges Tabulator	\$10.00	Per Hour	All Venues
Music Timer	\$10.00	Per Hour	All Venues
Pass Gate	\$10.00	Per Hour	All Venues
Pom Warm-up Timer	\$10.00	Per Hour	All Venues
Registration (2)	\$10.00	Per Hour	All Venues
Routine Timer	\$10.00	Per Hour	All Venues
Scribe/Out of Bounds Deductions	\$10.00	Per Hour	All Venues
Spotters (4)	\$10.00	Per Hour	All Venues
Stretch Area Timer (2)	\$10.00	Per Hour	All Venues
Tech Judges (3)	\$175.00	Per Day	All Venues
Warm-up Area Supervisor	\$12.00	Per Hour	All Venues

*Head Spotter paid \$75.00 per day plus an additional \$10.00 per hour

The amount shown as the fee is a per person fee payment.



**Swim & Dive – State Tournament
AIA Operations Handbook**

AIA Staff Managed/Facilitated State Meet:

Position	Fee	Assessed	Venue
Meet Director	\$600.00	Per Total Meet	State Meet
Police	Per Contract	Per Contract	State Meet
Announcer (Swim)	\$200.00	Per Day	State Meet
Announcer (Dive)	\$10.00	Per Hour	State Meet
Certified Athletic Trainer	\$22.50	Per Hour	State Meet
Clerk	\$200.00	Per Total Meet	State Meet
Computer Administrator	\$600.00	Per Total Meet	State Meet
Diving Coordinator	\$200.00	Per Total Meet	State Meet
Dive Tank Director (2)	\$100.00	Per Day	State Meet
Dive Computer Operators (4)	\$50.00	Per Day	State Meet
Dive Master Scorer (2)	\$50.00	Per Day	State Meet
Hy-Tek Operator/Scorer	\$400.00	Per Total Meet	State Meet
System 5 Timing Operator	\$200.00	Per Total Meet	State Meet

The amount shown as the fee is a per person fee payment.



Tennis – State Tournament AIA Operations Handbook

Team Sports Hosted @ High Seed/Neutral Sites

Position	Fee	Assessed	Venue
Site Director*	\$35.00	Per Match	High Seed Site Only
Site Director*	\$100.00	Per Day	Neutral Site Only

*Site Director responsibilities also includes that of a clerk, scorer and announcer

Individual Sports Hosted @ Neutral Sites

Position	Fee	Assessed	Venue
Site Director*	\$100.00	Per Day	All Venues
Certified Athletic Trainer	\$22.50	Per Hour	Neutral Site

*Site Director responsibilities also includes that of a clerk, scorer and announcer

The amount shown as the fee is a per person fee payment.



Track & Field – State Tournament AIA Operations Handbook

AIA Staff Managed/Facilitated State Meet:

Position	Fee	Assessed	Venue
Meet Director*	\$70.00	See Note	State Meet
Site Director*	\$50.00	See Note	State Meet
Accutrack/Lynx Operator	Per Contract	Per Contract	State Meet
Police	Per Contract	Per Contract	State Meet
Certified Athletic Trainer	\$22.50	Per Hour	State Meet
Meet Worker*	\$30.00	See Note	State Meet
Security	\$15.00	Per Hour	State Meet
Ticket Sellers	\$15.00	Per Hour	State Meet
Ticket Takers	\$10.00	Per Hour	State Meet
Course Clerk^	N/A	N/A	State Meet
Head PV, HJ, LJ, TJ, SP, DJ	N/A	N/A	State Meet
Head Field Judge	N/A	N/A	State Meet
Head Finish Judge	N/A	N/A	State Meet
Head Umpire	N/A	N/A	State Meet
Head Wind Gauge Judge	N/A	N/A	State Meet
Meet Officials	N/A	N/A	State Meet
Recall Starter	N/A	N/A	State Meet
Referee	N/A	N/A	State Meet
Starter	N/A	N/A	State Meet

*Meet Director, Site Director and Meet Worker Fees are assessed Per Meet/Per Day/Per Gender

^These positions are assigned by the AIA

The amount shown as the fee is a per person fee payment.



