

VIRGINIA MILITARY INSTITUTE



CADET-ATHLETE HANDBOOK OF ATHLETIC REGULATIONS

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Dear Cadet-Athlete,

Welcome to the Virginia Military Institute! Whether you're an incoming cadet or veteran upperclassman, we're glad you have chosen to attend one of the finest institutions in the United States.

As a cadet-athlete, you are a special member of our Corps of Cadets and you will be challenged as never before to manage your time while meeting the Institute's rigorous standards. As one way to assist you in your journey, we have assembled this "Cadet-athlete Handbook" which contains helpful information and guidance for you in many areas. We hope you'll refer to it often to help answer any questions you may have. At VMI, we pride ourselves on our "open-door" policy and urge you to personally visit any member of our staff if you have anything you would like to discuss.

Again, congratulations on being a VMI cadet-athlete. We wish you and your team a very successful season!

Sincerely,

Donny White '65
Director of Intercollegiate Athletics

VIRGINIA MILITARY INSTITUTE

Founded in 1839 as the nation's first state military college, the Virginia Military Institute has made major contributions to the development of American higher education. Civil Engineering, a subject rarely taught in colleges and universities before 1839, was established at the founding of VMI as the corner stone of its program. Commodore Matthew Fontaine Maury developed the first industrial chemistry course in the south at VMI. Over the years, VMI has been true to its tradition of leadership. Today, VMI's demanding academic program reflects the established needs and the emerging trends of a constantly changing society.

VMI is a state-supported undergraduate college for young men and women. It offers a choice of majors from the general fields of engineering, liberal arts, and the sciences. Programs leading to the bachelor degree include biology, chemistry, civil engineering, computer science, economics and business, electrical engineering, English, history, international studies, mathematics, mechanical engineering, modern languages, and physics. Full time faculty members, 80 percent of whom hold the doctorate degree, teach all academic courses. Successful completion of the VMI program enables cadets to enter many civilian professions, the Armed Forces, or to continue at graduate, medical and law schools.

The challenging military portion of the VMI program is a distinctive aspect of the VMI college experience, and it reflects the Institute's debt to the United States Military Academy and the prestigious Ecole Polytechnic in Paris, France. All students at VMI are members of the Corps of Cadets. At VMI the Department of Defense maintains Army, Naval and Air Force ROTC units and cadets are required to take eight semesters of ROTC classes. VMI encourages cadets to seek commissions in the three branches of the Armed Forces. Commissions are available if cadets meet the necessary standards, and are contingent upon the needs of the Department of Defense. While the military program is an important part of the overall VMI experience, it is only one of several functions of the Institute. The VMI program is not specifically designed to produce officers for the armed forces. Historically, only about seventeen percent of VMI's graduates have chosen military careers. The Institute's programs has been based on the concept of the citizen-soldier, a man prepared to take his place in civilian life, but ready to respond in times of national military need.

All VMI cadets live in the barracks, eat together in the mess hall, and wear the historic gray cadet uniform. A cadet's daily life is regulated by traditions and rules of the Institute, and his / her conduct and activities are measured against high standards set by his / her fellow cadets. The foundation of all of this, in and out of the barracks and classroom, is the cadet Honor Code, to which all cadets subscribe.

Surrounding every cadet are the traditions of VMI alumni who, by accomplishments in times of peace and in times of war, have demonstrated that their training as VMI cadets has produced responsible, self-disciplined, and distinguished citizens and soldiers. Almost from the first day of its founding, more than 16,000 graduates since 1839 have moved from cadet life to enter finance, business, industry, government service, and the professions.

In the military, VMI graduates have held top command posts. The Chief of Staff, the Deputy Chief of Staff of the United States Army in World War II, and two former commandants of the U.S. Marine Corps were VMI graduates. Distinguished service by other VMI graduates has been rewarded through a variety of honors, including a Nobel Peace Prize, Congressional Medals of Honor, Rhodes Scholarships, and numerous recognitions for community and state service.

THE HONOR SYSTEM

At VMI honor is a living principle, not just a word or a code. Thus, the Honor System is VMI's strongest institution. As a VMI cadet, one is expected to demonstrate integrity in all matters; honor will be their hallmark.

The Honor System is operated and enforced by the cadets, and its tenets are simple: A cadet does not lie, cheat, or steal, or tolerate those who do. If the Honor Code is breached and the Honor Court finds a cadet guilty, there is only one penalty - dismissal from the Institute if the cadet is found guilty. The recommendation of the Honor Court for dismissal of a cadet for a proven breach of the Code is reviewed, approved, and executed by the Superintendent.

Early in the Rat year, the Honor System is thoroughly explained, and the Corps does not feel that honor is a subject suitable for remedial study or a trait that is measurable by degrees; rather, there is simply no place at VMI for the dishonorable student.

The Honor System places great responsibility on the individual cadet to conduct himself / herself with integrity and to report himself / herself for offenses resulting in penalties. But it offers great rewards for the individual and the Corps as a whole. Grades received are grades earned by a cadet's own efforts, and proctors to supervise exams are unnecessary. A cadet's word is his / her bond.

BARRACKS LIFE

The barracks is the focal point of a cadet's life at VMI, and the fact that all cadets are required to live under one roof facilitates student government and helps promote and strengthen ties of friendship. Rooms are furnished sparingly but with essential equipment, and three, four, or five cadets share a room. They have equal responsibility for keeping the room clean and in order for daily inspection.

Personal items authorized in cadet rooms vary by class. For example, First Classmen may keep civilian clothes in their rooms while members of the other three classes may not. Fourth Classmen may not keep electrical equipment, such as radios and stereo systems. If personal items are brought to VMI and found to be unauthorized, storage space for these items is provided until such time as they are authorized.

