



Virginia Military Institute

Athletic Regulations

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Purpose

The purpose of this manual is to provide all Department of Intercollegiate Athletics personnel with guidance relative to their respective duties and responsibilities. The department shall subscribe fully to the philosophy and regulations of the National Collegiate Athletic Association, Southern Conference, Virginia Military Institute, and any other conferences or sport associations.

Scope

This manual is provided to assist all department personnel. Departure from policies and procedures described herein are not authorized. Virginia Military Institute policy will govern unless otherwise noted.

Virginia Military Institute Mission

It is the mission of those at Virginia Military Institute to develop educated, honorable men and women, prepared for the varied work of civil life, imbued with love of learning, confident in the functions and attitudes of leadership, possessing a high sense of public service, advocates of the American democracy and free enterprise system, and ready as citizen-soldiers to defend their country in time of national peril.

To accomplish this result, Virginia Military Institute shall provide to qualified young men and women undergraduate education of highest quality – embracing engineering, science, and the arts – conducted in and facilitated by the unique VMI system of military discipline.

Administration

Director of Intercollegiate Athletics Dr. Dave Diles

Deputy Director of Athletics Col. Eric Hutchings

Faculty Athletics Representative Col. Tim Hodges

Executive Assistant to the Athletic Director Judy Cash

Associate Athletics Director for Academic Services and Compliance J. B. Weber

Associate Athletics Director for Athletic Communications Wade Branner

Associate Athletics Director for External Relations/SWA..... Jamie Severns

Associate Athletics Director for Sports Medicine Lance Fujiwara

Assistant Athletics Director for Facilities and Compliance Sarah Keller

Assistant Athletics Director for Finance and Administration Karen Harlow

Assistant Athletics Director for Sports Performance Dave Forman

Assistant Athletics Director for Tickets and Marketing TBD

Coordinator of Athletic Multimedia Tony Hermane

Director of Athletics Equipment and Services Lenny Brown

Associate Athletics Communications Director..... Brad Salois

Assistant Athletics Communications Director Daniel Whitehead

Assistant Director of Academic Services and Compliance..... Jamie Beasley

Assistant Director of Athletics Equipment and Services..... Klay Killingsworth

Assistant Athletic Trainer Hillary Masdon

Assistant Athletic Trainer Meghan Melinichak

Assistant Athletic Trainer TBD

Assistant Strength and Conditioning Coach..... Nick Perlozzo

Personnel

The Department of Intercollegiate Athletics is committed to all policies set forth by the Human Resources Office and by General Orders 15, 34, 35, and 48 for the recruitment, hiring, and expectations of personnel. Questions regarding hiring processes or expectations of Institute personnel should be addressed to the Director of Intercollegiate Athletics or the Human Resources Office.

Recruitment

Posting a Position: As outlined in General Order 15, before any full-time vacancy may be advertised the hiring department must complete the Authorization to Fill Essential Position form and receive approval from the Superintendent’s Office. This form can be found in the appendices of GO 15. Job descriptions for vacant positions will be developed by the Director of Intercollegiate Athletics or his/her designee, and may include input from additional parties as deemed necessary by the Director of Intercollegiate Athletics. Job postings will be coordinated by the Deputy Director of Athletics, who serves as a liaison with the Human Resources Office.

Search Committee: Search committees will be composed of a committee chair and additional members as selected and appointed by the Director of Intercollegiate Athletics. The search committee will work under the guidance of the Director of Intercollegiate Athletics.

Interview Process: As soon as a pool of candidates has been identified for the open position, the search committee will select candidates to be brought to Post for an in-person interview. Coordination of the itinerary and candidate housing and lodging are the responsibility of the search committee chair. Prior to the candidate’s arrival on Post, a Travel Authorization Form must be completed for the candidate and submitted to the Assistant AD for Finance and Administration. At the completion of the interview, unless a different reimbursement structure has been determined between the candidate, committee chair, and Assistant AD for Finance and Administration, the candidate should submit receipts to the committee chair and sign a Travel Expense Reimbursement Voucher. The committee chair is responsible for submitting the completed form to the Assistant AD for Finance and Administration. Department of Intercollegiate Athletics employees who participate in meals during the interview process must coordinate with the search committee chair before and after the interview to arrange the paperwork for their reimbursements.

Extending an Offer of Employment: A final offer of employment may not be extended until a Criminal History Check has been executed. Instructions for Criminal History Checks can be found in General Order 48.

Hiring Paperwork: Once an offer of employment has been extended and accepted, in addition to tax, payroll, and benefits documents filled out by the new hire at the Human Resources Office, the following forms must be submitted to the appropriate offices:

Form	Submit to the Following Office:	Submitted By:
Applicant Interview Record	Human Resources	Search Committee Chair
IT Account Request Form	Information Technology and Human Resources (2 copies)	Search Committee Chair
Personnel Action Form	Human Resources	Executive Assistant to AD or Department Head

Key Request Form	Physical Plant	Deputy Director of Athletics
Mobile Phone Request Form	Information Technology	New Hire
Authorization to Operate a State Vehicle	Post Police	New Hire
Vehicle Registration Form	Post Police	New Hire

Retention

Evaluation: The Department of Intercollegiate Athletics conducts annual performance evaluations on all employees to provide clarification on expectations, provide feedback, and encourage attainment of department goals.

