



Athletic Home Game Complimentary Ticket Policy

Policy #:	AT002.2
Policy Type:	University
Responsible Executive:	President
Responsible Office:	Department of Athletics
Originally Issued:	May 12, 2017
Latest Revision:	July 2, 2020
Effective Date:	July 2, 2020

I. Policy Statement

The University of Louisiana Monroe strives to comply with all NCAA, Sun Belt Conference, State of Louisiana, University of Louisiana System, and internal University regulations as related to all matters pertaining access to athletic games and associated complimentary tickets. The Athletic Complimentary Ticket Policy defines the specific individuals eligible to receive the complimentary tickets to sanctioned athletic home games. The attached Athletic Complimentary Ticket Policy list references the appropriate recipients of complimentary tickets.

II. Purpose of Policy

The purpose of this policy is to ensure compliance with NCAA, Conference, State of Louisiana, University of Louisiana System, and University of Louisiana Monroe regulations, policies, and rules. Further, this policy ensures adequate oversight and accountability addressing complimentary athletic tickets by providing a delineated list of approved complimentary ticket recipients.

III. Applicability

This policy applies to the University Athletic Department, with specific instructions to the Athletic Department Ticket Office. Additionally, the policy applies to the parties referenced in the attached Athletic Complimentary Ticket Policy.

IV. Definitions

Complimentary Tickets – Tickets for entrance into any of the University’s NCAA sanctioned athletic team home games provided to certain recipients, for which the recipients have no monetary obligations.

V. Policy Procedure

- Listed eligible recipients may request their respective complimentary tickets by completing the ULM Complimentary Ticket Request form (see attachment) and submitting the completed form to the Ticket Office Manager
- The Ticket Office Manager will maintain a complete log of each of the complimentary tickets provided to the individuals to facilitate proper reconciliation of tickets sold or otherwise issued.
- Only the parties as listed in the attached Athletic Complimentary Ticket Policy are eligible to receive such complimentary tickets.

VI. Enforcement

Enforcement of this policy is the responsibility of the Director of Athletics, with appropriate communications to the University President. This policy is to be approved by the University of Louisiana System Board of Trustees, prior to implementation.

VII. Policy Management

The University President is the Responsible Executive for the management of this policy. The Director of Athletics shall be the Responsible Officer in charge of maintaining the policy and the Department of Athletics administers and implements the policy.

VIII. Exclusions

None.

IX. Effective Date

This policy is effective on July 2, 2020.

X. Adoption

This policy is hereby adopted on this 2nd day of July, 2020.

Recommended for Approval by:

Approved by:



Dr. Bill Graves, VP for Business Affairs



Dr. Edwin Litolff, Interim President

XI. Appendices, References and Related Materials

Attachment #1 – Athletic Complimentary Ticket List

Attachment #2 – ULM Complimentary Ticket Request Form

XII. Revision History

The initial approval date of this policy was May 12, 2017. The policy has been updated effective July 1, 2020 due to updated eligible complimentary ticket recipients and/or number tickets for eligible complimentary ticket recipients.

	Football - Home	Football - Road	Basketball Home - (M&W)	Baseball - Home	Softball - Home	Post Season (Primary Sport)
Athletic Department						
Athletic Director	12	12	12	12	12	12
Head Football Coach	12	10	4	4	4	12
Head Men's Basketball Coach	4	-	12	12	12	12
Head Women's Basketball Coach	4	-	12	12	12	12
Head Baseball Coach	8	-	8	12	8	8
Head Softball Coach	8	-	8	8	8	8
Head Coach - Olympic Sports	8	-	8	8	8	8
Full-time Assistant Coach	4	4 (Football Only)	4	4	4	4
Full-time Athletic Staff	4	-	4	4	4	4
Athletic Graduate Assistants (Administration/Non-Sport)	2	-	2	2	2	2
Athletic Graduate Assistants (Football)	4	4	4	4	4	4
Athletic Graduate Assistants (Primary Sport)	2	-	2	2	2	2
Volunteer Coach per NCAA Bylaw 11.01.6(b) (Primary Sport)	2	-	2	2	2	2
ULM Student Athletes (Participating). (General Admission entrance granted upon signature on the participating athlete's ticket log. Premium seating is not allowed.)	NCAA and/or Conference Rules	NCAA and/or Conference Rules	NCAA and/or Conference Rules	NCAA and/or Conference Rules	NCAA and/or Conference Rules	NCAA and/or Conference Rules
Visiting University	Per Contract	-	Per Contract	Per Contract	Per Contract	-
Visiting Participating Student Athletes	NCAA and/or Conference Rules	-	NCAA and/or Conference Rules	NCAA and/or Conference Rules	NCAA and/or Conference Rules	-
Each Prospective Student Athlete	NCAA Rules	-	NCAA Rules	NCAA Rules	NCAA Rules	-
Each current high school coach (general admission entrance granted upon presentation of respective high school athletic association coach's card - premium seating is not allowed with use of the coach's card) Maximum allowed per NCAA	2	-	2	2	2	-
Each student manager and trainer - Sport specific (each)	2	-	2	2	2	-
Sponsors	Per Contract	-	Per Contract	Per Contract	Per Contract	-
Courtesy Car Providers	Per Contract	-	Per Contract	Per Contract	Per Contract	-
Promotional tickets - promotions, charity, or public service activities - in excess of 2,000 requires approval by ULM President's Office	2,000	-	2,000	2,000	2,000	-
Coordinator of premium seating areas	4	-	4	4	4	4
Non full-time Athletic employees who have specific game-day duties	2	-	2	2	2	2
University Officials						
University President	12 and additional 20 for Skybox	As Needed	12	12	12	12
Faculty Athletic Representative	2	2	2	2	2	2
University President's Executive Council per Member	2	-	2	2	2	2
Each Academic Dean	2	-	2	2	2	2
Each University Athletic Academic Advisory Committee Member	2	-	2	2	2	2
Each Athletic Academic Counselor	2	-	2	2	2	2
Each member of the Board of Supervisors (upon request)	2	-	2	2	2	2
Each member of the Board of Regents (upon request)	2	-	2	2	2	2
Each former President of the University (upon request)	2	-	2	2	2	2
Each Conference Commissioner involved in contest	2	-	2	2	2	2
Each former athletic department staff person with 20+ years of service, as confirmed by Director of Athletics and/or Director of Human Resources - upon request	2	-	2	2	2	2
ULM Marching Band Director	2	-	2	2	2	2
ULM Director of Spirit Groups	2	-	2	2	2	2
Service Personnel						
Team Physician (Primary Sport)	4	-	4	4	4	4
Each team chaplain	2	-	2	2	2	2
Equipment Truck Driver (Football)	2	-	-	-	-	-
Each working game official - 2 upon request	2	-	2	2	2	2



TICKET OFFICE

ULM COMPLIMENTARY TICKET REQUEST

2020 FOOTBALL Season Ticket Request

Per the University of Louisiana Monroe athletic home game complimentary ticket policy, individuals as specifically listed in the policy may request complimentary tickets for the upcoming season. Please review the University Complimentary Ticket Document for the number of allotted tickets you are entitled to receive. Please request only the number of tickets that you need.

Any additional tickets outside of your individual allotment can be purchased through the ticket office at the faculty/staff rate.

Name: _____
Campus ID #: _____
Phone: _____
Email: _____

Number requested: _____

Title: _____

Signature: _____

Sport: _____

Please contact the ticket office at 318-342-4295 with any additional questions you may have regarding your complimentary *season* tickets.