



Complimentary Admissions *Policies and Procedures*



Official Visits (Bylaw 13.6.6.2)

Policy: A maximum of three complimentary admissions to a campus athletics event may be provided to a prospect. Such complimentary admissions are for the exclusive use of the prospect and those persons accompanying the prospect on the visit and must be issued only through a pass list on an individual-game basis. Such admissions may provide seating only in the general seating area of the facility utilized for conducting the event. Providing seating during the conduct of the event (including intermission) for the prospect or those persons accompanying the prospect in the facility's press box, special seating box(es) or bench area is specifically prohibited. Per Bylaw 13.6.6.2.3, Texas Tech may reserve tickets, only for the use of immediate family members accompanying a prospect during an official visit and for seat locations adjacent to the complimentary seats being provided to the prospect. These tickets must be purchased at face value.

Procedures All Sports: Sport coach/secretary completes official visit form and submits to the ticket office and compliance office (football games only) two days prior to the event for football games and by noon the day of the event or by noon on Friday if weekend/holiday event for other sports. The prospect, student host and guests report to the overhead garage doors at Southwest corner of Jones/SBC Stadium for football events and West side street level entrance inside lobby (by flag pole) for basketball events. Check-in for volleyball at the arena is northwest entrance upper level ticket office. The prospect, host, guests and TTU coaches will be issued a ticket stub and a recruit wristband and will be seated in section 5 for football games and seats to be determined for other contests. If President Select members will accompany the prospect, they must be listed on the official visit form.

Recruit Wristbands – Football Games only:

Policy: The recruit wristbands identify the recruits, guests, host and TTU coaches as persons permitted to sit in section five of the football stadium. The wristbands also allow access to the football field prior to kick-off. Coaches must accompany prospects and student hosts on the field. Prospects, guests, host and TTU coaches must be off the field prior to kick-off and in their seats.

Procedures: All persons on a complimentary admissions form (official or unofficial) and all sport coaches hosting recruits will be issued a wristband at check-in.

Unofficial Visits (Bylaw 13.7.2.1)

A maximum of three complimentary admissions (issued only through a pass list) to a campus athletics event in which the institution's team practices or competes. Per NCAA Bylaw 13.7.2.1.4, Texas Tech may not reserve tickets (in addition to the permissible complimentary admissions) to be purchased by a prospect (or individuals accompanying the prospect) on an unofficial visit. Tickets may be purchased only in the same manner as any other members of the general public.

Procedures ~ All Sport Recruits except Football: Sport coach/secretary completes unofficial visit form and submits to the ticket office and compliance office (football games only) two days prior to the event for football games and by noon the day of the event or by noon on Friday if weekend/holiday event for other sports. The prospect and guests report to the overhead garage doors at Southwest corner of Jones/SBC Stadium for football events and west side street level entrance inside lobby (by flag pole) for basketball events. Check-in for volleyball at the arena is northwest entrance upper level ticket office. The prospect signs by his/her name and is directed to section five for football and general admission seating for other sports. The ticket office files unofficial visit forms in event file.

Procedures ~ Football Recruits for Football Games: The ticket office reserves 175 seats in section 6 and issues the tickets to the football recruiting secretary. On game day, the football unofficial visit list is used to issue ticket stubs. All prospects and guests sign for their complimentary admission and must enter the stadium upon receipt of the ticket stub. Monday morning following the event, all ticket stubs and unused tickets are returned to the compliance office along with the signature sheet. The compliance office reviews the information and calls the ticket office for pick-up.

Teams (High School or Junior College) ~ NO CONTACT SHALL BE MADE WITH JC PLAYERS DUE TO THE FACT THAT THERE MAY BE A NON-QUALIFIER IN ATTENDANCE (Bylaw 13.1.1.2).

Policy: Team unofficial visits shall not be abused and shall not be used for every Texas Tech home contest. This should not be a season ticket to all TTU events for HS/JC players. This is a privilege and a public relations opportunity for our sports. There shall be a limit of one complimentary admission per team member. It is the responsibility of each sport to notify the High School/Junior College coach about the policy/procedure for complimentary admission. In sell-out situations no team complimentary admissions shall be allowed.

Procedures: Each sport shall be responsible for completing an unofficial visit complimentary admission form. This form must be sent to the ticket office two days prior to the event for football games and by noon the day of the event or by noon on Friday if weekend/holiday event for other sports. Coaches should only be listed on the team unofficial visit form if they are traveling together with the HS/JC player as to not be separated. If the coach is traveling separate from the HS/JC player the coach should be on the coaches pass list and check-in at the coaches gate (NW corner #3).