Responsibilities within the VMI Community: The Department of Intercollegiate Athletics staff are subject to all policies published by the Institute. Consistent contact with cadets and the extended VMI community requires commitment to discharging responsibilities consistent with the mission of VMI. Athletic staff shall carry themselves with proper decorum and dress. Staff are expected to support all General Orders of the Institute.

Employee Leave: Consistent with the Administrative and Professional Faculty Handbook published by the Human Resources Office, members of the Department of Intercollegiate Athletics on 12-month contracts have 30 days of vacation leave per fiscal year. While supervisors should monitor leave usage for their employees, leave for Administrative and Professional Faculty is a matter of honor.

Sport Supervision

Sport Supervisor assignments are as follows; however regular adjustments in this area can and are to be expected:

Director of Intercollegiate Athletics:	Baseball Basketball Football
Deputy Director of Athletics:	Men's Soccer
Associate AD for External Relations/SWA:	Men's and Women's Cross Country Men's and Women's Track & Field Women's Soccer
Associate AD for Academic Services and Compliance:	Men's and Women's Rifle Lacrosse Wrestling
Assistant AD for Facilities and Compliance:	Men's and Women's Swimming & Diving Water Polo

Budgets

The Department of Intercollegiate Athletics adheres to all policies and procedures for budget management, travel, procurement, reimbursement, and additional financial matters as monitored by the Comptroller's Office. All applicable policies are set forth by the Colleague Finance Department Manual. A brief overview of financial policies and procedures is below. All members of the Department of Intercollegiate Athletics are responsible for their purchasing decisions and for following appropriate procedures. Questions regarding financial matters should be directed to the Assistant AD for Finance and Administration.

Budget

All head coaches and individuals with financial management responsibilities will be given a copy of their budget and will receive monthly statements from the business office. To increase awareness of annual budget status, the head coach or department head is encouraged keep a running accounting system. When budgets are exhausted, purchase orders will no longer be processed, advances for travel and recruiting will stop, and expenses incurred without authorization may become the responsibility of the person who incurs the expense.

Procurement

All Institute purchase transactions shall be processed through Electronic Procurement in Virginia (eVA) to eVA registered vendors unless the purchase is conducted as a Point of Sale purchase using a Small Purchase Charge Card, or includes exceptions such as professional organization memberships, conference registrations, and travel and lodging. Prior to making purchases, department staff are required to receive approval. A Requisition Form must be submitted to the Assistant AD for Finance and Administration and must include an official quote, including transportation costs, from the vendor.

Sole Source Procurement: Sole Source Procurement is permitted when there is only one practical source available for the goods or services requested. When requesting a sole source procurement, the purchaser must submit a quote from the vendor and a Sole Source Justification document to the Assistant AD for Finance and Administration for approval by the Superintendent or his designee.

Travel Authorizations

Virginia Military Institute will reimburse individuals traveling on official Institute business for any reasonable or necessary expenses incurred. Travelers must complete a Travel Authorization Form not less than three days prior to departure. If exceptions to meal or housing per diems are requested, these forms should accompany the Travel Authorization.

Vehicle Reservations: The Department of Intercollegiate Athletics abides by all reservation policies set forth in General Order 23. Vehicle Reservation requests are submitted through Post View, and confirmed by the Motor Pool Office. Vehicle Reservations must be accompanied by a Travel Authorization.

Lodging and Meal Allowances: Based on the travel destination and the time of year when travel occurs, specific rates are permitted for lodging and meal expenses. It is the responsibility of the traveler to review this document, published on the Comptroller's website and available in the Assistant AD for Finance and Administration's office, to understand the rates that they are working

within when planning their travel and submitting their authorization. Should housing or meals exceed the permitted per diem rates, an exception form must be submitted with the Travel Authorization.

Group Travel Charge Cards: Are to be used only for official Institute group travel related charges. For questions about permissible purchases using the Group Travel Charge Card, please contact the Assistant AD for Finance and Administration.

Reimbursement

The traveler must submit their Travel Expense Reimbursement Voucher within three business days of return to Post; however, it is encouraged that expense reconciliation begin immediately upon return from business travel. Original itemized receipts for all items listed for reimbursement on the Travel Expense Reimbursement Voucher must be included in submission. Any and all received exceptions should be attached to the form. All documents should be submitted to the Assistant AD for Finance and Administration for processing.

Athletic Coordination with Institute Schedule

The Department of Intercollegiate Athletics is committed to compliance with all Virginia Military Institute policies and procedures. Activities excluded from the provisions of General Order 1 may not be scheduled without an exception coordinated via the permit system and the Chief of Staff. Refer to the full text of General Order 1, or the Deputy Director of Athletics, for additional clarification on intercollegiate program scheduling and permits.

General Schedule Information

Breakfast Roll Call (0700): While in their traditional NCAA Championship segment, Lacrosse and Wrestling are provided two days a week to be excused from BRC to accommodate a lifting schedule.

Lacrosse: Excused on Wednesday and Saturday.

Wrestling: Excused on Tuesday and Thursday.

Final Class Period of the day (1500-1550 MWF, 1425-1540 TR): The Director of Intercollegiate Athletics is authorized to schedule this time for practice and other directly related activities in support of NCAA athletic teams, for those that do not have a class during that time.

Physical Training Time (1605-1800 M, 1105-1215 F): All NCAA athletes are exempt from PTT on Mondays. All out of season NCAA athletes must report to PTT on Fridays. NCAA athletes are not authorized to remain in Barracks or academic buildings during PTT unless they have All Duty status.

Exception: During the 30 day period prior to the start of their season, the Basketball team is authorized to meet/train during PTT on Fridays.

