

**WASHINGTON STATE UNIVERSITY**  
**EXECUTIVE POLICY MANUAL**  
Executive Policy #11  
Revision Approved November 29, 2011

## **Post-Season Athletic Competitions and Events: Attendance, Travel, Souvenirs, and Team Gifts**

RCW 28B.10.703 provides that the University has the statutory authority to establish programs for intercollegiate athletic competition and to participate in athletic conferences. As a member of the PAC-12 Athletic Conference, the University may participate in post-season competitions for which it qualifies.

The business of the University is education; the carrying on of an athletic program is an important element in the education process. An athletic program is important to the institution and the student body. For college students, athletics offers an opportunity to develop leadership skills, learn teamwork, build self-confidence, and perfect self-discipline. In addition, for many students physical skills are a passport to college admission and scholarships.

It is important for the University to support student athletes and to use athletic events to promote the University. The following shall constitute a part of the program of achieving these goals.

### **OFFICERS, DEANS, PROFESSIONAL STAFF, TEMPORARY EMPLOYEES, AND FACULTY**

All University officers, deans, professional staff, temporary employees, and faculty, if required by the President, shall attend designated post-season athletic events as part of their official duties and represent the University, engage in development activities for the University, support University athletes, monitor academic welfare and compliance with University, Conference, and NCAA regulations, and perform other functions as directed by the President. At the Athletic Director's discretion, in consideration of an individual's performance of his or her regular duties as well as any additional responsibilities placed on an individual when she or he attends a designated athletic event, she or he may elect to bring his or her partner to the event. Additionally, Athletics Department personnel in the above-listed categories may bring their dependent minor children to the event. The University may pay as compensation all costs associated with bringing a partner and, for Athletics Department personnel, the minor dependent children, to an event and its related activities in accordance with University travel regulations and, where relevant, NCAA and/or Conference regulations.

Compensation paid by the University shall not exceed costs associated with bringing the partner and minor dependent children to the event and related activities, which may include but not be limited to airfare, other travel costs such as a rental car or bus fare, lodging, subsistence, and cost of admission to the competition and all related events.

Family travel expenses shall be paid in accordance with applicable IRS regulations.

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### **REGENTS**

Regents and a partner and minor dependent children may attend post-season athletic events as part of their official duties and receive travel expenses from the University in compliance with applicable University and state laws, regulations, or policies.

Family travel expenses shall be paid in accordance with applicable IRS regulations.

### **VOLUNTEERS**

Whenever the University President or Director of Athletics believes it is in the best interest of the University to use volunteers to perform functions on behalf of the University at University events, the Director or President will execute an agreement with the volunteer articulating the rights and responsibilities of both parties. A volunteer may be allowed to attend a post-season athletic event and, so long as the volunteer provides a service to the University, his or her travel expenses and that of his or her partner and minor dependent children will be paid for by the University in a manner similar to those paid for University employees, in compliance with the applicable University policies, and, where relevant, NCAA and/or Conference regulations.

### **CLASSIFIED EMPLOYEES**

Whenever the University President or Director of Athletics so directs, classified employees (civil service and collective bargaining unit covered employees) may be required to attend post-season athletic events as part of their official duties. In the event they are required to attend such events, the University shall cover all travel expenses in compliance with the applicable University policies and, where relevant, NCAA and/or Conference regulations.

### **STATEWIDE ELECTED OFFICIALS, LEGISLATORS AND STAFF**

The University President may invite a statewide elected official, a state legislator, and/or staff members to make an appearance at post-season competitions in relation to his/her official duties as a representative of the state of Washington. Such individuals may be allowed to travel on the University charter plane and to receive competition tickets and tickets to related events, provided that the legislators and staff pay all costs of their own travel, including the face-value of all tickets provided by the University.

### **SOUVENIRS AND TEAM GIFTS**

In accordance with *RCW* 41.60.150, the University may award team gifts and other commemorative items from a post-season competition to University officers or employees. Under *RCW* 41.60.150-.160, recognition awards are limited to a value of \$200 and may not be awarded to the University President. The recognition award limit does not apply to uniform items and other apparel provided to Athletics staff as part of their official appearance at the post-season competition and related venues.