







# BIG 12 CONFERENCE CONFIDENTIAL INFORMATION GUIDELINES

All affiliated volunteers and independent contractors associated with the administration of an event of The Big 12 Conference, Inc. (the "Big 12") are required to review the information below regarding the Big 12's expectations related to your conduct at its events and are required to sign the document below where indicated in order to acknowledge that you have reviewed and understand the guidelines.

There is information that is confidential in nature that you will learn in the course of your involvement with the Big 12 events. No proprietary or confidential information may be made public in any form, especially via social network sites. Big 12 volunteers and independent contractors are prohibited (i) from posting any information that would be considered confidential on any website, blog or social network site, (ii) from commenting on league officiating on any website, blog or social network site, and (iii) from sending confidential information to anyone via email or text messaging. Social network sites include, but are not limited to, Facebook, Twitter, Instagram and YouTube. In addition, while volunteering or working at the event, both taking and posting photos and videos of student-athletes, coaches, or university administration are strictly prohibited.

Confidential information includes but is not limited to the following:

-  Arrival & departure information of teams from hotels and the arena, as well as from any other destinations (i.e., hotels where a team is having meals, off-site practice locations, or airport information, etc.).
-  Any information or photos related to medical situations, including injuries and illnesses, whether game-related or otherwise.
-  Information related to coaches, teams, student-athletes or anyone in the official travel group.
-  Information on any student-athlete guests, including family members, friends, former coaches, etc.
-  Location of or other information regarding any school or university representatives that are not team members, including cheerleaders, bands, university staff, etc.
-  Information related to league officiating.

Maintaining the confidential nature of this information is critical in order for teams to conduct their business without fear of interruption and in order to maintain the security of the teams and everyone involved in the events.

As a representative of the Big 12 at its events, we ask that you verify that your comments are not in violation of the guidelines set forth above before posting to your own personal social media accounts. We ask that you conduct yourself in a professional manner including with regard to your personal social media.

If you suspect that there is an issue related to security or outside influences (e.g. gambling, agents, professional autograph seekers, etc.), you must notify any relevant Big 12 staff by email or phone immediately.

By signing below, I acknowledge that I have reviewed and understand the guidelines set forth above.

Print Full Legal Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_