

2.7. Delegations for Contract Signatory Authority within the Department of Athletics

2.7.1. The Director of Athletics is authorized to sign contracts for contests involving ECU's varsity sports teams, agreements regarding external departmental operations, including tickets, marketing, media relations, and appointment letters for departmental personnel exempt from the State Personnel Act (EPA) excluding head coaches with an appointment of more than one year, and other agreements requiring resources and/or performance by the Department of Athletics, provided, however, contracts with a term in excess of two years or a value in excess of \$200,000 must be co-signed or approved in writing prior to execution by the Vice Chancellor for Administration and Finance.

2.7.2. Delegations from the Director of Athletics

2.7.2.1. The **Executive Associate Director of Athletics** has authority to sign any contracts and agreements that the Athletics Director is empowered to sign, excluding those contracts and agreements to which the Executive Associate Athletics Director is a party. This authority may be delegated in writing.

2.7.2.2. The **Associate Director of Athletics and Senior Woman Administrator** has authority to sign the National Letter of Intent and Athletics Grant in Aid agreements and athletic competition contracts with a term of less than two years and a value of less than \$20,000. This authority may not be delegated.

2.7.2.3. The **Associate Director of Athletics for Administration** has authority to sign agreements with a term not to exceed two years regarding participation of athletic teams in post-season events, athletic department apparel, uniform, equipment "sideline" agreements, university trademark licensing administration agency related agreements. The Director of Athletics is to be notified in advance of execution of such agreements. The position also has authority for signature for contracts with a term not to exceed one year related to daily operations of this office to include printed materials, office supplies, food service and equipment rentals, licensing and for student support groups (cheerleader, dance team, bands) not to exceed \$10,000.00. This authority may not be delegated.

2.7.2.4. The **Head Coach** of each varsity sport has authority to sign agreements with a term not to exceed one year and with a value of less than \$25,000 related to his or her specific team for team travel purposes (hotel accommodations, rental vehicles, local bus transportation, team meals), excluding contracts for air travel and airplane charters and travel agency agreements. Signature authority may be delegated by written memorandum to a Director of Sport Operations for their specific sport, but otherwise may not be delegated.

2.7.2.5. The **Director of Athletics Business** has the authority to sign agreements with a term not to exceed one year regarding the routine daily financial commitments within budgeted line items for purchase and rental agreements for departmental equipment, supplies and services not to exceed \$5,000.00. This includes but is not limited to office supplies and equipment, service agreements, copier agreements, part-time staff support, etc. This authority may not be delegated.

2.7.2.6. The **Assistant Director of Athletics for Administration** has the authority to sign agreements with a term not to exceed one year for rental and use of Murphy Center, Dowdy-Ficklen Stadium, Ward Sports Medicine Building and other athletic facilities and grounds to be used for non-ticketed events and for rental of less than \$10,000. This position also has the authority to sign agreements with not to exceed one year for stadium/arena food concession and dining services of the athletic department with communication and notification to the Executive Associate Director of Athletics prior to signature. This position may also sign purchase agreements for video equipment, sideline communications equipment and team apparel purchases up to \$5,000.00. This authority may not be delegated.

2.7.2.7. The **Assistant Director of Athletics for Media Relations** has the authority to sign agreements with a term not to exceed one year for the daily operations of the media relations office to include purchase of printed materials, office supplies, food service and equipment rentals under \$5,000.00. This authority may not be delegated.

2.7.2.8. The **Assistant Director of Athletics for Student Development** has the authority to sign agreements with a term not to exceed one year for the daily operations of the student development office to include printed materials, office supplies, food service and equipment rentals under \$5,000.00. This authority may not be delegated.

2.7.2.9. The **Assistant Director of Athletics for Medical Services** has the authority to sign agreements with a term not to exceed one year for the daily operations of the athletic training office to include printed materials office supplies and equipment under \$5,000.00. This authority may not be delegated.

2.7.2.10. The **Assistant Director of Athletics for Tickets and Marketing** has the authority to sign agreements with a term of less than one year for the daily operations of the tickets and marketing office to include printed materials, office supplies, food service and equipment under \$5,000.00. This authority may not be delegated.

2.7.11. The **Director of the Marching Band and Pep Band** has authority to sign agreements with a term not to exceed one year and with a value of less than \$5,000 regarding Band travel (hotel accommodations, rental vehicles, local bus transportation, band meals) and equipment rental needs. The band director must notify the Associate Director of Athletics for Administration within five working days of execution of each agreement. This authority may not be delegated.