ELIZABETH CITY STATE UNIVERSITY
Complimentary Ticket Policy and Procedures

Preamble

The ECSU Department of Intercollegiate Athletics is committed to allocating and distributing complimentary admissions to athletic events to enhance and support the goals of the Department. All complimentary admissions policies and procedures are consistent with University, Central Intercollegiate Athletic Association and NCAA rules and regulations, and have been developed in accordance with the interests of the intercollegiate athletics program.

The transfer or resale of complimentary tickets is strictly prohibited.

1. Accountability

Complimentary admissions for revenue sports are allocated by the Director of Athletics on an annual basis within guidelines established by the University, Department, Central Intercollegiate Athletic Association, and NCAA. The Assistant Athletic Director for Administration, or designee, is responsible for the accounting and distribution of all complimentary tickets and for ensuring that each individual requesting complimentary admissions understands and abides by the rules and regulations of the University, Central Intercollegiate Athletic Association and the NCAA.

Complimentary admissions must be accounted for in ECSU Financial Reports; therefore, the recipients or the person responsible for distributing the tickets must sign for all tickets. Any unused tickets must be returned to the Athletics Ticket Office no later than one week following the event.

Admissions may be made available to the following groups or corporations on a complimentary basis:

A. University Administrative personnel;
B. ECSU Board of Trustees;
C. Departmental staff and retired staff members (or surviving spouses);
D. Organizations participating in promotional and advertising trade-outs;
E. Student-athletes;
F. High School, Prep-School and two-year college coaches;
G. Prospective student-athletes;
H. Non-profit or charitable organizations; and
I. ESCU Lettermen.

All staff must have a game ticket, games credentials or have their names appear on an approved guest list to enter the stadium or arena. University personnel in uniform must be working at the event to enter. The Department of Athletics will issue game credentials to each game personnel.
Likewise, all staff entering the paid parking areas must have a parking tag, have their name appear on an approved parking list or is expected to pay for parking. University personnel receiving a complimentary parking spot must use the reserved grass lot across from the stadium.

2. University Administration
   A. Senior Staff (5 members)
      Each member of the senior staff shall be entitled to receive two (2) complimentary tickets to the Down East Classics (football and basketball) and two (2) complimentary tickets to home football and basketball games. Senior staff is entitled to one (1) complimentary parking pass in the designated reserved grass lot for staff.

      *Senior staff who receives a CIAA pass would be exempt from the complimentary ticket policy (6 members).

   B. Office of Institutional Advancement
      The Office of Institutional Advancement shall be entitled to receive twelve (12) complimentary tickets to the Down East Viking Classics (football and basketball), all home football and basketball games for the purpose of soliciting donors or corporate sponsors.

   C. Faculty Athletic Representative
      The FAR shall be entitled to receive six (6) complimentary tickets for all ECSU sponsored athletic contest.

   D. University Events/Departments
      i. Open House (Fall and Winter)
         The Office of Admissions will pay the Department of Intercollegiate Athletics five dollars ($5) for each ticket requested for Fall or Winter Open Houses. The chancellor, at his discretion, may wave this fee on a yearly basis. The Office of Admissions will receive a maximum of three hundred (300) complimentary tickets. *When the Chancellor waves fees, the Office of Admissions will be required to pay the printing costs of each ticket. Currently, each ticket costs the Department of Athletics (.25¢).

      ii. Down East Classics (Football or Basketball) Recruiting Fairs
         The Office of Admissions will pay five dollars ($5) for each ticket requested for Down East Classics Recruiting Fairs. The chancellor, at his discretion, may wave this fee on a yearly basis (see fees above). The Office of Admissions will receive a maximum of seventy-five (75) complimentary tickets.
iii. Department of Intercollegiate Athletics

a. Athletic Director
   The Athletic Director shall be entitled to receive ten (10) complimentary
tickets to Down East Classics and ten (10) complimentary tickets to all home
football and basketball games. In addition, the Athletic Director shall be
entitled to receive four (4) premium complimentary CIAA Tournament
Tickets and shall be entitled to purchase an additional six (6) premium tickets.