Also located in the barracks are the Commandant's Office, the Guard Room and several cadet organizations. The barracks annex houses the barbershop, tailor shop, military store, post office, and pressing shop. Adjacent to barracks and connected by enclosed corridors is Lejeune Hall, the cadet activities center.

MILITARY SYSTEM

The military system characterizes and distinguishes life at VMI. It fosters punctuality, order, discipline, courtesy, and respect for authority. By placing all cadets on an equal plane, it enables a young man and woman to advance through self-reliance, initiative, and strength of character.

The combination of military and academic training constitutes a strenuous program, requiring diligent application and conscientious attention to both academic and military duties. For a cadet to derive the greatest benefit from what is admittedly a heavy program, absences from the post and from Lexington must necessarily be limited.

The military system of administration of the Cadet Corps extends wide authority to individuals and holds all responsible for faithful exercise of assigned duties. The characteristic dependability of the VMI graduate results from life within this framework of authority and responsibility.

THE S-6 SYSTEM

The Regimental S-6 Captain is a member of the Regimental Staff who represents the cadet-athletes in the Corps as well as on the Athletic Council. The Regimental S-6 Captain is a direct contact for the Athletic Department and all team coaches.

Primary tasks include keeping the coaches and Athletic Director informed with Corps activities and the Rat Line, taking proposals and requests of the Athletic Director and the coaches back to the Regimental Staff and the Commandant's Office, and overseeing the training of early returning football and soccer rats. The chain of command works from the S-6 Captain through the S-6 Sergeant, down to Battalion S-6's then to the Team Captains.

COMMISSIONING

Commissioning as an officer in the United States Armed Forces is strongly encouraged of all cadets at VMI. Cadets can seek commissions in the Army, Navy, Air Force, and Marines. General Peay, the VMI Superintendent, has made commissioning a key component of the Institute's "Vision 2039."

While commissioning is not mandatory -- slightly more than 40 percent of graduating cadets are currently commissioned -- General Peay would like to significantly increase that percentage. The bulk of the increase will come through Reserves and National Guard. Commissioning offers cadets the opportunity to serve their country, whether for an extended or short period of time.

The key is service, and cadets gain valuable experience in leadership and for future service in whatever field they pursue, thus personally living the "citizen-soldier" principle upon which VMI was founded. For a closer look at the individual branches and for contact information, visit the VMI website (www.vmi.edu). All ROTC units can be found under Academic Departments.

INSTITUTION MISSION STATEMENT

The Virginia Military Institute believes that the measure of a college lies in the quality and performance of its graduates and their contributions to society. Therefore, it is the mission of the Virginia Military Institute to produce 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, the Virginia Military Institute shall provide to qualified young men and women undergraduate education of the highest quality--embracing engineering, science, and the arts--conducted in, and facilitated by, the unique VMI system of military discipline.

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

ATHLETIC DEPARTMENT MISSION STATEMENT

The mission of the Virginia Military Institute's Athletic Department is to maintain an intercollegiate athletic program of the highest possible quality, keeping with the excellence of its academic and military programs, and dedicated to providing fair and equitable treatment of both men and women.

ATHLETIC DEPARTMENT GOALS

The Virginia Military Institute's Athletic Department will field teams that will be competitive with conference and state rivals, capture as many conference championships as possible, and bring credit to the Institute and its Corps of Cadets.

Since cadet participation in intercollegiate athletics is an integral part of the Institute's educational and developmental program, the athletic department is committed to recruiting a diverse group of cadet-athletes who will be contributing members of the Corps, will have academic abilities consistent with meeting the demands of a VMI education, will have physical skills consistent with being successful at the NCAA Division One level, will be proud to represent the Corps on the playing fields, will be motivated with the Corps to building winning teams within the Spirit of VMI, and will have the determination to stay the course and graduate.

The athletic department is dedicated to providing the best athletic facilities through new construction and the renovation of old facilities, providing scholarship grants-in-aid within the financial capabilities of the Keydet Club, and maintaining a sound financial position while supporting each sport with the necessary operating funds.

DIRECTOR OF INTERCOLLEGIATE ATHLETICS

The Director of Athletics is appointed by the Superintendent and serves as Head of the Department of Intercollegiate Athletics, an auxiliary enterprise subject to State financial controls. He directs the intercollegiate athletic program of the Institute and is responsible to the Superintendent.

ATHLETIC FACILITIES

Alumni Memorial Field

Alumni Memorial Field was completed in 1962 at a cost of approximately \$250,000 through funds allocated by the General Assembly of the State of Virginia and the VMI Alumni Association. The stadium has a seating capacity of 10,000. Clarkson-McKenna Hall is connected to the stadium and houses the entire football operation, including football staff offices, team locker room, equipment room, video room and training room.

H.M. "Son" Read '16 Memorial Track

The H.M. "Son" Read '16 Memorial Track, which surrounds Alumni Memorial Field, is an outstanding facility. In 1986 the outdoor track was converted from 6 to 8 lanes and from 440 yards to 400 meters. The track was recently refurbished with a new polyurethane surface. VMI now has one of the best tracks in the Southeast.

Cormack Field House

The Cormack Field House, one of the first indoor facilities in the nation, continues to provide an outstanding training and meet site for the winter track season. Once nicknamed "The Pit," the building was renamed in 1986 after Walt B. Cormack, the legendary VMI track coach, who guided the Keydets for 25 years and started the Winter Relays, a renowned meet which attracts up to 30 schools a year. Cormack Field House features a 200 meter banked Rub-turf track and newly renovated locker rooms that house the VMI track teams.