Exception: On the three Fridays prior to the start of the official wrestling season, the Wrestling team is authorized to meet/train during PTT.

Military Duty (1605-1845 MTWR, 1615-1845 F): This window of Military Duty is primarily for Intercollegiate Athletics, Club Sports, Rat Challenge, and Penalty Tours. Friday Parades have priority over other events, with the exception of in-season intercollegiate sports.

In Season Teams: Practice Monday-Friday.

Out of Season Teams: Practice Monday-Thursday. Friday can be utilized for strength training, individual workouts with coaches, and fitness training.

Supper Roll Call (1900 Sun-F): Exceptions to mandatory presence at SRC are as follows:

In Season Football: Report to Crozet by 1945 Monday-Wednesday.

In Season Basketball: Report to Crozet by 1945 Monday and Wednesday.

Season segments when Water Polo overlaps with Swimming: Water Polo reports to Crozet no later than 1945 Monday-Friday.

Penalty Tours

Penalty tours occur from 1605-1800 on Wednesday and from 1300-1600 Saturday and Sunday.

In Season: Cadet athletes are excluded from marching PTs, and will attend PT study hall from 2000-2200 on Wednesdays, 2000-2300 on Fridays, and 2000-2300 on Saturdays.

In Season (non-championship segment): Cadet athletes with 20 or more penalty tours must march PTs on Saturday. Cadet athletes with 19 or fewer PTs must march unless a practice or scrimmage is scheduled.

Out of Season: Must march PTs.

Saturday

Practice and Competition: In-season teams are authorized to practice or compete on Saturday afternoons. Practices may not begin until the completion of Military Duty at 1200, unless approved by the Dean, Commandant, and ROTC Department Heads.

Guard and Special Duty Requirements

In Season (championship segment): Cadet athletes are not required to stand guard when in season. Coaches with traditionally long seasons (Track/XC, Rifle, Swimming, and Water Polo) will ensure that cadets on their team have an opportunity to stand guard.

In Season (non-championship segment) and Out of Season: Will stand guard.

Home Competition

Exam Period: Scheduling will avoid the exam period wherever possible. Preference is to provide two days between each athletic event and the first day of exams. Due to conference requirements, some games may be scheduled on a weekend during the exam period. Attendance at events during exams or on reading day will not be mandatory for cadets.

All Duty

Begins four hours prior to a home game and 60 minutes prior to departure for away events. Teams returning from competition between 2400 and 0200 have All Duty until 1000. Return from competition after 0200 provides All Duty until 1200.

Classes: When All Duty begins in the middle of a class period, cadets will complete the class before signing out. When All Duty ends in the middle of a class, cadets will sign in from All Duty prior to the start of that class.

Limited Duty

On Limited Duty cadets must attend academic classes but are excused from PTT and Military Duty. Limited Duty is authorized the day of an athletic event until All Duty begins. Limited Duty may begin the day before an athletic event with permission from the Commandant.

Travel Procedures

Itineraries

The Department of Intercollegiate Athletics regularly has multiple teams traveling at once. In order to ensure the safety of travel parties, a comprehensive itinerary for any travel conducted with cadet athletes must be submitted to the Assistant AD for Finance and Administration not less than 72 hours prior to departure. Itineraries must include a travel roster (including coaches and applicable administrative support), bus company name and driver contact number, a schedule of events, and locations of meals and lodging.

Departure Policies

Please refer to the Coordination with Institute Schedule section for information regarding All Duty and Limited Duty. It is the responsibility of the cadet athlete to sign out on the team permit. Questions regarding permits and departure should be directed to the Deputy Director of Athletics.

Transportation

The Head Coach is responsible for ensuring that the team travels together at all times. Cadets may not transport themselves to events without signing an additional permit with the Commandant and receiving approval from the Head Coach and Director of Intercollegiate Athletics—or his/her designee—at least 72 hours prior to departure. This information must be included in the itinerary submitted. Cadets are permitted to serve as drivers on team trips that utilize vans if the cadet is a 3rd classmen or higher, is authorized per General Order 23, and is not the primary driver.

Dress

Athletes are to depart Post in a team issued travel suit, and coaches and staff should be in professional attire.

Meals

All meals will abide by the per diem meal policies outlined in the Budget section of this manual. Requests for boxed lunches must be submitted to Aramark at least one week in advance.

Decorum

All VMI policies for proper decorum apply to teams when traveling in a capacity to represent the Institute. Further detail on competition expectations can be found in the Sportsmanship section of this manual.

Sportsmanship

As representatives of the Institute, athletic teams and their staffs are held to a high standard of sportsmanship. The Department of Intercollegiate Athletics abides by the sportsmanship policies of the Southern Conference and holds its cadet athletes, coaches, and staff to standards of fairness, respect, civility, honor, and accountability. A brief overview of Southern Conference sportsmanship regulations are listed below. Additional questions regarding the sportsmanship policy can be directed to the Department of Intercollegiate Athletics administrative personnel.

Coaches

Coaches are an extension of the Institute and are expected to reflect Institutional and Conference values.

Coaches and Officials: Coaches will avoid discussing officials or officiating in a public forum. Coaches are prohibited from visiting the officials' dressing area prior to, during, or at the conclusion of a contest.

Negative Recruiting: Coaches will refrain from negative recruiting.

Negative Comments: Coaches will refrain from negative comments about coaches, student-athletes, or institutions.

