



SNOQUALMIE INDIAN TRIBE SUITE AND TICKET DISTRIBUTION POLICY AND PROCEDURES

CATEGORY: Ticket Distribution for Suites
DEPARTMENT: General Resources
DIRECTOR: Community Services

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OVERVIEW

This policy establishes a set of expectations for ticket distribution, ticket holder responsibilities and Suite Host responsibilities for the Tribal government suites at Lumen Field and Climate Pledge Arena. This policy does not apply to Snoqualmie Casino suites. All ticket holders are subject to the responsibilities outlined in this policy and are held to the standards and regulations of the individual stadiums and events.

PURPOSE

The purpose of the Snoqualmie Indian Tribe Suite Policy is to ensure the fair distribution of excess tickets to eligible Tribal Members, and to establish a set of attendance guidelines and safety regulations so all ticket holders may enjoy their time as guests in the suite. Tickets are provided by the Tribe in its capacity as a federally recognized sovereign Indian tribe and as a tax-exempt organization under federal law. The Policy ensures that the distribution of tickets complies with applicable law. Nothing in this policy shall be interpreted to prevent the lawful enforcement of other Tribal laws.

POLICY

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1. DEFINITIONS

The following definitions apply to this Policy:

- a. "Business purpose" means an opportunity to maintain or further the economic interests of the Tribe with regard to an existing business of the Tribe or a potential future business or transaction of the Tribe. For the purpose of this policy, business purpose may also include opportunities to advance the Tribe's policy goals or philanthropy.
- b. "Business purpose ticket" means a suite ticket that is distributed for a business purpose.
- c. "Excess ticket" means an unused Business purpose ticket distributed to an eligible Tribal member.
- d. "Fair market value" shall mean the cost of the lowest club seat for a single game in one particular season according to the publically available pricing information from the official website of the applicable sports team.
- e. "I.R.S." means the federal Internal Revenue Service.
- f. "Suite" means the Tribe's suite at Lumen Field or Climate Pledge Area, or similar venues that are sponsored by the Tribe for entertaining guests.

2. TRIBAL COUNCIL BUSINESS PURPOSE TICKET DISTRIBUTION

- a. Business Purpose Distribution
 - i. The primary purpose for distributing suite tickets is to further business relationships of and opportunities to the Tribe. The purpose of distributing excess suite tickets is to promote the gathering of tribal members and to ensure maximum utilization of the suite. These tickets are being provided to support the mission and goals of the Tribe and should be used with those goals in mind.
 - ii. The Snoqualmie Tribal Council will reserve no less than (1) one game per season for each of the Sounders, Seahawks, and Kraken as a business-client game, with the game date to be determined solely by the Tribal Council prior to the release of the Request Form for excess tickets to eligible Tribal



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members for other games or matches.

- iii. Nothing in this Policy limits the ability of the Snoqualmie Tribal Council to distribute business purpose tickets on an as-needed basis for other games or to designate certain Special Events as business purpose events.

b. Distribution of business purpose tickets

- i. The Tribal Council will identify individuals or entities to whom to distribute business purpose tickets. The Tribal Council shall make final selections of individuals or entities to which to distribute the business purpose tickets. The individual or entity is expected to be engaged during the event in a business purpose.
- ii. Spouses/partners/guests may also receive tickets if the expectation is the spouse/partner/guest will also be part of representing the Tribe.
- iii. Tickets received under this provision are not taxable to the recipient.