Cameron Hall

Cameron Hall, primarily known as VMI's basketball arena, is a multi-purpose facility, which houses cultural events and numerous other activities. The facility seats 5,039 for basketball, 4,300 for concerts, and 5,687 for theater in the round.

The building also provides office space for athletic department administrative personnel and athletic coaching staffs. The facility also includes team locker rooms, an athletic training room, and five regulation racquetball courts. The official dedication took place November 7, 1981.

Gray-Minor Stadium

Gray-Minor Stadium is named for Senator Elmon T. Gray '46 and Gil Minor '63 and opened in February 2007. VMI Baseball enjoys one of the best collegiate baseball facilities in the Southeast. The stadium includes seating for over 1,400 fans, covered batting cages, a state-of-the-art scoreboard with video board and a first-class press box, Gray-Minor Stadium lives up to the legacies of two of the most successful VMI Baseball alums to ever wear the Red, Yellow, and White.

Patchin Field

The Patchin Field complex includes facilities for baseball, men's and women's soccer, and lacrosse. A training room and visiting team locker room are also contained in the building. The locker room facility was refurbished and expanded in 2003. The field is named after

Herb Patchin who was Head Athletic Trainer and Director of Physical Education at VMI for 34 years before his death in 1963.

Paulette Hall

Paulette Hall is named for Mr. Bill Paulette '69n and is home to training rooms; locker rooms for baseball, lacrosse, and men and women's soccer teams; visiting teams, and changing rooms for officials. The facility contains the latest in audio-visual capability and provides year round support for our athletes.

Cocke Hall

Cocke Hall contains the Charles S. Luck '20 Weight Room, locker rooms, and practice facility. The facility serves as the home site for VMI Wrestling matches and is also known as the "The Thunderdome." The Charles S. Luck '20 Weight Room is a 7,000 square foot weight room containing state of the art machines dedicated to every aspect of total fitness.

Kilbourne Hall Rifle Range

One of the few facilities of its kind, the VMI Rifle Range has hosted numerous competitions, including the NCAA Rifle Championship. It is suitable for various types of weapons, both rifle and pistol. It is open to all cadets. The Rifle Range also houses the office for the Rifle Team.

Athletic Training and Sports Medicine

The primary athletic training room is located in Cameron Hall with additional training rooms in Clarkson-Mckenna Hall and the Patchin Field Complex. The VMI Sports Medicine Staff implements prevention of injury programs, and immediate treatment and rehabilitation procedures for the injured cadet-athlete.

ACADEMICS

Academic degrees, majors, and courses

Refer to the Virginia Military Institute catalogue.

Academic day, duty, and time

Academic day is the period from 0800 to 1605 hours Monday, Wednesday, and Friday, 0800-1600 on Tuesday and Thursday, and 0800-1200 hours on Academic Saturdays.

Academic duty is any scheduled class meeting, conference, or formation for academic purposes during the academic day.

Academic time includes the academic day and also CQ each evening from Sunday through Friday.

CLASS ABSENCE POLICY

Excuses from academic duty

Only the Superintendent, the Dean of the Faculty, or the Institute Physician can excuse a cadet from academic duty. No instructor can excuse a cadet from attendance at a scheduled academic duty or mark him or her present if he or she is not present for duty.

Class cancellations

An instructor is not permitted to cancel or to reschedule a class on his or her own initiative. Under certain special circumstances (e.g., a large part of the class absent), a department head may cancel or reschedule a class meeting. A class cannot be rescheduled for a time after the end of the academic day unless approved by the Dean of the Faculty.

Extra-curricular/athletic conflicts

No one may require a cadet to attend an extra-curricular activity, meeting, etc. during academic time unless he or she has the approval of the Dean of the Faculty.

No member of an athletic team or other cadet organization who is unable to participate usefully in a practice, rehearsal, contest, concert, etc. may miss any academic duty or military duty to attend such a session unless he or she has the approval of the Dean of the Faculty.

Absence from graded work

No cadet is excused from his or her obligation to complete graded work at the specified time when he or she exercises a privilege or volunteers for a permit and consequently misses a class period in which previously announced graded work occurs. A grade of zero may be recorded for the graded work missed due to such voluntary actions. Some examples of privileges and voluntary permits are academic days, extended weekends, compensatory leaves, absence from Post for personal reasons (excludes emergency leave), and taking guard duty out of rotation.

This regulation does not apply to graded work with no advance notice or if the cadet's absence was not distinctly voluntary (e.g., scheduled guard duty, required academic field trips and athletic team trips).

Authorized absences (3.0 cuts)

At the beginning of each semester, the office of Registration and Records will prepare and distribute to all faculty members the list of all First Classmen and all Second Classmen with a cumulative GPA of at least 3.0. A cadet whose name is on this list may be excused from a class provided he or she gets the instructor's permission before missing the class.

Cadets who take an authorized absence (3.0 cut) must conform to existing regulations and are not permitted to pass the limits of VMI nor leave early on furloughs or general permit.

Maximum allowable absences

Academic excellence is best achieved through consistent class attendance. The maximum allowed percentage of class absences is 30%. No categories of absences (academic, athletic, guard, 3.0 cuts, etc.) will be exempt from that percentage. When a cadet reaches 20% absences, the instructor issues a written warning and the cadet must sign a receipt that he/she is aware of the absences incurred. Upon reaching 30% absences the cadet is referred to the Dean for appropriate action. Normally a cadet who exceeds the 30% absences will be required to withdraw from the course with a W or a WF.

