



Prospect Complimentary Admissions

Purpose: To establish a prospect complimentary ticket request process that allows SDA and the Athletics Compliance Office to review, approve, and monitor ticket distribution to assess compliance with NCAA and ASU rules and regulations.

Policy:

1. Scope – This policy applies to complimentary admissions provided to prospects who are being recruited by SDA but not complimentary admissions provided to prospect groups (e.g., high school or club sports teams). Prospect group complimentary admissions are described in the **Prospect Group Pass List** policy and process.
2. Rules and regulations – Prospects will be provided complimentary admissions only as permitted by NCAA, Pac-12, and ASU rules and regulations.
3. Use of compliance software system – The Compliance Office will require coaches to request prospect complimentary admission through its compliance software system.
4. Complimentary admissions review – The Compliance Office will review prospect complimentary admissions and may monitor distribution of these admissions in person depending on a number of factors, including, but not limited to risk factors associated with:
 - a. The competition;
 - b. The sport of the requesting coach or staff member;
 - c. The prospect; or
 - d. Issues associated with the request process.
5. Additional review steps – The Compliance Office may also take these steps in reviewing and approving prospects, such as:
 - a. Requiring coaches to provide additional guest information outside the compliance software system (e.g., explanation provided by email, in-person);
 - b. Researching prospects online; or
 - c. Taking other reasonable actions, at the Compliance Office’s discretion, to determine if providing complimentary admissions to the prospect is permissible under NCAA and Pac-12 rules and regulations.

6. Review and request submission deadlines –
 - a. The Compliance Office will:
 - i. Review complimentary admissions and assist with the process as described below during normal business hours; and
 - ii. At its discretion, be available to review complimentary admissions and provide related assistance outside normal business hours.
 - b. The Ticket Office will set final deadlines for all complimentary admissions requests.
7. Denials – The Compliance Office may deny prospect admissions requests if:
 - a. The Compliance Office is unable to conduct an adequate review of the prospect (e.g., requests submitted untimely or with incomplete information);
 - b. The coach or prospect fail to follow this policy or process (e.g., the coach does not fully complete the process or the prospect fails to provide adequate identification); or
 - c. Denial of admissions is otherwise necessary to remain in compliance with NCAA, Pac-12, and ASU rules and regulations.
8. Reservation of rights – SDA reserves the right, for any reason and even with Compliance Office approval, to deny prospects' complimentary admissions that otherwise might be deemed consistent with this policy and process and applicable NCAA and Pac-12 legislation and ASU policy.
9. Deviation – To the extent there are requests for prospect complimentary admissions that deviate from these guidelines or process in any way, those complimentary admissions will require approval from the ticket office, in consultation with the Compliance Office.

Process:

1. Before a competition, the coach will add the prospect to the complimentary admissions list in the compliance software system.
2. The Compliance Office will review the prospect under the guidelines described in the related policy.
 - a. If a prospect is denied, the coach may provide additional information to the Compliance Office.
 - b. If additional information is provided, the Compliance Office will review that information under the guidelines described to determine whether to approve or deny the prospect.

- c. If denied, the prospect will not be provided complimentary admissions.
- 3. If approved, the prospect will be added to the complimentary admissions list for the specific competition.
- 4. Prospects will sign in at the competition.
- 5. Where it is deemed appropriate based on the related policy, the Compliance Office will review prospect sign-in sheets after competitions.