



## COMPLIMENTARY TICKET

**Policy Title:** Complimentary Ticket

**Policy Type:** Administrative Policy

**Policy Number:** Administrative Policy # 60-10 (2014)

**Approved:** President

**Responsible Office:** Department of Athletics

**Responsible Executive:** Director of Athletics

**Applies to:** University Community and Outside Organizations

### POLICY STATEMENT

The Department of Intercollegiate Athletics provides standard policy guidelines pertaining to the distribution of complimentary tickets. NSU Department of Intercollegiate Athletics coaches, staff, student-athletes, sponsors, advertisers, and visiting teams are required to adhere to NCAA and department compliance on distribution and issuance not to exceed established guidelines unless authorized by Director of Athletics/Designee.

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### DEFINITIONS

None

### CONTACT(S)

The Department of Intercollegiate Athletics Business Office officially interprets this policy. The Senior Associate Athletics Director for Administration/ SWA is responsible for obtaining approval for any revisions as required by the Director of Athletics through the appropriate governance

structures. Questions regarding this policy should be directed to the Department of Intercollegiate Athletics.

## **STAKEHOLDER(S)**

University Community and Outside Organizations

## **COMPLIMENTARY TICKET POLICY CONTENT**

This policy establishes basic guidelines for the Department of Intercollegiate Athletics employees regarding business office policy for the disbursement of complimentary tickets.

Tickets should be distributed according to the following:

### **Home Teams**

Student-athletes on the squads may provide a maximum of four (4) names to the complimentary guest list, to include parents, guardians, or designated family members and other guests.

### **Visiting Teams**

- A. MEAC opponents shall receive complimentary tickets per conference policy
- B. The number of complimentary tickets are issued according to the MEAC complimentary ticket policy with conference schools or with contractual agreements between other non-MEAC schools
- C. Teams use a complimentary ticket list for guests which are submitted to the compliance officer or Will Call representative. MEAC schools must fax complimentary ticket lists to host institutions' Compliance Officer, per MEAC policy

### **Sponsorships and Advertisers**

The cost value of each ticket distributed must be included in the cost of the sponsor/advertisers package.

### **NSU Staff**

Complimentary tickets are generally not available to staff. Ticket requests will be reviewed and considered for approval by the Director of Athletics prior to date of competition. Approval will be granted only in exceptional circumstances. Departmental needs should be handled with an approved requisition.

## **PUBLICATION**

This policy shall be widely published or distributed to the Department of Intercollegiate Athletics community. To ensure timely publication and distribution thereof, the Department of Intercollegiate Athletics will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
2. Post the policy on the Intercollegiate Athletics Website ([www.nsuspartans.com](http://www.nsuspartans.com)); and
3. Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 04/14/2021
- Approval by, date: President, 7/16/2014
- Revision History: 6/30/13; 5/27/14
- Supersedes: Policy No. 3.19 Athletics Policies and Procedures

## **RELATED DOCUMENTS**

University Policy

## **FORMS**

None