



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2261

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CATEGORY: **Fiscal Management, Associated Student Body**

EFFECTIVE: **1-29-62**

REVISED: **11-08-2002**

SUBJECT: **Admissions and Tickets to Athletic Contests**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for establishing ticket prices, making ticket sales, granting free admission, and setting admission charges to league (dual) contests.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-5000, F-2350, F-3800, H-8800, K-9800.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Athletics/Physical Education Office, Institute for Learning.
2. **Admission** charges are set by the Athletics Council in April; once prices are set, they must be adhered to for the entire year. Wherever facilities permit, charges shall be uniform for all league games in a particular sport.
3. **Ticket Sales**
 - a. **A school may sell** student body cards only to bona fide students in that school. Student admission tickets shall be sold only to bona fide students of competing schools.
 - b. **Host school** shall furnish all tickets, including student tickets, for *both* competing schools.
 - c. **Student tickets for football or night basketball games** shall not be sold later than one-half hour after close of school for a night or Saturday game.
 - d. **Student tickets for football or night basketball games** shall not be sold at the gate. For *sports other than football and night basketball*, student tickets may be sold at the established price at the gate.
 - e. **Gates** shall remain *open* and ticket sellers and takers shall remain at their posts during the entire game.

4. **Free admission passes** shall be issued only in the following cases:
 - a. **Principal's passes** shall be valid only at games in which the issuing school is host school.
 - b. **Faculty passes** to all athletic events are accepted for staff members of the two competing schools.
 - c. **Student Passes.** Two passes allowing free admission to all athletic events involving the particular school may be issued to student newspaper editors and two to school annual representatives.
 - d. **Senior Citizens.** Citizens 60 years of age or older will be admitted free to all athletic events.

D. IMPLEMENTATION

1. **Admission Prices.** Price of admission to be charged for all league and inter-league contests for the following year is recommended at March meeting of the leagues and forwarded to the Athletics Council for approval. Athletics Council considers league recommendation(s), and in April, sets admission prices for athletic events for the following year.
2. **Sale of tickets** is covered in C.3.

E. FORMS USED AND AUXILIARY REFERENCES

1. Constitution, Bylaws and Rulings, CIF-SD Section
2. Interscholastic Athletic Program Handbook, City Conference

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education