**Team ‘Pass List’ Admissions Policies**

1. All team pass lists must first comply with NCAA Guidelines. Individuals will not receive hard tickets; a ticket stub however will be issued to indicate seat location or general admission seating. Also, each individual will at the point of entry to the venue be required to show identification and to sign the pass list prior to admission to the event.

2. For regular season away competitions where there is no contracted admissions allocation, the department will not support any requests to pay for admissions for family or friends of the members of the official travel party.

3. In football, basketball or any other sport where admissions ‘ticket’ allocations are part of the game contract, the team allocation will be limited by the contracted figure minus any tickets reserved for use by the Athletic Director.

4. For Conference or NCAA Championship competition, a request for departmental of a Team Pass List system may be approved not to exceed the limitations noted below. It must be understood that the charge for the admissions will be credited to the respective sport budget or AEF account.
   a. The ‘pass list’ system is meant primarily to accommodate family and close friends of our student-athletes and coaches.
   b. It is the responsibility of the Head Coach to review all team pass lists to assure compliance with the stated policies.
   c. All Pass List Forms are subject to review by the Director of Athletics or Director of Compliance.

Maximum Complimentary Admission Allocations per individual when complimentary admission is applicable: Home event or Away Event where admissions are included in the guarantee or championship structure. [Again, numbers may be reduced at the discretion of the Athletic Director based on the contracted guarantee agreement.]

- 4 – per player in uniform
- 6 – Head Coach
- 2 – Each Assistant
- 2 – per player not in uniform but on official travel squad
- 1 – per manager/trainer on travel squad

Maximum Complimentary Admission Allocations per individual when complimentary admission is not applicable, i.e. OS Conference or NCAA Championship competition:

- 2 – per player in uniform (immediate family only)
- 4 – Head Coach
- 2 – Each Assistant
- 2 – per player not in uniform but on official travel squad (family only)
- 1 – per manager/trainer on travel squad