Unsportsmanlike Behavior

Acts of unsportsmanlike behavior will not be tolerated by Virginia Military Institute or the Southern Conference. The use of obscene gestures, profane language, or the display of a hostile action to officials, spectators, or opponents, will not be tolerated.

Reporting

Any ejections or suspensions occurring at a home contest must be immediately reported to the Director of Intercollegiate Athletics by the Game Administrator. Any ejections that occur while on an away trip must immediately be reported by the coach to their sport supervisor and to the Director of Intercollegiate Athletics. It is expected that VMI coaches and staff will represent the Institute with honor and civility at all times.

Hazing

The Department of Intercollegiate Athletics will not tolerate hazing or rites of passage-of any kind-by cadet athletes, coaches, and staff. While Virginia Military Institute, and National Collegiate Athletics Association, rules and regulations always serve as primary guidance for the department, the operational position is grounded in establishing an educational environment based on respect and equitable treatment of all participants. The health, safety, and welfare of all program members are paramount.

The Director of Intercollegiate Athletics annually addresses each team on a variety of topics. Specific attention is given to discussing hazing. Any alleged acts of hazing are to be reported to the Director of Intercollegiate Athletics immediately.

Alcohol, Tobacco, and Other Drug Policy

The Department of Intercollegiate Athletics is committed to the safety and wellness of all personnel and cadet athletes. The department adheres to all regulations set forth by the National Collegiate Athletic Association and Virginia Military Institute. All members of the department will be held to the standards presented by General Orders 2, 45, and 53, and the NCAA. Inquiries regarding the alcohol, tobacco, and other drug policies can be directed to the Human Resources Office. The Associate AD for Sports Medicine should be contacted with NCAA specific inquiries.

Alcohol: General Order 2 specifies that alcohol is prohibited on Post. Consumption of alcohol or impairment while on official duty for the Institute is expressly prohibited. Approval for possession of alcohol on Post may only be granted by the Superintendent or his designee. Coaching and training staff are not permitted to consume alcohol on team trips. Specifically, coaches travelling with cadet athletes may not consume alcohol at any point during VMI, conference, or NCAA trips.

Tobacco: General Order 45 prohibits use of tobacco in VMI buildings, covered walkways, tents, enclosures, or state-owned vehicles. The NCAA bans use of tobacco products by all cadet athletes, coaches, and game personnel in all sports during practice and competition. Cadet athletes will be disqualified from the remainder of the competition if using tobacco products of any kind.

Other Drugs: The Institute prohibits any person from bringing onto or possessing on VMI property any controlled substance or drug paraphernalia. VMI prohibits possession by cadets whether on or off Post. A full overview of VMI's controlled substance policy is located in General Order 53.

Drug Testing

Virginia Military Institute: General Order 53 stipulates that the Institute may randomly test cadets for illegal drugs and other controlled substances. Agreeing to participate in the drug testing program is a requirement for matriculation. These tests are random and may be ordered by the Commandant should reasonable suspicion exist. Cadets testing positive will be immediately dismissed from the Institute.

NCAA: The NCAA, through its partnership with Drug Free Sport, will randomly tests athletes. Agreeing to participate in the drug testing program is a requirement for NCAA participation. The VMI drug testing site coordinator (Associate AD for Sports Medicine) will facilitate drug testing requested by the NCAA. Policies for positive drug tests are outlined in the NCAA manual.

Knowledge of Usage: NCAA legislation requires that department staff members with knowledge of a cadet athlete's use of any banned substance follow institutional procedures to report that information or the staff member will be subject to disciplinary or corrective action by the NCAA.

Cadet Athlete Discipline

Members of the Department of Intercollegiate Athletics support the policies of the Institute at all times. Cadet athletes shall abide by all Blue Book policies.

Team Rules

Rules and regulations specific to the expectations of the coach for his/her team shall be published in writing and submitted to the sport supervisor by August 1. Any modifications to team policies and procedures need to be discussed with the sport supervisor before they go in to effect.

Scholarship Renewals and Non-Renewals

Reduction, Cancellation, or Non-Renewal: Athletic scholarship awards may be decreased or not renewed during the period of award or at the end of the award period only if the cadet athlete: renders themselves ineligible; fraudulently misrepresents any information on an application, grant-in-aid, or NLI; engages in serious misconduct warranting a substantial disciplinary penalty as determined by the Institution's regular student disciplinary authority; voluntarily withdraws from a sport at any time for any reason; or violates a non-athletically related condition outlined in the financial aid agreement or violated a documented institutional policy.

Non-Permissible Reasons for Reductions: Reduction or cancellation during the period of award or at the end of the period of award is not permitted if such an action is based on the following: a student-athlete's athletics ability; an injury, illness, or physical or mental condition; or any other athletics reason.

Disciplinary Removal from Athletic Team

The Virginia Military Institute Department of Intercollegiate Athletics has a responsibility to foster and develop positive character growth in its cadet athletes. Cadet athletes may not be dismissed from their athletic team unless previous communication has occurred between the cadet athlete and coach, accompanied by significant coach-communicated opportunity for improvement. The head coach has a responsibility to their athletes to invest in each athlete's development and facilitate opportunities for growth in all aspects of their lives. Removal of cadet athletes from the team roster needs to be documented and coordinated with the sport supervisor and the Director of Intercollegiate Athletics.

Compliance

All members of the Department of Intercollegiate Athletics support the policies established by Virginia Military Institute, the Southern Conference, and the NCAA. Questions regarding rules should be addressed with the compliance staff. All department staff members are reminded to *ask before you act*. For information regarding the operations of the compliance staff or compliance policies, the Associate AD for Academic Services and Compliance or the Assistant AD for Facilities and Compliance should be contacted.

