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## I. Policy Statement

All University Department of Athletics event contracts, including single game/match, multiple game/match, tournament or other athletic events will be executed on behalf of the University by the University President or the Director of Athletics or other individual as designated by the University President.

Notice to Contracting Parties: Any event contract signed without proper authorization pursuant to this policy governing delegated signature authority for event contracts is NOT valid or binding on the University.

## II. Purpose of Policy

This policy is intended to ensure protection of the University assets through engaging proper professional expertise and ensuring appropriate authorization of Athletic Department contractual arrangements. University Department of Athletics event contracts must be executed by either the University President, Director of Athletics, Chief Business Officer, or another individual as designated by the University President, utilizing the signature requirement matrix a referenced in the Policy Procedure section of this policy.

## III. Applicability

This policy is applicable to all parties that participate in the discussion, and associated contract development and execution, of single game/match, multiple game/match, tournament, and other events utilizing University Athletic Department facilities and typically including the University student-

athletes' participation in the events. This policy is also applicable to events that incorporate participation of any University Athletic teams and/or student athletes utilizing venues other than the University's.

#### IV. Definitions

**Contract:** Binding document, between at least two parties one of which is the University, in which the University has defined obligations for its student-athletes, teams, coaches, administrators, or other University representatives, and specific monetary obligations and/or rights. The other parties to the contract will have similar obligations and/or rights, dependent upon the nature of the document and event governed by the document.

**Game/Match:** Any event which includes the participation of University Athletic Teams and/or student athletes, with the event being sanctioned by the National Collegiate Athletic Association (NCAA) and/or the conference affiliation of the University, and in which the outcome of the event is designed to determine a winner and loser of the event.

**Guarantor:** Any game/match contract in which University hosts the game/match at its designated venue, thereby providing an agreed-upon, pre-determined monetary obligation to the benefit of other party(ies) to the contract.

**Multiple Game/Match:** Any event in which a University Athletic Team(s) and/or student athletes participate in two or more games/matches as discussed and contemplated in the description of the contract for which approval is requested. The number of games/matches is predefined in the event contract.

**Tournament:** Conceptually similar to Multiple Game events, except the total number of games is dependent upon the University's Team(s) and/or student-athletes' ability to advance to subsequent games or match, generally dependent upon winning.

#### V. Policy Procedure

1. During the course of discussions with potential participants in the events, the Director of Athletics and/or his designee shall notify the President of these ongoing discussions and related negotiations.
2. During the course of discussions/negotiations for potential event obligations/rights that have an expected obligation/right value of greater than \$25,000, the Director of Athletics and/or his designee will keep the University In-House Counsel or Counsel's designee informed and apprised of such dialogue and potential obligations/rights of the University. Such notifications will be timely and in a manner that allows due consideration of the risks and rewards to the University, the University teams, and the University Student-Athletes.
3. Whenever reasonably possible in the case of game/match contracts for which University serves as the guarantor, event contracts will use a game/match contract template that has been approved for usage by the University In-House Counsel or her designee. See contract template (Exhibit A to this policy).
4. Execution of all University Department of Athletics event contracts must adhere to the following signature requirement matrix:

Description of Contract	Required Signature
Any contract, the terms of which require the University to commit or receive \$25,000 or less in any combination of game/match or other event ticket proceeds, concession proceeds, travel reimbursement, sponsorships, or other monetary guarantees.	University President OR Director of Athletics OR Other Individual as authorized by the University President

Any contract, the terms of which require the University to commit or receive greater than \$25,000 in any combination of game/match or other event ticket proceeds, concession proceeds, travel reimbursement, sponsorships, or other monetary guarantees.

University President, or the Athletic Director if so authorized and designated by the University President, or Chief Business Officer if so authorized and designated by the University President

5. The following reviews should be obtained prior to execution of game/match contracts:
- a. Legal review –Game/match contracts containing any of the following terms should be reviewed by University In-House Counsel prior to execution: indemnification, hold-harmless, warranties, waivers, governing law, assignment/transfer, jurisdiction/venue, force majeure, assumption of risk, and liquidated damages.
  - b. Budget review –Game/match contracts in which the University is the guarantor of public funds or property should be reviewed by the Chief Business Officer.

## VI. Enforcement

The Director of Athletics is responsible for ensuring compliance with this policy. The act of executing an event contract without proper authorization pursuant to this policy is considered cause for disciplinary action. Any person executing such contract(s) without proper authorization may be subject to disciplinary action, including dismissal from University employment.

## VII. Policy Management

Responsible Executive → President  
Responsible Office → Department of Athletics

## VIII. Exclusions

None.

## IX. Effective Date

January 9, 2017

## X. Adoption

This policy is hereby adopted on this 13<sup>th</sup> day of February, 2017.

  
Nick J. Bruno, President

## XI. Appendices, References and Related Materials

Exhibit A—Game/Match Guarantor Contract Template

## XII. Revision History

This policy supersedes all such University Athletic Department game/match contract policies, as of the effective date stated herein.