3. TRIBAL MEMBER EXCESS TICKETS

- a. All other games and events not identified by the Snoqualmie Tribal Council as a business purpose are considered to be excess tickets for distribution to eligible Tribal members.
- b. Ownership of suite tickets
 - i. Every suite ticket remains the property of the Tribe until it is used the day of the game by the designated recipient of the ticket.
 - ii. The receipt of a suite ticket by an individual or entity does not create a legal entitlement to the ticket or to receive future tickets.
 - iii. A ticket distributed by the Tribe may be rescinded at any time when doing so is deemed necessary to protect the interests of the Tribe.
- c. Eligibility. To be eligible to receive the suite excess tickets, the recipient must be:
 - i. An adult enrolled Snoqualmie Tribal Member; and
 - ii. Not be listed as suspended from benefits, incarcerated or listed as disqualified from future ticket distributions



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4. TRIBAL MEMBER TICKET DISTRIBUTION REQUEST FORM

- a. Request Forms will be made available annually before the start of the applicable sports season at the stadium or before an event via e-form and/or hard copy for mail-in.
- b. Request deadlines will be set by the Department and will be clearly stated on the Request Form. Request Forms will not be accepted after the deadline.
- c. Submission of a Request Form is not a guarantee of tickets.

5. SUITE HOST TICKETS

- a. A Suite Host will be pre-designated for each game or event at Lumen Field or Climate Pledge Arena. The Snoqualmie Tribal Council is solely responsible for designating the host. For any games where a host has not been designated by Tribal Council, the Department will designate an Administrative employee who has approval authority to make expenditures on behalf of the Tribe to serve as the host.
 - i. For regular and postseason Seahawks NFL games, two (2) tickets and one (1) parking pass will be reserved for the Host for all suite game day events.
 - ii. For all Sounders matches, regular and Postseason Season Kraken NHL games, or preseason Seahawks games, four (4) tickets and one (1) parking pass will be reserved for the Host.
 - iii. For Special Events, the number of tickets and parking passes to be reserved for the Host will be determined based on the nature of the event.

6. TRIBAL MEMBER TICKET SELECTION AND DISTRIBUTION

- a. Seahawks

- i. Preseason and Regular Season Ticket Distribution

- I. Ticket Requests

Eligible Tribal Members may submit for the Seahawks Ticket Distribution and request :

- i. Four (4) tickets for one (1) preseason game; OR
 - ii. Two (2) for one (1) regular season game



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- iii. Parking passes will be prioritized for the Host and Tribal Elders and any excess will be distributed in the order of how the ticket winners are drawn.
 - iv. Ticket recipients will be contacted by the Department. All tickets will be made available electronically. A valid email must be on file. In addition, in order to be eligible to receive one's tickets, a ticketholder responsibility form must be on file with the Department.
 - v. If the ticket recipient is under the age of 21, the recipient must bring a guest over the age of 21 with them to the game because alcohol is present in the suite. No minors are permitted to consume alcohol while in the suite.
- ii. Postseason Ticket Distribution
 1. Ticket Requests: After the preseason and regular season Ticket Distribution has been completed, a second ticket request period for the post season will be conducted.
 2. Eligible Tribal members may apply for two (2) tickets to post season game one: Wild Card/Divisional OR post season game two: NFC Championship
 3. Super Bowl game tickets distribution will be at the discretion of the Tribal Council.
- iii. Remaining tickets
 - i. If there are remaining tickets, a plan for those tickets will be determined by the Department. The Department may, for purposes of illustration only, distribute any remaining tickets by contacting waitlist Tribal Members from a different game, for Tribal staff appreciation, or for members of the firms or organizations the Snoqualmie Indian Tribe works with directly, or any combination thereof.
 - ii. Should a Tribal member return tickets unexpectedly after all remaining tickets have been disbursed:
 - i. Tickets will be first offered to the waitlist Tribal Members; then
 - ii. To Tribal Administration staff.