Distribution of Compliance Responsibility

All members of the Department of Intercollegiate Athletics are responsible for ethical conduct and compliance with NCAA policy. The Associate AD for Academic Services and Compliance, the Assistant AD for Facilities and Compliance, and the Assistant Director of Academic Services and Compliance execute the primary functions and daily operations of the compliance program.

Responsibility of Head Coach: Head Coaches are responsible for promoting an atmosphere of compliance within their staff. The NCAA holds the institution's head coach responsible for the actions of all institutional staff members who report directly or indirectly to the head coach.

Rules Education

An important part of institutional compliance is continual rules education. The compliance staff is responsible for all rules education. Rules education will occur through in-person meetings with Head Coaches, email disseminations of interpretations and legislation, new staff compliance orientation, and through other formats. All department members should be actively engaged in the rules education program.

Rules Interpretation Policy

The compliance staff is available for rules interpretations to offer guidance regarding NCAA regulations. Questions for interpretation may be presented orally or in writing at any time. Interpretations may require additional research on the part of the compliance staff. The compliance staff will notify the inquirer if they have contacted the Southern Conference for interpretive assistance, as this necessity will add time to the legislative interpretation return.

Interpretive changes: When new legislation or a new interpretation is published, staff members for which the changes are pertinent will be informed accordingly.

Rules Violations, Investigations, and Self Reporting

All members of the Institute are **required** to report any possible violations to a member of the compliance staff, the Director of Intercollegiate Athletics, or the Faculty Athletics Representative. If a NCAA violation has potentially occurred, the appropriate oversight authorities shall be informed, and a member of the compliance staff will conduct a review. If a NCAA violation is found to have occurred, an appropriate report will be made to the NCAA.

Informing Involved Individuals: The Director of Intercollegiate Athletics, Faculty Athletics Representative, and the appropriate sport supervisor will be informed if a violation is suspected.

Involvement of Cadet Athletes: If a prospective cadet athlete or current cadet athlete is involved in the investigation, they may be declared ineligible until the violation has been resolved. When

submitting the violation report, the compliance officer will submit an appeal for the cadet athlete's reinstatement.

Records: The compliance staff is responsible for maintaining records of all violations.

Timelines for Action by Compliance

All paperwork that requires action by the compliance staff should allow the compliance officer 72 hours to complete.

Forms

Numerous forms are required by the NCAA and the compliance staff to ensure proper operation within the framework of the NCAA. All forms will be disseminated electronically. Forms required on an annual or bi-annual basis will be disseminated with a minimum of two weeks notice prior to the applicable deadline. Forms submitted consistently (such as official visit forms) must be submitted to the appropriate member of the compliance staff promptly on the timeline determined necessary for effective management of this important area.

Facility Usage and Game Day Operations

The Department of Intercollegiate Athletics functions within numerous facilities across Post. Each building and athletic field have distinct contacts for scheduling and maintenance, frequently referred to as the Building Coordinator. The table below lists the building, its NCAA related function(s), and corresponding contacts.

Facility	NCAA Related Functions	Building Coordinator
Cameron Hall	Basketball Offices of: Administration Baseball Basketball Lacrosse Men's Soccer Sports Medicine	Assistant AD for Facilities and Compliance
Clark-King Hall	Swimming Pool	Commandant's Appointee
Clarkson-McKenna Hall	Football Operations	Director of Athletic Equipment and Services
Cocke Hall	Offices of: Swimming & Diving Water Polo Aquatic Sports Locker Rooms Gymnasium	Commandant's Appointee
Cormack Hall	Wrestling Olympic Sport Weight Room	Director of Physical Education
Corps. Training Facility	Indoor Track Offices of: Administration Track & Field Women's Soccer	TBD
Drill Fields 1-3	Lacrosse Field Soccer Practice Field	Director of Athletic Equipment and Services
Fiorini Field	Football Practice Field	Director of Athletic Equipment and Services
Foster Stadium	Football Game Field Outdoor Track	Assistant AD for Facilities and Compliance
Gray-Minor Stadium	Baseball Game Field	Director of Athletic Equipment and Services
Patchin Field	Soccer Game Field	Assistant AD for Facilities and Compliance
Paulette Hall	Locker Rooms for: Baseball Lacrosse Men's Soccer Women's Soccer Visiting Team Officials Offices for sports with locker rooms in facility	Director of Athletic Equipment and Services

Event Scheduling

General Order 72 specifies all event requests must be submitted not less than 14 calendar days in advance. When scheduling an event, the requesting person must communicate with the building coordinator to verify the availability of the facility. All events at VMI must conform to state, federal, and VMI regulations.

Facility Reservation

NCAA Athletic Teams: Must communicate with the building/field coordinator for the space in question to determine space availability. When scheduling athletic competitions, coaches that share facilities are required to communicate with the other coaching staffs which utilize that space to avoid facility conflicts. All scheduling requests must be presented to the Associate AD for External Relations and the Assistant AD for Facilities and Compliance. Final approval can only be granted by the Institute Calendar Committee. Once final approval has been received, the event may be publicized.

Outside entities: Space reservation from outside parties must follow Institute Policy and a Facility Use Agreement must be signed by the reserving party not less than two business days in advance of the event.

Please refer to General Order 72 for a full explanation of the VMI Event Scheduling Policy. Questions regarding this policy can be directed to the Associate AD for External Relations or the Assistant AD for Facilities and Compliance.