ACADEMIC ADVISERS FOR NEW CADETS

The Academic Adviser recognizes that new cadets (Fourth Classmen) may encounter academic difficulties while adjusting to the Rat Line, barracks life, military life, and life away from home. So, each new cadet is assigned to a VMI faculty or staff member who meets regularly to assist him / her in developing good study habits and to monitor his / her overall academic performance. If a cadet is having academic problems, the adviser will arrange for specialized help to get him / her back on the right track.

ATHLETIC ACADEMIC SUPPORT SERVICES

VMI also offers cadet-athletes an Academic Adviser to Athletes. The office of Academic Advising for Athletes offers support to departments in scheduling, grade review, and graduation planning. Tutoring is offered to athletes experiencing difficulty in their classes.

In addition to departmental support, this office assists the Compliance Officer and the VMI Registrar in tracking and certifying the academic eligibility of all VMI athletes. All permit athletes can visit this office during the semester to find out their cumulative GPA, hours passed, and progress toward degree requirements.

SUGGESTIONS FOR ACADEMIC SUCCESS

Budget your time

Try making a chart of all your time for a typical weekday by day and hour. Specify the times for classes, meals, team practice and games, study, sleep, and recreation. You will be surprised to see how much time you can have for study. The secret is to use that time.

Rules for Effective Studying

These are "common sense" suggestions, but observing them requires self-discipline. Get enough sleep. Eat properly. Find the best place for study-which may not be in barracks or the library. Use your free hours-between class and at other times-for study. Try to study each assignment three times (not counting reviews for tests)-the day or night before the class, just before the class, and just after the class. Set times for regular reviews. Plan time for your term papers and do them early. Do not miss any class which you can attend and be on time. Finally, don't abandon your social life but don't let it take precedence over your studies.

Studying an Assignment

Here are the steps for getting the most from an assignment:

1. Skim through the assignment to get an idea of the total. Mark key parts as you go.
2. Read the introductory paragraphs carefully.
3. As you read the second time, mark the key parts of each paragraph or section. Make notes in the margin.
4. As you finish each paragraph, see if you can state the central idea of that paragraph.
5. After the complete reading, see if you can outline the entire passage.
6. Go back over the assignment rapidly to get the total content.
7. Try to anticipate exam questions on that section. See if you can give satisfactory answers.
8. Review weekly.

Taking Lecture Notes

You probably will need to take notes in each class, but the kind of notes will be dictated by the nature of the course. Here are some procedures, which will make your notes more useful:

1. Have a good notebook-probably loose-leaf, plenty of paper, and a pen.
2. Be in your seat, ready to take notes, when class begins.
3. Date your notes each day.
4. Don't try to copy the instructors every word. Listen for main points; use phrases, be brief, get the key facts, and use your own words.
5. Space your notes, leaving room for additions.
6. Review your notes soon after class, before they get "cold". Mark the most important points.
7. Review your notes frequently during the term, and especially before an exam.
8. Compare your notes with those of other students in the class.
9. Remember that study before the class makes note taking easier.
10. Don't slack off during the term.

Taking Examinations

A. Preparation

1. Review regularly throughout the term.
2. Try to learn what kind of exam it will be.
3. Begin your intense review about two weeks before the exam. Block out time each day for review in your schedule.
4. Review the text and your notes.
5. Construct sample questions and decide on your answers.
6. Confer with the instructor about any gaps you think you have in the subject matter.
7. Try to get the instructor to comment on what you should review.
8. Get a good night's sleep before the exam.

B. Taking the Exam

1. Look over all the questions before you begin to write. Read the questions carefully.
2. Do what is directed. Carefully observe words like *outline, illustrate, define, name, list, and explain*.
3. Have the preferred kind of paper. Use ink if possible.
4. If you have a choice of questions to answer, make your choice quickly and begin.
5. Allot the appropriate time for each question.
6. Organize your answers (on paper or in your head) before you begin.
7. Be accurate. Write short, concise sentences; or use phrases if appropriate. Don't "shoot the bull" (But if you are not sure, **write something**, you probably will get some credit.)
8. Write legibly, correctly, neatly.
9. Save a little time to review your answers and to make sure that you did not omit anything.

MILLER ACADEMIC CENTER

Mission Statement

The mission of the Miller Academic Center is to be an integral and valued part of the rich academic tradition of the Virginia Military Institute by providing services and programs to cadets, faculty, parents, and other members of the VMI community to facilitate cadets' achievement of optimal academic success.

Strategic Direction

To fulfill our mission, we will provide a system of academic success programs and services that proactively facilitates the successful transition and academic performance of cadets throughout their time at VMI. Simultaneously we will enhance the reputation and credibility of the MAC by educating stakeholders about the capabilities and possibilities of the MAC so that programs and services are fully utilized and valued.

The Miller Academic Center is located in the 200-Level of Carroll Hall next to barracks and is supervised by a full-time Coordinator.

THE WRITING CENTER

The Writing Center complements and extends the writing instruction cadets receive in the classroom by providing help with a full range of activities to improve their writing, at any level and in any discipline. Professional and peer writing consultants work with cadets in one-on-one conferences on every aspect of the writing process, from planning a paper to polishing the final draft.

The purpose of the Writing Center is to provide non-evaluative assistance for cadets who wish to become more confident, flexible, skillful writers. In accordance with the VMI Honor Code, the Institute's Work-for-Grade Policy, and the ethics of tutorial practice, the writing projects with which cadets receive assistance reflect their own work. Therefore, consultants do not supply new ideas or phrasing, nor do they correct errors in the text. Instead, they help cadets develop the strategies and skills they need to improve their texts.

Consultants model a range of writing behaviors, from brainstorming activities that lead writers to discover viable topics to sentence-combining strategies that enable cadets to express their ideas in more complex but clear prose.

