

WSU ATHLETICS DEPARTMENT STAFF TICKET POLICY

Staff Ticket Allocation

All WSU Athletic venue seats are assets and are used for the benefit of the University and the Athletics Department. The majority of the tickets are sold to the public, but a limited number of complimentary tickets are set aside for WSU Athletics staff and their immediate family. Staff will receive tickets to Football and Men's Basketball games in non-Donor sections, and may elect to have either a season ticket or request single game tickets on a game-by-game basis. Staff will also receive General Admission (GA) passes for Volleyball, Women's Basketball and Baseball. Complimentary tickets and/or passes for staff/family are provided for the following reasons:

- There is an expectation of all Athletics Department staff to attend all the home contests for all sports whenever feasible.
- Athletic staff members have a *responsibility* to support all student-athletes and the coaches by attending home athletic events.
- Complimentary tickets for family members act as a hiring and retention incentive to employees.
- Complimentary tickets for staff and family are an industry expectation.
- It is in the WSU Athletics Department's best interest to have staff and their family engaged with the community to help promote the department and its programs.

Each staff member will receive complimentary tickets for themselves and their immediate family (defined as dependent children not graduated from high school and living at home). Staff with spouses or domestic partners also working in Athletics will be allocated tickets based on a single household. The Athletics Ticket Office will send out email reminders to staff twice a year to update their family numbers and document any changes.

An outside WSU tax consultant will determine taxability of the tickets, but they will likely be taxable to the employee at the appropriate full value of the ticket unless it is a single game ticket and the game is not sold out, or there is a specific job requirement associated with that ticket, as documented and signed by the employee.

Donor Seat Upgrades and Use

It is necessary for WSU Athletics to retain a limited number of donor seats to accomplish the objectives of the Athletics Department and the University by using them for donor cultivation and stewardship. Seats in Donor sections are especially valuable. It is the responsibility of the Athletics Director to determine how best to use them; a) sell them for full price, or b) use them as tools to cultivate new donors and steward existing donors. Staff members may upgrade their complimentary tickets to Donor sections by either paying the full amount of the donation (which will not be discounted and is non-deductible for taxes) or having specific duties assigned by the Athletics Director. Any staff ticket upgraded to a donor section for reasons unrelated to specific job duties will need to have the full amount of their required donation collected by the CAF prior to the distribution of tickets.

APPROVED
Executive Ethics Board

Date: 9-14-18

Recordkeeping and Enforcement

The Athletic Department will keep a record of all complimentary tickets distributed, including the recipient, the date and event, and the type of ticket. Staff will be required to sign a document stating they understand all the regulations related to receiving tickets, to include no resale of any tickets and no transfer for any personal gain. Employees may give away tickets to others (e.g. family members, neighbors) in the event they are unable to attend an event and it is done in an effort to ensure attendance at events is maximized. At no time is it permissible to give away any tickets to gain influence or favor from any other party, or any other personal gain. Employees who fail to abide by these restrictions may be subject to employee discipline, up to and including confiscation of tickets, repayment of ticket value, and or possible termination.

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