Work Orders

Any event requiring support from Physical Plant, Post Police, or Auxiliary Services must be accompanied by a work order. All work orders for NCAA athletic contests will be submitted by the Assistant AD for Facilities and Compliance or his/her designee. Work order requests for scrimmages occurring in the non-championship season are not automatically submitted nor can they be guaranteed to be filled as requested. All work orders will be submitted to the appropriate parties not less than one week in advance of the event. If an event/game requires special support not generally provided for that type of function, advance notification of 14 days should be provided to the Assistant AD for Facilities and Compliance. Work orders for non-NCAA athletic contests should be submitted by the individual scheduling the event unless the request for submission is provided to the Assistant AD for Facilities and Compliance not less than 14 days prior.

Game Day

Game Administrator: All home athletic events will be staffed by a member of the Department of Intercollegiate Athletics administrative staff. The Game Administrator will arrive at the facility prior to the visiting team's or the official's arrival. The Game Administrator is responsible for all event operations, enforcing facility, game, and Southern Conference policy, and addressing any issues. The Game Administrator is the primary contact for each home athletic event. A Game Administrator work schedule will be disseminated to applicable coaching staffs at the beginning of each season.

Athletic Communication: The Athletic Communication designee for each home sporting event will share game day operation responsibility with the Game Administrator and any additional staff. Prior to the game, the Athletic Communications designee and the Game Administrator are jointly

responsible for setting up equipment necessary for live stats, scoreboard, audio, and game announcement functions. The representative from Athletic Communication is responsible for the following in-game responsibilities: inputting live stats, coordinating game announcements, scoreboard operation, and audio/visual requirements. If they will not be completing the aforementioned functions, the Athletic Communications office will hire the necessary support. Athletic Communications will service the needs of any external media present during home events including print, radio/TV, and photography. Following game completion, Athletic Communications will create and disseminate game content to external outlets. Athletic Communications will assist the Game Administrator with breakdown of necessary game operations equipment once primary postgame responsibilities have been fulfilled.

Media Production: The Department of Intercollegiate Athletics strives to produce as many programs as possible for external consumption on the SoCon Digital Network and ESPN3. All scheduling, staffing, and streaming requirements, including equipment and operations, are executed by the Coordinator of Athletic Multimedia and his/her staff. Any requests for services provided by the Coordinator of Athletic Multimedia must be requested through the Associate AD for Athletic Communications and the Associate AD for External Relations.

For questions regarding specific game day operations, please refer to the Southern Conference Game Operations Manual for that sport. Further inquiries can be addressed to the Assistant AD for Facilities and Compliance or to the Associate AD for External Relations.

Ticket Policy

The Virginia Military Institute Department of Intercollegiate Athletics has allocated tickets for members of the Department of Athletics as well as the Institute. Ticket policies and procedures may change at any given time and notice will be given by the Director of Intercollegiate Athletics. Exceptions and changes will be reviewed on a case-by-case basis. Ticket policies and procedures will adapt as the needs of the Department of Intercollegiate Athletics change.

Ticket Sales

Tickets may not be sold by any party other than the Ticket Office. Full compliance with NCAA rules regarding tickets and extra benefits is expected from all recipients of complimentary tickets.

Please direct any questions, concerns, or issues to the Ticket Office.

Athletic Camps and Clinics

Department of Intercollegiate Athletics staff members are permitted to operate camps that are independent of the Department of Intercollegiate Athletics and the Institute. For the purposes of NCAA legislation, these camps are still considered Institutional Camps or Clinics. The Assistant AD for Facilities and Compliance should be contacted with any questions regarding camps.

Timing of Camp

Camps may not occur during dead periods. Basketball camps are limited to June, July or August. Football camps may only occur in two periods of 15 consecutive days in June and July. Dates must be on record in the Director of Intercollegiate Athletics' office.

Scheduling Policy

Consistent with General Order 72, all event requests to be submitted not less than 14 calendar days in advance. When scheduling an event, the requesting person must communicate with the building coordinator to verify the availability of the facility. All scheduling requests must be presented to the Associate AD for External Relations and the Assistant AD for Facilities and Compliance. Final approval can only be granted by the Institute Calendar Committee. Once final approval has been received, the event may be publicized.

Facility Use Agreements

Camps are considered outside entities and must follow Institute Policy. A Facility Use Agreement must be signed by the reserving party and rental fees for the facility must be paid. Each camp will have to provide proof of insurance.

Funds

Funds for camps do not pass through Institute accounts and no Institute funds shall be used to manage camps and any associated expenses.

Overnight Camps

For utilization of Barracks for overnight camps, reservation and coordination should be conducted through the Deputy Director of Athletics. The Commandant's Staff requests that all overnight camps occur in June. Housing and dining fees will be applied.

Camp Advertisements

All camp advertisements must be approved by the compliance staff. Advertisements must be submitted to the Assistant AD for Facilities and Compliance for review and approval, accompanied by the Camp and Clinic Compliance Approval Form. Any changes made to a camp advertisement must be subsequently approved by the Assistant AD for Facilities and Compliance and accompanied by a new approval form. Approval must be received before publicizing the camp in any format.

Employment

Prior to employing cadet athletes, high school coaches, individuals involved with prospective cadet athletes, an outside speaker, or any party not in ownership of the camp or publicized as a counselor in camp publications, the camp owner must consult the compliance staff. Consistent with VMI policy, background checks may be required and will be incurred at the camp owner's expense.