The Writing Center is located in the 200-Level of Carroll Hall.

ACCOUNTABILITY

General guidelines

The names of all cadets participating in NCAA team activities will be listed on the appropriate team permit with special authorizations, if any, noted.

Attendance at team practice or competition is mandatory for cadets listed on the team permit.

Team permits will remain in effect for two days following the season's closing date to allow for maintenance and turn in of athletic equipment to the Equipment Manager unless approved by the Commandant of Cadets and the Director of Intercollegiate Athletics.

Team captain or the cadet in charge will ensure accountability at practice and late supper formations, submit reports of absences to the Commandant's Office as necessary, and march the team to supper.

The Commandant of Cadets is authorized to excuse a member of a varsity team from any duty or meal formation, except for class, for cogent reasons when requested by the head coach. Only the Superintendent, the Dean of the Faculty, or the Institute Physician can excuse a cadet from academic duty.

Teams may be authorized to participate in early morning strength/fitness training when approved by the Dean, in coordination with the Commandant and the Athletic Director. However, no activities are authorized prior to 0600.

Academic Absences

The DIA and the Dean will review the impact of current athletic schedules on academic absences each year. Guidelines for future scheduling, as schedules affect academic absences, will be developed and agreed upon. Disagreement, if any, will be brought to the attention of the Superintendent for resolution.

Authorized Team Strengths, Competitions, and Season

Authorized team strengths, number of competitions and season for each varsity sport are established by NCAA regulations.

Responsibility and approval

- It is the responsibility of the head coach of each sport to prepare a tentative schedule for the approval of the Director of Athletics.
- Request for competition outside the geographic footprint of the conference must be submitted to the Director of Athletics for approval. Included should be rationale for the trip, number of class days missed, and the funding source.
- Final approval on all schedules rests with the Director of Athletics and in special circumstances the Superintendent.

Factors to be considered in scheduling contests

- Home contests cannot be scheduled before:
 - Noon on Saturdays
 - 1:00PM on Sundays
 - 3:00PM on academic class days

- Off-season contests shall not interfere with the classes of any cadet-athlete.

- Coaches should plan all trips to away contests to allow cadet-athletes to attend as many classes as possible before departing. The athletic regulations regarding All-Duty and Limited Duty should be adhered to.

- No athletic contests may be scheduled during exams or the day prior to exams without approval of the Director of Athletics and the Dean of the Faculty.

In-season sports

In-season teams will normally practice during the period 1615-1830hrs, Monday-Friday, and are authorized late supper between 1900-1930hrs.

In-season teams are authorized to practice or compete on the weekends in lieu of any afternoon military duty. Practices may not begin until completion of Saturday Morning Duty at 1200hrs unless approved by the Dean, Commandant, and ROTC Department Heads.

All team members of in-season sports are excused from duties as follows:

Military Duty. All in-season team members are excused from military duty (drill and ceremonies) on weekdays and Saturdays. Team members not making the trip traveling squad for away contests will participate in all corps activities on Saturday.

Guard Duty. In-season team members are excused from guard duty and duties as escorts or ushers during their in-season.

All-Duty. Cadets are excused from all classes, military duty, and Corps formations. All-duty begins at the pre-game meal, 4 hours prior to time of game at home, and 60 minutes prior to departure for away events. When All-duty begins in the middle of a class period, individual cadet-athletes will complete the class period prior to beginning All-duty. "All-duty" status will be submitted to Officer of the Day. Athletes will sign out on the computer prior to leaving.

Limited-Duty. Cadets are required to attend all classes, but are authorized to have "Hay-Down," and do not have to form up for BRC. Limited-duty is authorized the day of an athletic event until all-duty status begins. Limited-duty may start prior to the day of event with permission of the Commandant.

Out-of-season sports

Teams that are out-of-season under NCAA bylaws are authorized to use Monday-Thursday from last academic duty until 1830hrs and on Friday from completion of military duty until 1830 for strength training, fitness training, and individual workouts with coaches and are authorized late supper from 1900-1930hrs.

All team members of out-of-season sports will be excused from 1600 Military Duty Monday through Thursday. All athletes must attend Military Duty on Friday and Saturday.

Supper Roll Call (SRC)

(1900 hrs, Mon - Fri). The Corps forms and marches to Supper. NLT 1945hrs on Mondays and Tuesdays, in-season NCAA football cadets report to Crozet Hall for SRC following their team meeting.

Furthermore, all cadet-athletes should be familiar with General Order 1, Operating Rules for Institute

Team travel

A team travel list will be submitted to the commandant's office prior to departure. The Officer Representative or designee will inspect the team prior to departure to insure the team presents an orderly, professional appearance in the approved travel uniform.

Team safety is a priority at all times. The head coach and or coaching staff must insure that all members of the team travel together. Cadets who wish to travel other than with the team must have approval from the head coach and a permit approved by The Commandant.

Athletic Department personnel are authorized to drive on team trips. Cadets are not authorized to be primary drivers on team trips. However, in the event of extreme conditions, the coach may designate a cadet who is in the upper three classes at VMI, and is properly licensed by the state of Virginia and under no driving restrictions, to serve as a driver.

Compensatory time for lost furlough

The Commandant in cooperation with the DIA will review request by teams for lost furlough time due to in-season practice and competition.

Personal items

Personal items which the Blue Book prohibits from the Barracks Rooms, such as cell phones and civvies, are also prohibited from locker rooms.

Penalty tours (PTs)

1615-1755hrs, Wednesday

PTs for all cadets with penalty tours.