Coaches (High School/Junior College/AAU)

Policy: Complimentary admission shall be limited to those coaches who are instructing prospect age individuals (high school, junior college, AAU). Entertainment of high school coach or any other individual responsible for teaching or directing an activity in which a prospect is involved shall be limited to providing a max of two comp admissions (issued only through a pass list) to home intercollegiate athletics events at any facility within a 30-mile radius of the institutions main campus, which must be issued on an individual basis (13.6.6.1). It is the responsibility of each sport to notify coaches about the guidelines/rules for complimentary admission. Further, it is the responsibility of each sport to ensure that the coaches meet the policy for a coach complimentary admission (see above). Potential sell-out situations will limit coaches pass lists to coaches of the respective sport (football coaches to football games). Exceptions will be handled on an individual basis and should be directed to the sport hosting the contest. To purchase additional seats, coaches must call the ticket office.

Procedures Football Games: The coach must call the office of their respective sport prior to each contest. No reservations will be taken after Thursday prior to the football game. Each sport and/or secretary shall submit a coaches pass list to the ticket office by noon on the day prior to the event. Coaches shall report to GATE #3 (Northwest corner of Jones/SBC Stadium). Coaches will be required to show a Photo ID and must sign for their complimentary admission. It is not necessary for them to show a coaches card because simply belonging to the Texas High School Coaches Association does not allow them access to TTU events. Coaches will be notified as to their seating area at the gate.

Procedures Men's Basketball: Non-Conference – All sports may accept calls and submit a coaches pass list for all non-conference games. Please submit appropriate form to the ticket office by noon on the day of the event or by noon on Friday if weekend/holiday event. **Conference** – Due to seating limitations and sell-out situations, men's basketball conference games are limited to men's basketball coaches ONLY. Exceptions for recruiting purposes will be handled individually by calling the men's basketball office.

Procedures Women's Basketball: All sports may accept calls and submit a coaches pass list for all games. Please submit appropriate form to the ticket office by noon on the day of the event or by noon on Friday if weekend/holiday event.

Procedures All Other Sports: The coach must call the office of their respective sport.

Pre-Season Home Events (coaches vs. cancer/NIT) – staff interp 7.2.03

Policy: It is permissible for a recruit and/or HS/JC coaches to attend preseason events on the institution's campus on either an official, unofficial or coaches list.

Procedures: Complete the appropriate forms and submit as usual.

Home Contests at Site Other than Regular Home Facility (13.7.2.2)

Policy: It is permissible to provide up to three complimentary admissions to a prospect. Tournaments and postseason contests are excluded.

Procedures: Complete unofficial visit form and submit to ticket and compliance offices.

Student-Athlete Admission to Home Contests in Other Sports (Bylaw 16.2.1.3)

Fifth Year (Eligibility Exhausted) & Medical Exempt Scholarship Student-Athletes

Policy: All students (including student-athletes) at Texas Tech are charged the athletics fee (\$50/semester).

Procedure: Student-athletes gain admission to all events by swiping their student ID card through a card reader. Student-athletes are treated as students and gain admission for general student seating.

Away Games ~ All Sports

Ticket Distribution: All tickets (e.g., player and coach comps) must be signed for at the visiting ticket office will-call. The ticket office will supply each sport with player envelopes for each away event at the beginning of each year. The coach in charge of tickets or the visiting ticket office will return the appropriate documentation to the Texas Tech Ticket Office. All documentation will be filed.

Coaches Tickets: It is suggested that coaches have documentation regarding ticket distribution.

Institutional Contests in the Student-Athlete's Sport (Bylaw 16.2.1.1)

An institution may provide four complimentary admissions per home or away contest to a student-athlete in the sport in which the individual participates, regardless of whether the student-athlete competes in the contest. Institutional limits may be placed on student-athlete complimentary admissions due to seating limitations in various venues, and/or purchase requirements.

Procedures (general): The Assistant Athletic Director/Ticket Operations receives a list of eligible student-athletes from the compliance office. Envelopes are prepared for every game of the season by the ticket office. Player completes envelope and tickets are signed for at will-call

Procedures (football): Players complete their ticket envelopes on Thursdays prior to game day.

Procedures (all other sports): A designated sports staff member is responsible for all player ticket envelopes. All envelopes with signatures shall be returned to the ticket office.