Merchandise and Use of Institute's Branding

The Institute's branding cannot be used for any promotional materials without prior written approval. The use of all Institute names, logos, abbreviations, and official phrases carry a licensing fee. All promotional materials and any merchandise that features these characteristics must be submitted to the Associate AD for External Relations for approval before procurement can occur.

Athletics Equipment and Services

Laundry

Only athletic apparel that is worn during practice and competition is considered to be athletics laundry. Therefore, personal laundry is prohibited from being placed in athletics laundry. Each athletic team should place their laundry in the designed pick up location once laundry is ready to be cleaned. Each team should collect all clean athletics laundry from bins once athletics laundry has been returned. Teams should always separate uniforms from laundry loops and towels prior to putting laundry in assigned bins.

For further clarification on the policies and procedures stated above, please contact the Athletics Equipment and Services Office.

Style Guide

The Department of Intercollegiate Athletics Style Guide governs all name, logo, color, pattern, and font usage within the department. This publication additionally delineates protocol for appropriate athlete and coach practice, travel, and game attire. The Style Guide fosters uniformity of brand across the Department of Intercollegiate Athletics and adherence to the Style Guide is necessary for all employees.

Logos

The Department of Intercollegiate Athletics staff shall refrain from contacting the Institute's Communications and Marketing Department for logo creation requests. All logo requests and questions regarding usage should be addressed with the Associate AD for External Relations. Some requests require logos to be created and a minimum of two weeks should be allotted for requests to be completed. Only official logos provided by the aforementioned offices may be used.

For questions regarding appropriate use of the Style Guide, please contact the Associate AD for External Relations, the Athletic Equipment and Services Office, or the digital copy of the Style Guide available on the share drive.

Sports Medicine

It is the mission of the Sports Medicine Office to provide prevention, treatment, and rehabilitation of injuries sustained to those individuals participating in intercollegiate athletics, military duty, and daily activities at the Virginia Military Institute. In the best interest of the cadet athlete, coordination and a continuing working relationship between physicians (VMI Post Physician, VMI Team Physician, and consulting physicians) and the Sports Medicine Staff will be maintained to ensure the individual's timely return to competition/duty.

For further explanation or information on anything listed below, or for information on additional sports medicine related matters, please contact the department of Sports Medicine.

Athletic Training Rooms

The Sports Medicine staff maintains five athletic training rooms on post. They are:

Cameron Hall:	Basketball
	Men's and Women's Rifle
Clarkson-McKenna Hall:	Football
	Men's and Women's Swimming & Diving
	Water Polo
Cormack Hall:	Men's and Women's Cross Country
	Wrestling
Corps Physical Training Facility:	Men's and Women's Track & Field
Paulette Hall:	Baseball
	Lacrosse
	Men's Soccer
	Women's Soccer

Training room hours for each of the five facilities will be set by the athletic staff of each facility. During season, hours may change according to the needs of the athletes and the times that work in congruence to games.

Reporting an Injury

Cadet athletes are to report injuries immediately after games/practices to their athletic trainer. The procedure is as follows:

1. The cadet athlete will report injuries immediately following the game or practice to their athletic trainer.
2. The cadet athlete will be evaluated by their athletic trainer and given direct orders as to immediate treatment, physician referral, or information on obtaining physical restrictions.
3. In case of an emergency, the cadet athlete will report to the VMI hospital for evaluation if an athletic trainer is not available. Otherwise cadet athletes should report to the emergency room.
4. The cadet athlete will report to the athletic training facilities for follow up treatment.
5. The cadet athlete will be monitored daily and re-evaluated by the Sports Medicine Staff.
6. After approval by the Team Physician and/or their athletic trainer, the cadet athlete may return to athletic participation.

7. For sports that travel without an athletic trainer, if a cadet athlete is injured on the road they will report to their coach and the athletic trainer at the university where the competition is being held. Cadet athletes will follow the recommendations of on-site medical personnel and communicate their injury status to their athletic trainer as soon as possible. If medical personnel are not available on-site, the cadet athlete should report to the nearest medical facility. Upon return from team travel the cadet athlete is responsible for reporting their injury to their athletic trainer

Physical Examinations

The Department of Intercollegiate Athletics has adopted the NCAA policy regarding medical (physical) examination:

A pre-participation medical examination shall be required upon a cadet athlete's initial entrance into an institution's intercollegiate athletic program. This initial examination should include a review of the cadet athlete's health history and relevant general and orthopedic physical examinations. Medical records maintained during the cadet athlete's intercollegiate career should include a record of in season and out of season medical referrals, subsequent care and clearances and a completed yearly health status questionnaire. All intercollegiate athletic participants will complete an updated physical examination each year at VMI.

Management of Concussion

The Virginia Military Institute is committed to the prevention, identification, evaluation, and management of concussions. A concussion management plan has been created for the health and welfare of cadet athletes at VMI. For questions about the concussion protocol, please see the Sports Medicine Staff.

Summer Camps

The VMI Sports Medicine staff is available to work summer athletic camps if requested. Appropriate reimbursement to the athletic trainer is required. Expendable supplies utilized for participants of summer camps will be charged to the respective camp. Record keeping of injuries and treatments will be the responsibility of the athletic trainer working the summer camp. At the conclusion of the camp, all record keeping will be given to the Camp Director for further reference.

