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13.01 SUBJECT: COMPLIMENTARY TICKETS, COACH/STAFF - AWAY EVENTS  
(revised 12/02)

RESPONSIBILITY

Director of Ticket Operations

Issue complimentary tickets to the specific sport coaching staff as requested according to the following guidelines:

1. Head coach of the sport may receive comp tickets as stipulated in his/her employment contract.
2. Full time assistant coaches of the sport may receive comp tickets as stipulated in his/her employment contract.
3. Account for all tickets issued and prepare yearly report by sport.
4. Charge appropriate sport or department budgets for the cost of the tickets.

Sport Coach

1. Prepare list of guests and relationships on Comp Ticket Request Form and submit to the Assistant Athletics Director for Compliance for approval.
2. Advise guests to bring photo ID and pick up tickets at Visiting Will Call gate.

Other Staff

1. Fill out Comp Ticket Request Form.
2. Forward to the Associate Athletics Director for Development for approval.
3. Bring photo ID and pick up tickets at regular Will Call.

Compliance Office

1. Review request for compliance with NCAA regulations and sign Comp Ticket Request Form and forward to ticket office at least 48 HOURS PRIOR to team’s departure.
2. Review comp ticket reports for compliance with NCAA legislation.

Ticket Office

1. Prepare comp ticket requests and forward to the opponent's ticket office. Request tickets to be left at will call.

13.01a SUBJECT: COMPLIMENTARY TICKETS, COACH/STAFF - HOME EVENTS  
(revised 12/02)
Note: Coaches MAY NOT use player comp tickets.

RESPONSIBILITY

Director of Ticket Operations

Issue complimentary tickets to coach/staff for sports where admission is charged according to the following guidelines:

1. **Go Cougar Card** - Baseball, Volleyball, Women's Basketball and Track and Field.

2. **Hard Ticket** - Football and Men's Basketball.
   a. For each event, full time coaches (head, assistant, graduate assistant) of the sport receive two comp tickets, plus one comp ticket for each child living at home between the ages of 3 and 18 years of age. (Children 2 and under do not require an event ticket.) The head coach of the sport may also receive ten (10) additional comp tickets, or as stated in contract.
   b. For each event, all athletic department employees, including graduate assistants, receive two comp tickets plus one comp ticket for each child living at home between the ages of 3 and 18 years of age. (Children 2 and under do not require an event ticket.)

3. Charge appropriate sport or department budgets for the cost of the tickets.

Ticket Office

1. Prepare all comp tickets for home events for pick up at the ticket office before the first game of the season or at will call at the event.

2. Account for all tickets issued and prepare yearly report.

Full-Time Staff

1. All full-time staff members must complete the Staff Member Ticket Information Form and submit to the ticket office by date to be decided by Executive Staff because of budget issues. This is an auditing procedure that must be followed.

2. Receive comp tickets for each home event as outlined above.

3. Forward special requests on the Comp Ticket Request Form to the Associate Athletics Director for Development.

Sport Coach

1. For additional guest tickets, prepare list of guests and relationships for approval and submit on a Comp Ticket
Request Form to the Assistant Athletics Director for Compliance.

2. Forward request to compliance office 48 hours prior to contest for approval.

3. Advise guests to bring photo ID and pick up tickets at regular Will Call.

Compliance Office

1. Review for compliance with NCAA regulations and sign Comp Ticket Request Form and forward to ticket office at least 24 hours prior to event.

13.01b SUBJECT: COMPLIMENTARY TICKETS - HIGH SCHOOL COACH/ADMINISTRATOR
(revised 12/02)

All requests for comp tickets must be accompanied by a Comp Ticket Request Form signed by the Assistant Athletics Director for Compliance. Comp tickets are not available for the WSU vs. UW football game. Comp tickets for high school coaches/administrators are sport specific only, i.e., volleyball high school coaches to WSU volleyball games, not track high school coaches to WSU volleyball games.