Intercollegiate NCAA cadet-athletes are excluded from marching on Wednesday so as to attend practice or developmental training. In lieu of marching, athletes will attend a mandatory Study Hall from 1945-2145hrs on Wednesday evenings. In the event Study Hall conflicts with required attendance at the Dean's lecture period, cadet-athletes are excused from the first hour of Study Hall but must report for the second hour.

1945-2245hrs, Friday

In-season cadet-athletes are excluded from marching Saturday PTs in order to practice and compete. In Lieu of marching, in-season cadet-athletes must attend mandatory Study Hall on Friday evenings from 1945-2245hrs. This Study Hall period serves as an acceptable alternative to marching PTs on Saturday and is in addition to the Wednesday Study Hall period.

1300-1600hrs, Saturday

PTs for all cadets with penalty tours.

Out-of-season Intercollegiate NCAA cadet-athletes will march PTs on Saturday.

In-season (non-traditional) cadet-athletes will march penalty tours on Saturday. If a practice or scrimmage is scheduled during a Saturday PT period, coaches must coordinate and gain approval from the Commandant for cadet-athlete PT absences.

In-season cadet-athletes are excluded from marching Saturday PTs (see 1945-2245hrs, Friday above).

1945-2245hrs, Saturday

In-season cadet-athletes are excluded from marching Sunday PTs in order to practice and compete. In Lieu of marching, in-season cadet-athletes must attend mandatory Study Hall on Saturday evenings from 1945-2245hrs. This Study Hall period serves as an acceptable alternative to marching PTs on Sunday and is in addition to the Wednesday and Friday Study Hall periods.

1300-1600hrs, Sunday

PTs for all cadets with penalty tours.

Out-of-season Intercollegiate NCAA cadet-athletes will march PTs on Sunday.

In-season (non-traditional) cadet-athletes will march penalty tours on Sunday. If a practice or scrimmage is scheduled during a Sunday PT period, coaches must coordinate and gain approval from the Commandant for cadet-athlete PT absences.

In-season cadet-athletes are excluded from marching Sunday PTs (see 1945-2245hrs, Saturday above).

RESPONSIBILITIES

Head Coach

There shall be a head coach in each sport sponsored by the department and as many assistants as allowed by NCAA regulations within financial limitations.

The head coach is the leader, as well as the adviser, of his team. In his capacity he must exercise effectively all of the usual attributes of leadership. His leadership is best reflected in the attitude and morale of members of his team. Success on the playing field is greatly enhanced by maintenance of the traditional "Spirit of VMI" among members of the team and the Corps of Cadets. In exercising leadership it is expected that coaches will imbue members of their teams with the facts that they are first, members of the Corps of Cadets and secondly, members of the team, which represents the Corps. He must ensure that good sportsmanship is paramount.

In addition to the exercise of leadership the head coach will:

Maintain a program for his sport, which conforms to the policy set forth by NCAA rules and Conference regulations.

Supervise recruiting of athletes for his team.

Submit his budgetary and scholarship requirements to the Athletic Director at the appropriate times and ensure that his team operates within the authorized budgetary limits.

Ensure proper conduct and appearance of his team and coaching staff at all times while they are under his jurisdiction.

Develop leadership on the team through the use of team captains in assisting the coach with his duties.

Maintain a program that will assure monitoring and oversight of the student athlete's grades in progress, maintenance of satisfactory GPA, and progress toward attainment of their degree.

Competitions should be scheduled to permit all cadet-athletes to attend at least 75 percent of the class meetings for each of their courses.

Officer Representative

There shall be an Officer Representative for each intercollegiate sport.

The Officer Representative will be a member of the VMI faculty and staff or ROTC active duty officer, recommended by the Athletic Director and approved by the Commandant.

The duties of the Officer Representative will be to assist with the administration of that sport. This person will serve as a role model, counselor, and mentor to cadet athletes on the team.

Team Captain

The team captain will be elected from members of the team who have earned varsity letters. Exceptions will be allowed based on the head coaches discretion, with the Athletic Director's approval.

The team captain(s) regardless of cadet rank, is given seniority over all respective squad members for all actions pertinent to the team.

The team captain is responsible to the head coach in representing his team in matters dealing with administrative authorities and providing liaison between the coach and the team. The team captain will assist the coach in maintaining high morale, good sportsmanship, proper discipline and conduct among members of his team.

The team captain is responsible to the head coach and the Commandant for compliance by members of the team with Institute regulations governing uniform and proper conduct during trips and contests.

Team captains are responsible for the accountability and decorum of team members in the mess hall.

Team Members

Team members departing VMI on trips will sign out and wear the authorized travel uniform. Authorized uniforms are approved by the DIA and Commandant.

Teams on athletic permits may be excused from academic duty when returning late on the following schedule. Teams returning to the Institute before 2400 hours will not be excused from any duty; teams returning between 2400-0200 hours will have all duty until 1000 hours, and any returning after 0200 hours will have all duty until 1200 noon. Exceptions must be approved by the Director of Athletics and Dean of the Faculty.

Team Managers

The head manager and assistant managers will be selected by the head coach. Selection of all managers will be submitted to the DIA for approval and concurrence of the Commandant.

ELIGIBILITY

The following are NCAA rules and requirements for continuing eligibility. They are the minimum requirements that cadet-athletes must meet to be eligible for athletic competition per NCAA rules and regulations. Cadet-athletes must be enrolled as a full-time student in a minimum of 12 hours during each semester to practice and/or compete in intercollegiate competition.

Entering any *new semester*, ALL cadet-athletes, must:

Complete **6** new hours of academic credit during the preceding regular full-time academic term in order to be eligible for intercollegiate competition.

Entering any *new academic year*, a cadet-athlete must:

Complete **18** new hours of academic credit during the preceding regular academic year or the two previous regular full-time semesters.