In the event that a member of the VMI Sports Medicine Department is not utilized for a camp, the visiting athletic trainers must provide their own mode of emergency transportation. A \$40.00 rental fee will be charged to camps for the use of coolers, ice chests, or aqua lifts per camp. VMI Sports Medicine van cannot be utilized for camps.

Drug Testing

VMI will follow the NCAA guidelines for drug testing legislation. VMI participates in Post Season Drug Testing and the Year Round Testing of anabolic agents/steroids, peptide hormones, stimulants, diuretics/urine manipulators/masking agents, anti-estrogens, beta-2-agonists, & street drugs. Refer to NCAA guidelines for complete list of rules and regulations regarding drug testing.

Cadet Athlete Development

It is the mission of the Cadet Athlete Development Office to foster the character, intellectual and academic development of Virginia Military Institute NCAA cadet athletes beginning with their transitional experience and culminating with their graduation from the Institute through programming which seeks to engender the values of self-advocacy, independent learning and ownership of their educational opportunities. For additional information on any of the below programming, please contact the Associate AD for Academic Services and Compliance, or the Assistant Director of Academic Services and Compliance.

Leadership Programs

Life Skills Program: Through partnerships with offices across Post, this program provides cadet athletes with workshops on relevant issues that confront them in their daily lives or will confront them upon graduation.

Student-Athlete Advisory Committee (SAAC): Is a group of cadet athlete leaders who represent the cadet athlete population to VMI's athletic administration, the Southern Conference and the NCAA. SAAC is a community service organization, which periodically conducts leadership development workshops and annually attends the Southern Conference SAAC meetings.

Tutoring Programs

Group Tutoring: Group tutoring is available to all cadet athletes in traditionally difficult core courses. Group tutoring takes place in the Cadet Athlete Development Office on weeknights from 2000-2200. Subjects addressed each evening are posted in the Cadet Athlete Development Office.

Individual Tutoring: A limited amount of one-on-one tutoring is available to cadet athletes. Individual tutoring is only available when authorized by the cadet athlete's athletic-academic advisor. Athletic-academic advisors prioritize which cadet athletes receive individual tutoring. Once authorized, individual tutoring appointments are scheduled at a mutually agreed upon time by the tutor and cadet athlete. These appointments occur once per week for one hour through the course of the semester.

Retention programs

Programming consists of a weekly individual half-hour academic counselling appointment and guided study sessions on assigned evenings.

The Rat-Athlete Transitional Program (Every Fall): Is mandatory for all rat-athletes. Guided Study occurs on Tuesday and Thursday from 2030-2230.

At-Risk Program (Fall and Spring): Is mandatory for any cadet athlete whose cumulative GPA drops below a 2.25 or passes less than 12 hours the previous academic term. In the fall, Guided study occurs on Monday from 2030-2230, and during two additional 50-minute sessions at a time of the cadet athlete's choosing. In the spring, Guided Study occurs on Monday, Tuesday, and Thursday from 2030-2230.

Head Coaches may require cadet athletes exempt from mandatory participation in the At-Risk Program to attend guided study and/or weekly academic counseling meetings.

Awards

The Institute recognizes outstanding cadet athletes every year through awards such as the Three Legged Stool Award, the Almond Award, three Intercollegiate Athletic Awards, the Frank Summers Team Leadership Award, and the Henry Johnson Award. Cadet athletes are eligible to earn Institute awards, awards from the Southern Conference, and awards from the NCAA. The awards listed below are given exclusively by the Department of Intercollegiate Athletics.

Graduation Awards

In recognition of their hard work and dedication to VMI athletics throughout their time at the Institute, graduating 1st Classmen are awarded a wool blanket at the conclusion of the academic year. Senior Blankets are adorned with an embroidered VMI "Spider," and include the cadet athlete's name, sport(s), and graduating class year. These blankets are awarded annually at the end of year Athletic Recognition Awards Ceremony.

Letter Policy

The Department of Intercollegiate Athletics awards cadet athletes with varsity letters, or Monogram Awards, if a cadet athlete meets a specific requirement as determined by the Head Coach. The Head Coach's Monogram Award Policy must be in writing at the beginning of each academic year and must be submitted to the sport supervisor. In the first year of the award, a cadet athlete receives a certificate, a small monogram for their duty jacket, and an athletic sweater which includes a large VMI monogram (letter). Subsequent years in which the cadet athlete receives the award, the cadet athlete will receive a certificate.

Academic Awards

The following academic awards are presented to cadet athletes meeting academic qualification for the awards in May of each year, and again in December (if applicable).

The Elite Eighteen: Given to the cadet athletes who have performed the best academically at the end of a given semester. In order to earn the honor of being in the Elite Eighteen, a cadet athlete must be a second classmen or higher, must be on their team's squad list for their sport's most recent traditional championship season and must have the highest cumulative GPA on their respective team at the end of that semester.

Athletic Director's Honors List: Recognizes cadet athletes from the third class and higher who are on their team's squad list for their sport's traditional championship season and who have achieved a 3.5 cumulative GPA or higher at the end of a semester.

Cadet Athlete Scholar Society: Composed of those cadet athletes who are on their team's squad list during the traditional championship season for their sport and who achieve a 3.0 semester GPA or higher for that term.

The Colonel Don Jamison Team Academic Achievement Award: Named at the end of every Academic Year, The Colonel Don Jamison Team Academic Achievement Award recognizes a men's team and a women's team who have distinguished themselves by their superior academic achievement. The award is earned by which team's cadet athletes have accumulated the greatest number of individual academic honors from the VMI Athletic Academic Honors Program relative to the size of its membership.