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b. Sounders

i. Regular Season

1. Ticket Requests

Eligible Tribal members may apply for the Sounders Ticket Distribution and request up to four (4) tickets for up to three (3) regular season matches.

i. Parking passes will be distributed with the tickets

2. Distribution Process

i. All eligible Tribal Members will receive tickets to at least one (1) of the three (3) matches they request.

ii. Ticket recipients will be contacted regarding ticket pick up

3. Remaining tickets

i. If there are remaining tickets, a plan for those tickets will be determined by the Department. The Department may, for purposes of illustration only, distribute any remaining tickets by contacting waitlist Tribal Members from a different game, for Tribal staff appreciation, or for members of the firms or organizations the Snoqualmie Indian Tribe works with directly, or any combination thereof.

ii. Sounders Postseason

1. Ticket Requests: A new request period will be made available in the event that the team makes the postseason.

i. Tribal members may request up to four (4) tickets to one (1) postseason home game.

ii. Parking passes will be distributed with the tickets

c. Kraken

i. Preseason and Regular Season

1. Ticket Requests

Eligible Tribal members may apply for the Kraken Ticket Distribution and



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request up to four (4) tickets for up to three (3) games.

- i. Parking passes will be prioritized for Tribal Elders. Any remaining parking passes will be distributed in the order of how the ticket winners are drawn.

2. Distribution Process

- i. All eligible Tribal Members will receive tickets to at least one (1) of the three (3) games they request.
- ii. Any ticket recipient under the age of 21 must be accompanied by a guest over the age of 21. . No minors are permitted to consume alcohol while in the suite.
- iii. Ticket recipients will be contacted by the Department. All tickets will be made available electronically. A valid email must be on file. In addition, in order to be eligible to receive one's tickets, a ticketholder responsibility form must be on file with the Department

3. Remaining tickets

- i. If there are remaining tickets, a plan for those tickets will be determined by the Department. The Department may, for purposes of illustration only, distribute any remaining tickets by contacting waitlist Tribal Members from a different game, for Tribal staff appreciation, or for members of the firms or organizations the Snoqualmie Indian Tribe works with directly, or any combination thereof.

ii. Kraken Postseason

- I. Ticket Requests: A new request period will be made available in the event that the team makes the postseason.
 - i. Tribal members may request up to four (4) tickets to one (1) postseason home game.
 - ii. Parking passes will be prioritized for Tribal Elders. Any remaining parking passes will be distributed in the order of how the ticket winners are drawn.



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d. Special Events (Monster Jam, Supercross, Concerts, etc.)

1. Ticket Requests: In the event of other special events that the Tribe may have access for at the suites at either Lumen Field or Climate Pledge Arena, the Department will make the Request Form available for Tribal members to submit for a Special Event Ticket Distribution.
2. For concerts a Tribal Member can receive two (2) tickets and for family concerts/events up to four (4) tickets will be available. A submission deadline and ticket amount will be determined by the Department depending on the Special Event.
 - i. Parking passes will be prioritized for Tribal Elders. Any remaining parking passes will be distributed in the order of how the ticket winners are drawn.
3. Concert tickets for Climate Pledge Areana will be made available on a quarterly basis based on show calendar for a given year.
4. Distribution Process
 - i. Tribal members are only eligible to receive Special Event tickets to one (1) of each type of Special Event each calendar year. For example, Tribal members are not eligible to receive tickets to two concerts in one year, but may receive tickets for one concert and another type of event (e.g., motocross) in the same calendar year. Eligible recipients will not be eligible to receive tickets more than once a year per event category type (ie. extreme sports or concerts)
 - ii. Ticket recipients will be contacted by the Department. All tickets will be made available electronically. A valid email must be on file. In addition, in order to be eligible to receive one's tickets, a ticketholder responsibility form must be on file with the Department
5. Remaining tickets
 - i. If there are remaining tickets, a plan for those tickets will be determined by the Department. The Department may, for purposes of illustration only, distribute any remaining tickets by contacting waitlist Tribal Members



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from a different event, for Tribal staff appreciation, or for members of the firms or organizations the Snoqualmie Indian Tribe works with directly, or any combination thereof.