Entering 3rd full-time semester of collegiate enrollment, each cadet-athlete must:

Have a **1.80 (90%)** cumulative GPA **AND**

Complete **24** new hours of academic credit (Summer Transition Program (STP) credit hours plus subsequent year's summer session credit hours may be used to satisfy the 24-credit-hour requirement provided 18 hours are earned during the regular academic year)

Entering 5th full-time semester of collegiate enrollment, each cadet-athlete must:

Have a **1.90 (95%)** cumulative GPA **AND**

Complete **40%** of academic credit towards your chosen degree program.

Entering 7th full-time semester of collegiate enrollment, each cadet-athlete must:

Have a **2.00 (100%)** cumulative GPA **AND**

Complete **60%** of academic credit towards your chosen degree program.

Entering 9th year of collegiate enrollment, each cadet-athlete must:

Have a **2.00 (100%)** cumulative GPA **AND**

Complete **80%** of academic credit towards your chosen degree program.

Eligibility for intercollegiate varsity participation will be in accordance with the VMI regulations, the Constitution and Bylaws of the National Collegiate Athletic Association and the conference of chosen membership.

The information above is intended as a summary only and does not include significant detail. For more information on continuing eligibility requirements, please contact the Office of Compliance or Academic Advisors for Athletes.

SUSPENSION OF ELIGIBILITY

The Superintendent, Athletic Director or Head Coach may suspend athletic eligibility for cause or misconduct. The Dean of the Faculty may suspend athletic eligibility when a cadet does not meet VMI academic standards for continued enrollment.

TERM-by-TERM GPA CERTIFICATION

Unlike the 40/60/80% degree program requirements, which are certified every fall, the GPA requirement is certified after every term. A cadet-athlete's cumulative GPA will be determined on the basis of his academic record in existence **prior to the first date of competition of each regular term of an academic year** beginning with that cadet's 3rd full-time semester of collegiate enrollment.

If the cadet-athlete is ineligible under the provisions of the satisfactory-progress legislation at the beginning of that term, eligibility may be reinstated at the beginning of any other regular term of that cadet's specific academic year, based upon the cadet's subsequent fulfillment of the minimum grade-point average requirement. (This does not apply to baseball.)

SUMMER CREDIT HOURS

STP credit hours may be applied to the 18 previously required credit hours to achieve the required 24 credit hours.

Summer credit hours earned immediately following individual's 2nd full-time semester of collegiate enrollment may also be applied towards required 24 credit hours.

Subsequent summer credit hours may be used to meet the 40/60/80% of degree requirements.

Note: summer credit hours earned by prospective basketball cadet-athletes are not countable towards the required 24 credit hours.

TRANSFERS

Transfers are subject to the above requirements and are able to use ONLY transferable degree credits to satisfy the requirements.

FINANCIAL AID

ATHLETIC SCHOLARSHIP AID for CADET-ATHLETES

Any cadet-athlete receiving athletic scholarship aid may receive aid that consists of tuition and fees, room and board, and required course-related books but must be informed that the renewal of such aid is not automatic. Cadet-athletes receiving athletic aid shall not be awarded aid in excess of one academic year but may be informed by a staff member that the athletic department will recommend to the financial aid authority that the athletic scholarship aid be renewed each year for a period of four years.

Per NCAA Bylaw 15.3.4.2 athletic scholarship aid may be reduced or cancelled during the period of award if the recipient (a) renders himself or herself ineligible for intercollegiate competition; (b) fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; (c) engages in serious misconduct warranting substantial disciplinary penalty or (d) voluntarily withdraws from a sport at anytime for personal reasons.

Per NCAA Bylaw 15.3.4.3 athletic scholarship aid may not be increased, decreased or cancelled during the period of its award (a) on the basis of a cadet-athletes athletics ability, performance or contribution to a team's success; (b) because of an injury, illness, or physical or mental medical condition (except as permitted pursuant to Bylaw 15.3.4.2); or (c) for any other athletics reason.

The Institute's Financial Aid Office must notify a cadet-athlete receiving athletic scholarship aid in writing no later than July 1 prior to the following academic year in which it is to be effective if the aid has been renewed, reduced or cancelled. In the event the aid has been reduced, cancelled or not renewed the Institute must notify the cadet-athlete in writing that he or she has a right to a hearing and may appeal the decision. If such a hearing is requested, the VMI Financial Aid Office will conduct the appeal.

FINANCIAL AID for ALL CADET-ATHLETES

The purpose of the VMI financial aid program is to provide monetary assistance to those cadets who, without such aid, would normally be unable to attend and to provide aid to cadets with superior academic abilities. Awards are based on the cadet's demonstrated financial need as determined through the Free Application for Federal Student Aid (FAFSA) or other approved needs analysis form. The FAFSA is available at high school counseling offices or the VMI Financial Aid Office.

Cadets may apply also for Stafford Loans, which are available regardless of need. Cadets must apply for financial aid before they can submit a Stafford Loan application. Parents can borrow up to the full cost of their child's education, minus any aid their child is eligible to receive.

Normally, payment of all financial aid stipends is made in two installments, credited to the cadet's account in each semester of the schools session. Statements sent to parents in July and December will reflect credit for aid awarded. In the event of withdrawal before the end of the refund period, financial aid credits will be pro-rated.

Renewal of financial aid is not automatic. Cadets must apply for aid each year by submitting a completed FAFSA, a VMI financial aid application, a copy of their parents' federal tax return and a copy of their federal tax return if they filed.