RESPONSIBILITY

High School Coach/Athletic Director

1. Request comp tickets at least 48 hours prior to the contest. Two (2) comp tickets/game allowed.

2. Submit request to sport secretary.

3. Be a member of the state high school coaches or administrators association; proper ID will be required at time of pick up.

4. Receive comp tickets at Will Call prior to the contest. Bring photo ID.

Sport Secretary

1. Receive requests for comp tickets for high school coaches/administrators.

2. Inform requesting party that proper association ID will be required at time of pick up.

3. Forward Comp Ticket Request Form to Assistant Athletic Director for Compliance for approval.

Assistant Athletic Director for Compliance

1. Receive Comp Ticket Request Form from employee.
2. Determine status of request and forward approved Comp Ticket Request Form to the ticket office.

**Ticket Office**

1. Receive approved Comp Ticket Request Form from the Assistant Athletic Director for Compliance.

2. Process ticket requests, prepare tickets for event and place at **Will Call**.

3. Reconcile will call lists after every contest and charge appropriate sport for unclaimed will call tickets.

13.01c SUBJECT: TEAM/GROUP REDUCED RATE TICKETS  
(revised 12/02)

Groups and teams may request general admission group tickets at the determined group rate. **TICKETS ARE SUBJECT TO AVAILABILITY.**

**RESPONSIBILITY**

**H. S. Coach/Group Leader**

1. Contact the Ticket Office at least **ONE WEEK** prior to the contest.

2. Provide number in the group and the event the group will be attending as well as payment for the tickets. **NO REFUNDS WILL BE GIVEN FOR UNUSED TICKETS.**

**Sport Secretary**

1. Receive the group's request and explain the ticket policy to the group/team as stated above.

2. Forward Coach/Group leader to the Ticket Office for ticket purchases.

**Ticket Office**

1. Receive and process order from Coach/Group Leader.

2. Prepare appropriate number of tickets for the event and place at will call.

3. Distribute team/group tickets at Gate G-Will Call in Martin Stadium, and at the ticket windows in Beasley Coliseum and Bohler Gym, Bailey Field, Mooberary Track.

13.02 SUBJECT: SEASON TICKET SALES  
(revised 12/02)

**RESPONSIBILITY**

**Marketing/Promotions**
1. Facilitate and coordinate the publication of season ticket brochures for football, volleyball, men's basketball, and women's basketball and other sports as requested by the athletic director.

2. Assist the Director of Ticket Operations and the Associate Athletics Director for Development with brochure design and coordinate the production with University Publications.

3. Provide recommendation for ticket prices to the Director of Ticket Operations and the Associate Athletics Director for Development for final approval.

4. Market and promote season ticket sales through direct mail, direct sales, signage and media advertising.

**Director of Ticket Operations**

1. Coordinate all ticket office services.

2. Coordinate all season ticket orders, seat assignments, and mailings.

3. Implement reserved seating policies, as determined by the Associate Athletics Director for Development.

**13.03 SUBJECT: COMPLIMENTARY ADMISSIONS - WSU STUDENT-ATHLETE GUESTS- OWN SPORT**

(revised 12/02)

A student-athlete may designate up to four guests for complimentary admission to a home athletic contest and two guests to an away contest. Each guest must be designated separately and must show ID and sign for his/her own ticket at **Player Will Call**. Guest name must include first and last name: a guest cannot be designated as “Mr. Smith,” rather he should be signed up as “John Smith.”

**A VIOLATION RESULTS IN AUTOMATIC LOSS OF NCAA ELIGIBILITY & PRIVILEGES.**

**RESPONSIBILITY**

**Student-Athlete**

1. Designate four (4) recipients of comp admissions for home events or two (2) recipients for away events. Recipients’ names must be submitted to sport secretary 48 hours prior to the event or as designated on the sign up sheet.

2. Alert the person receiving admission that photo ID will be required at **Player Will Call**.

**Coach/Secretary**
1. Provide student-athletes [WSU Player Ticket Allocation Sheet](#) or [Player Guest Ticket Request Form (football only)](#) before each contest or series.

2. Submit the completed WSU Player Ticket Allocation Sheet or Player Guest Ticket Request Form to the ticket office 48 hours prior to event.