7. SUITE HOST RESPONSIBILITIES

Suite Hosts are solely responsible for the following duties:

- a. Managing guest sign-in:
 - i. Announcing sign-in sheet availability;
 - ii. Personally requesting that all ticket holders sign-in to the event; and
 - iii. Returning the sign-in sheet to the Department the next business day after the game or event
- b. Managing the discount card:
 - i. Making the discount card available to Tribal members at the game and ensuring the card is returned to them from the Tribal member;

Maintaining a head count of thirty-six (36) people or less throughout the game for Lumen Field and sixteen (16) people or less throughout the game/event for Climate Pledge Arena
- c. Managing Food and Beverage Needs
 - i. The host is responsible for approving any food and beverage refills above and beyond what is ordered by the department.
 - ii. Following the event the host should report food and beverage shortages to the department to ensure they are accounted for in the budget and corrected for future games.
- d. Verifying ticket holders:
 - i. The host will be responsible for verifying that all persons present in the suite are in the sign-in sheet and are permitted to be present. in the suite should be in the suite.
 - ii. Hosts may review game day tickets to verify entry into the suite.
 - I. Guests unable to produce a ticket or unable to produce a suite ticket may be asked to leave by the host.
 - iii. The ticket holder must be an adult enrolled Tribal Member or other eligible ticket recipient. The Host may ask for Tribal ID or other identification as may be necessary..
 - iv. Under age ticket holders will be highlighted in yellow. The host maintains the



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responsibility to ensure any minors are accompanied by a guest over 21 and to ensure that the minor does not consume alcoholic beverages while in the suite.

- v. Ticket Holders who are not Tribal Members or guests of Tribal Members: Should the ticket holder be unfamiliar to the host, the host should introduce themselves and verify the ticket number.
 1. Determine if the tickets were given, purchased, bartered or traded from the Tribal member listed as the ticket holder, note it on game day check in sheet and report it via email as soon as the end of the event but no later than the next business day.
 2. Let the guest stay and ensure them they won't be removed
Note: generally when this happens, the ticket holder paid for the tickets or was gifted them and think that they have legitimately received the ticket. They don't always know that they shouldn't have the tickets.
- vi. Extra guests:
 1. Should additional guests be in the suite and the host determines that they should not be in the suite, the host should ask the extra guests to leave the suite immediately. Security can be made available if necessary
- e. Addressing ticket holder misconduct
 - i. Should any guests in the suite, minor or adult, be overly messy, intoxicated, display misconduct, or engage in disruptive or offensive behavior that affects the other guests in the suite, the host shall take the following actions in respect to the severity of the behavior:
 1. Remind the guest they need to be respectful of the suite and others in the suite and state expected behavior change if necessary; and
 2. Give the guest a verbal warning and note on the check in sheet the name of the guest and Tribal Member they are associated with as having been given a warning.
 3. Depending on the severity of the conduct or if there is a repeat incident, ask the disruptive guest to leave and note it on the check in sheet.
 - a. The following will result in the automatic removal of the Tribal



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Member and their guest: physical assault, throwing items over the suite's front wall, underage drinking of liquor, and/or destruction of suite property.