b. Senior Staff (4 members)
   Senior athletic staff shall be entitled to receive four (4) complimentary to
Down East Classis and all home football and basketball games. In addition,
senior staff shall be entitled to receive two (2) complimentary tickets for the
CIAA Tournament.

c. Head Coaches, Assistant Coaches and Volunteers
   Head coaches in the sports of football and basketball shall be entitled to
receive fifteen (15) complimentary tickets for all home games in their sport.
In addition, assistant coaches shall be entitled to complimentary tickets as
stated below:

   Assistant Coaches (full-time)       4 tickets per home game
   Assistant Coaches (graduate assistant) 2 tickets per home game
   Team Physicians/Rehab               4 tickets per home game

d. Other Athletic Staff
   Athletic staff may use their CIAA pass for entrance into home contest.

e. Head Cheerleading Coach
   The head cheerleading coach shall be entitled to receive four (4)
complimentary to Down East Classis and all home football and basketball
games. In addition, the coach shall be entitled to receive two (2)
complimentary tickets for the CIAA Tournament.

f. Student-Athlete Complimentary Admissions
   Pursuant to NCAA regulations (16.2.1.1), each student-athlete is allowed
complimentary admissions per event in his designated sport.

   ECSU student-athletes will receive two (2) complimentary admissions
provided by an Official Pass List that documents those individuals designated
by the student-athlete to receive their allotted admissions. Each Head Coach
or his/her designate will submit pass list no later than twenty-four (24) hours
before home contest.
Student-athlete complimentary admissions may be allocated to a teammate for use by the teammate's guests. In addition to their complimentary admissions, squad members may purchase as many tickets as they would like from public sales, as availability permits. Squad managers and trainers are also provided complimentary two (2) admissions. For conference away games, the CIAA provides a maximum number of twenty (20) complimentary tickets to visiting schools. These tickets are distributed to administrative and coaching staffs.

*Student-athletes may not receive payment for complimentary admissions, nor exchange them for any item of value.*

g. Complimentary Admissions for Recruits
The NCAA has devised specific guidelines for issuing complimentary admissions to recruits. During the visit to the University campus, a maximum of three (3) complimentary admissions to a campus event is allowed the prospect and those accompanying the prospect. All requests must be made through the Office of Compliance no later than 24 hours before the contest. The Athletic Director must sign request form.

h. Previous Head Coach and Retired Athletic Staff
Previous Head Coaches (or surviving spouses) may receive two (2) complimentary tickets to all department athletic events home upon request.

i. Athletics Staff
Retired staff (or surviving spouses) including retired assistant coaches (or surviving spouses) who have served the department for twenty (20) or more years may receive two (2) complimentary tickets to the department’s home athletic events and the Down East Viking Football Classic upon request.

3. Special Exceptions
The Athletic Director is granted the authority to make special exceptions to this policy when in his judgment it is considered appropriate.

4. Non-Profit or Charitable Organizations
Complimentary admissions may be issued to non-profit and charitable organizations on a space available basis for low-demand games. Non-profit organizations may be required to pay the printing costs of each ticket. Currently, each ticket costs the Department of Athletics twenty-five cents (.25¢). Reduced rate group tickets are generally used to meet the needs of non-profit and charitable organizations. Arrangements for tickets must be made in advance of the event. The Assistant Athletic Director for Administration or designate coordinates this program.
5. **Media Outlets**
Any media outlets will pay the Department of Intercollegiate Athletics five dollars ($5) for each ticket requested contest giveaways. The Athletic Director at his discretion may waive this fee on a yearly basis. The request must be made at the beginning of the respective season. *If the fees are waived, the Media Outlet will be required to pay the printing costs of each ticket. Currently, each ticket costs the Department of Athletics twenty-five cents (.25¢)*.

6. **Taxable Compensation**
The IRS may determine that complimentary tickets are a taxable benefit.

See Complimentary Ticket Distribution Chart AT-A-Glance