**Ticket Office**

1. Receive [WSU Player Ticket Allocation Sheet](#) or [Player Guest Ticket Request Form](#).

2. Prepare comp admission list for the event and place at Player Will Call area.
   a. No additions or changes to the comp admission list may be made at the event.

**Student-Athlete Guest**

1. To enter event, show photo ID and sign for receipt of comp admission.

**13.03a SUBJECT: COMPLIMENTARY ADMISSION - WSU STUDENT-ATHLETE - OTHER SPORTS (revised 12/02)**

WSU student-athletes will be allowed complimentary admission to other sports by using the sports pass issued to them at the beginning of the year.

**RESPONSIBILITY**

**Compliance Office**

1. Forward list of scholarship and/or recruited student-athletes to the ticket office.

2. Forward names of other student-athletes who make the team as selection is determined.

**Ticket Office**

1. Issue sport pass stickers to student-athletes designated on the list from compliance office.

**Student-Athlete**

1. Go to the ticket office with your student photo ID to sign for, and receive your sports pass.

2. **Do not** sign for a sports pass during the registration process. If you do so, it is your responsibility to contact the ticket office to obtain a refund by the tenth day of class.

3. Show your student photo ID with your pass to receive event admission.

4. Lost sport passes will be replaced at a fee of $35.00.
13.03b SUBJECT: COMPLIMENTARY ADMISSIONS - RECRUITABLE ATHLETES
(revised 12/02)

NCAA and PAC 10 comp ticket policies will be adhered to. **Official visits** - Comp admissions may be provided to the prospect and his/her parents (or legal guardians) or spouse only. **Unofficial visits** - Comp admissions are limited to three for use by prospect and two people accompanying the prospect on the visit. Comp admissions for a recruitable athlete are by pass list only and are based on availability.

**RESPONSIBILITY**

**WSU Coach**

1. Request recruit's comp tickets at least 48 hours prior to the contest.

2. Complete the **Comp Ticket Request Form** including event, number of tickets, name of recruit(s), parents/legal guardians, or spouse.

3. Forward the **Comp Ticket Request Form** to compliance office for signature.

4. Send copy of request form to appropriate sport secretary.

**Assistant Athletic Director for Compliance**

1. Receive comp admission request form.

2. Approve comp admission request.

3. Forward one copy to sport secretary, one copy to ticket office, and file one copy.

4. Fax copy to Ticket Office and forward original to Associate Athletics Director for Development.

**Associate Athletics Director for Development**

1. Sign form

2. Send sport their copy

3. Forward remaining copies to ticket office

**Sports Secretary**

1. Receive approved Comp Ticket Request Form.

2. Create master list of all recruits and their parents/legal guardians or spouses attending event and save on computer disk.

3. Forward request forms and list to ticket office 24 hours in advance of event.
Ticket Office

1. Receive request form and master list from sports secretary.

2. Prepare pass list and/or envelopes and tickets stamped “Complimentary - Not for Reentry” for recruits to be placed at Player Will Call.

3. Deliver the comp admission list/ticket envelopes to the Player Will Call area for each event.
   a. Beasley Coliseum Ticket Office.
   b. Mooberry Track Ticket Booth.
   c. Bailey Field Ticket Booth.
   d. Martin Stadium Gate G.
   e. Bohler Gym NE Door.

4. Tear off stub of hard ticket before releasing to recruit/guest.

5. File Comp Ticket Request Forms.

Recruit/Guest

1. Show photo ID.

2. Sign for receipt of comp admission at the designated will call area for event entry.

13.03c SUBJECT: PLAYER GUEST TICKET REQUEST FORM – FOOTBALL  
(revised 12/02)

Football Sport Secretary

1. Complete the Player Guest Ticket Request Form for complimentary admission for guests of football players.

13.03d SUBJECT: WILL CALL GATES—FOOTBALL  
(revised 12/02)

1. WSU player will call—Gate F

2. Visiting will call—Gate D

3. All Other will call—Gate G