



## **ATHLETICS LOCAL POLICY #03 COMPLIMENTARY TICKET**

**Policy Title:** Complimentary Ticket

**Policy Type:** Local Policy

**Policy Number:** Athletics Local Policy #03 (2021)

**Approved:** Director of Athletics

**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

**Word/Term:**

### **CONTACT(S)**

The Senior Associate Athletics Director for External Relations within the Department of Intercollegiate Athletics officially interprets this policy. The Senior Associate Athletics Director



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for Administration is responsible for obtaining approval for any revisions as required by the Director of Athletics through the appropriate governance. 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 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.

Head coaches can receive a maximum of eight (8) complimentary tickets per game. Full-time assistant coaches can receive a maximum of four (4) tickets. Part-time assistant coaches, managers, program support staff and volunteer coaches receive a maximum of two (2) tickets per game.

Athletics staff members can request up to two (2) tickets per game with a MEAC pass.

#### **Visiting Teams**

- A. 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
- B. Teams must submit a complimentary ticket list for guests to the compliance officer or Will Call representative. MEAC schools must fax complimentary ticket lists to host institution's 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.



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Requests to distribute complimentary tickets to the charity or marketing groups must be approved by the Senior Associate Athletics Director and the Director of Compliance.

### **NSU Staff**

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

### **EDUCATION AND COMPLIANCE**

The Department of Intercollegiate Athletics will take the following steps to educate the university community:

1. Share the policy annually via email to the athletics staff prior to the first home athletics event of the year.
2. Educate and train stakeholders and appropriate audiences on the policy's content, as necessary.

Regarding compliance, complimentary ticket lists will be compiled for each home game in which admission is charged and retained on file for 24 months following the game. The Department of Intercollegiate Athletics will compile a listing of the number of complimentary tickets per game annually/

### **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 athletics staff within 14 days of approval;
2. Post the policy in Athletic local policy handbook. Failure to satisfy procedural requirements does not invalidate this policy.

### **REVIEW SCHEDULE**

- Next Scheduled Review: 05/24/2024



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- Revision History: 6/30/13; 5/27/14
- Supersedes: Policy No. 3.19 Athletics Policies and Procedures

### **RELATED DOCUMENTS**

None

### **FORMS**

None