Volleyball – State Tournament AIA Operations Handbook

Team Sports Hosted @ High Seed/Neutral Sites

Position	Fee	Assessed	Venue
Site Director	\$60.00	Per Game	All Venues
Announcer	\$35.00	Per Game	All Venues
Libero Tracker	\$35.00	Per Game	All Venues
Maintenance	\$35.00	Per Game	All Venues
Police	Per Contract	Per Contract	All Venues
Scorebook	\$35.00	Per Game	All Venues
Scoreboard Operator	\$35.00	Per Game	All Venues
Security	\$35.00	Per Game	All Venues
Ticket Seller	\$35.00	Per Game	All Venues
Ticket Taker	\$35.00	Per Game	All Venues

Note: The Certified Athletic Trainer who is with their team is not paid a game fee by the AIA

The amount shown as the fee is a per person fee payment.

AIA Staff Managed/Facilitated Tournament Sites Only:

Position	Fee	Assessed	Venue
Announcer	Per Contract	Per Contract	All Venues
Officials	Per Contract	Per Contract	All Venues
Ball Runner	\$10.00	Per Game	All Venues
Certified Athletic Trainer	\$22.50	Per Hour	Neutral Site
Financial Comptroller	\$20.00	Per Hour	All Venues
Libero Tracker	\$15.00	Per Hour	All Venues
Scorebook Keeper (Single Game)	\$50.00	Per Game	All Venues
Scorebook Keeper (Multi Game)	\$15.00	Per Hour	All Venues
Scoreboard Operator (Single Game)	\$50.00	Per Game	All Venues
Scoreboard Operator (Multi Game)	\$15.00	Per Hour	All Venues
Security	\$10.00	Per Hour	All Venues
Team Liaison (Single Game)	\$50.00	Per Game	All Venues
Team Liaison (Multi Game)	\$15.00	Per Hour	All Venues
Ticket Seller	\$15.00	Per Hour	All Venues
Ticket Taker	\$10.00	Per Hour	All Venues



Wrestling – State Tournament AIA Operations Handbook

Team Sports Hosted @ High Seed/Neutral Sites

Position	Fee	Assessed	Venue
Site Director	\$60.00	Per Team Match	All Venues
Announcer	\$35.00	Per Team Match	All Venues
Maintenance	\$35.00	Per Team Match	All Venues
Police	Per Contract	Per Contract	All Venues
Scorebook	\$35.00	Per Team Match	All Venues
Scoreboard Operator	\$35.00	Per Team Match	All Venues
Security	\$35.00	Per Team Match	All Venues
Ticket Seller	\$35.00	Per Team Match	All Venues
Ticket Taker	\$35.00	Per Team Match	All Venues

Note: The Certified Athletic Trainer who is with their team is not paid a game fee by the AIA

The amount shown as the fee is a per person fee payment.

AIA Staff Managed/Facilitated Individual State Tournaments:

Position	Fee	Assessed	Venue
Individual Meet Director	\$200.00	Per Meet	All Venues
Announcer	\$15.00	Per Hour	All Venues
Certified Athletic Trainer	\$22.50	Per Hour	Neutral Site
Clock Operator	\$10.00	Per Hour	All Venues
Computer Operations	\$10.00	Per Hour	All Venues
Security	\$10.00	Per Hour	All Venues
Scorer	\$10.00	Per Hour	All Venues
Ticket Seller	\$15.00	Per Hour	All Venues
Ticket Taker	\$10.00	Per Hour	All Venues



Holiday Compensation Adjustment – State Tournament AIA Operations Handbook

For all State Tournaments that fall on holiday weekends:

3 Day weekends:

Friday or Monday of a three day holiday weekend = additional \$10.00 per worker.

Saturday of a three day holiday weekend = additional \$15.00 per worker.

4 Day weekends:

Friday of a four day holiday weekend = additional \$15.00 per worker

Saturday of a four day holiday weekend = additional \$20.00 per worker.

STATE
Holiday Pay