4. Have the guest removed from the suite by security and note it on the check in sheet.

8. TICKET RECIPIENT RESPONSIBILITIES

- a. Ticket holders are required to fill out a Ticketholder Responsibility Form prior to receipt of tickets. It is the responsibility of the ticket holder to ensure that they and all of their guests who attend adhere to the same guidelines. All guests of the suite are expected to:
 - i. Carry their ticket at all times;
 - ii. Present their ticket when asked by the host or Staff;
 - iii. Attend to their children and ensure appropriate behavior by their children
 - iv. Enter the Suite when the gates open- (no sooner than up to 2 or 3 hours before the start of the event);
 - v. Select any open seats (all seats are first come first serve; the ticket number does not determine seating);
 - vi. Respect the seating of other Tribal members who have already selected their seats;
 - vii. Respect the space and property of other guests in the suite;
 - viii. Keep their space, the back food bar, the bathroom, or any other area they may visit inside or outside of the suite, clean and free of excessive trash;
 - ix. Clean up all trash in their seating area(s) throughout the event and at the end of the event;
 - x. At all times act in a responsible manner, avoiding any rude, offensive, unruly or illegal conduct; and
 - xi. Leave the suite no later than twenty (20) minutes after the end of the event.
- b. By signing the Ticketholder Responsibility Form the Tribal Member agrees to the following:
 - i. Tickets received from the Tribe **cannot** be sold, traded, transferred, given or bartered to anyone under any circumstances. Failure to do so will result in the tickets being recognized as taxable and an IRS Form 1099-MISC may be issued at the end of the calendar year for the fair market value of the misused ticket. Additionally, the Tribal Member will be suspended from the next season's ticket distribution.
 - ii. If the Tribal Member is unable to attend the game, the Tribal Member must return the tickets to the Department at least three (3) days prior to the game or event date. Failure to do so will result in the tickets being recognized as taxable and an IRS Form 1099-MISC may be issued at the end of the calendar year for the fair market value of the misused ticket.. Additionally, barring any type of justified emergency, the member



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- will be suspended from the next season's ticket distribution.
- iii. The Tribal Member must sign in at the game or will be noted as failing to attend and may be issued an IRS Form 1099 MISC at the end of the calendar year for the fair market value of the misused ticket. The Host reserves the right to ask you to show ID if any discrepancies arise.
 - iv. The eligible ticket holder must attend the game is responsible for any guest (s) they bring into the suite.
 - v. The Tribal Member may not bring any guest (s) into the suite for whom they do not have tickets.
 - vi. If the Tribal Member is under the age of 21, the Tribal member must bring a guest over the age of 21 with them to Seahawk and Kraken games as there is unregulated alcohol available in the suite.
 - vii. Underage drinking will result in the game host reporting the issue to security and will result in the removal of the Tribal Member and guest from the suite. All applicable Federal, State and Tribal laws apply while in the suite. In addition to any potential criminal violations, if a minor consumes alcohol or is given alcohol by an adult Tribal member, both the minor and the adult Tribal member will be suspended for one (1) year from any ticket eligibility.

9. DISQUALIFICATION, SUSPENSION AND TAXABILITY

Ticket holders are required to sign and return the Ticket Holder Responsibility Form. The following actions may result in disqualification, suspension and potential issuance of an IRS Form 1099-MISC at the end of the calendar year for the fair market value of the misused ticket:

- a. Failure to return the Agreement within one (1) week of receiving the tickets;
- b. Failure to attend the game or event or notify the Department at least three (3) days prior to the game or event date.
- c. Selling, bartering, transferring, gifting or trading tickets for any reason whatsoever;
- d. Failure to abide by any venue rules or applicable state and federal laws;
- e. Disruptive behavior, including behavior that reflects negatively on the Snoqualmie Indian Tribe, including but not limited to:
 - i. behavior that causes damage to the suite, suite property, or other guests' belongings;
 - ii. behavior that requires verbal warnings from the host;
 - iii. behavior that requires the ticket holder be removed from the suite or venue; or theft of any property from the suite.



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- f. A Tribal Member who is found to egregiously fail or continually fail to abide by venue rules or the above Tribal Policy may face a suspension from all suite tickets for up to five (5) years.

10. REPORTING AND RECORDKEEPING

- a. One time each year, the Department shall report the following information to Tribal Council and to the Finance Department:
 - i. the number of business purpose tickets distributed and redeemed;
 - ii. the number of excess tickets distributed and redeemed;
 - iii. the names and addresses of any individual or entity receiving tickets that calendar year; and any other information requested by Tribal Council or the Finance Department.
- b. Information shall be maintained for a period of three (3) years.
- c. The Tribe is not responsible for any tax liability as a result of this policy.