FINANCIAL AID APPLICATION GUIDELINES

The following items are required before a cadet can receive need-based financial aid from VMI:

1. VMI application for financial aid
2. Completed needs-analysis form (the form can be obtained from the financial aid office or your high school)
3. Signed copy of parents' tax return or statement they are not filing
4. Signed copy of the student's tax return or statement that student is not filing

The VMI Financial Aid Office will assist you in submitting the necessary forms.

Financial aid timeline:

November/December

Pick up free application for financial aid (FF) and VMI Financial Aid Application from Financial Aid Office and take home during Christmas break.

January/February

Complete tax returns and send copy to VMI Financial Aid Office. Complete FF and send to College Scholarship Services for processing. Complete VMI financial aid application and take to financial aid office.

February

Check with financial aid office on status of your file.

March

See above. Do not leave for Spring furlough without determining status of **your** financial aid file. Awarding begins in March.

April/May

You should receive notification on your award to include loan information. If you are not eligible for need-based aid, you will be notified. Check with the Financial Aid Office on the status of your file.

May/June

Submit loan application to financial aid office for processing. Remember loans must be verified by the Financial Aid Office then sent to the lender. Allow yourself 4 to 6 weeks.

NCAA SPECIAL ASSISTANCE FUND

The Special Assistance Fund, which is administered by the Big South Conference Office, was begun by the NCAA to provide for needs of cadet-athletes which may not otherwise be met. Funds for certain expenses are available to Pell Grant recipients or full scholarship athletes with unmet need.

To apply, the student athlete must have previously submitted financial aid applications to the Financial Aid Office. Pell recipients are automatically eligible for the assistance money. Athletes on full scholarship must have other unmet need as determined by national standards. Cadet-athletes must then request, via their head coach, a specific amount of money for a specific purpose(s), such as medical expenses, vision therapy, emergency travel, clothes allowance, etc.

Upon approval, the request for funds will be processed by the VMI Comptroller's Office and dispersed in accordance with the request and VMI Comptroller policies and procedures.

NCAA RULES

The NCAA and the Big South Conference have many rules which apply to the cadet-athletes. Some of the most important regulations are summarized here.

Drugs and Gambling

The NCAA has strict rules about the use of drugs by cadet-athletes. Before competing in intercollegiate athletics each year, you must sign a drug testing consent form by which you state you are drug-free and agree to be tested for use of drugs prohibited by NCAA legislation. Failure to complete that form will result in your ineligibility.

If a test reveals that you have used any of the prohibited drugs you will immediately be declared ineligible. You may lose an entire season of eligibility or become permanently ineligible. Depending upon the particular sport and other circumstances, the team and the university may also be penalized. Your coach and the trainer have lists of prohibited drugs. You should be aware of these substances and should carefully avoid the use of any of them.

The NCAA also has strict rules about gambling. Any cadet-athlete found to be guilty of gambling in any form (e.g., betting on games or "shaving points") will lose his / her eligibility and will be subject to legal actions.

Player-Agents

If at any time you have dealings with an agent, you will immediately become permanently ineligible. Therefore, you must not enter into an agreement, written or oral, with an agent, and you must not accept any money or material things from such a person—even if you agree to repay a "loan" later. If contacted by an agent, you need to notify and inform your coach immediately.

Tickets

As a cadet-athlete you are entitled to admission to all of VMI's regular-season home intercollegiate athletic contests.

For an event requiring tickets for admission, each cadet-athlete who plays in that event is allowed complimentary admissions: baseball receives two; basketball and football each receives four. "Hard tickets" will not be issued; admission is granted by a pass list on which the cadet-athlete designates his request.

Departure from this procedure can result in loss of eligibility for the cadet-athlete. Under no circumstances should a cadet-athlete sell or accept any compensation for his complimentary admissions.

Outside Competition

Cadet-athletes with eligibility remaining may not compete as a member of any outside team or all-star squad in any non-collegiate, amateur competition in their sport except as approved (such as summer basketball leagues) by the NCAA. Should you have any

questions about such competition check with your coach, the Director of Compliance, or Director of Athletics.

Fifth-year Eligibility

Under NCAA rules, you have four years of eligibility for athletic competition on the collegiate level, and five (consecutive) years in which to complete your four years of competition. Some exceptions are allowed (such as military service, church missions, service in Peace Corps), however, generally speaking your five years begins with your first day of classes as a full-time student in college.

A fifth year may be allowed for a "hardship," such as suffering an incapacitating injury or illness. To receive a "hardship" fifth year of eligibility, you must have suffered the incapacitating injury or illness in the first half of the playing season, have not played in more than 30 percent of the contests scheduled for that season, and not return to play during any of the remainder of the season. A physician's statement must be submitted to attest to the validity of a physical "hardship" as well as the recommendation from the head trainer.

Use of Name or Picture in Advertising

The NCAA has the following rule: "Subsequent to becoming a cadet-athlete, an individual shall not be eligible for participation in intercollegiate athletics if the individual accepts any remuneration for or permits the use of his name or picture to directly advertise, recommend or promote the sale or use of a commercial product or service of any kind or receives remuneration for endorsing a commercial product or service through the individual's use of product or service."

The rule applies to appearances on radio and television as well as other media. This means that you must not endorse any commercial product or service. This, of course, does not apply to squad pictures, which are used on posters, in game programs, or promotional brochures issued by the athletic department.

Summer Employment

As a cadet-athlete, there are special guidelines for you in some aspects of summer employment. These guidelines most noticeably involve summer sport camps and involvement in summer job placement by alumni and athletic staff. Like many other schools, VMI encourages its alumni to assist cadets in finding summer employment.

In these circumstances, you can be paid for work you actually perform at the same rate as others doing the same job. Special arrangements for housing can be made only if the same opportunities are provided to other employees in general. You must furnish your own transportation to the job. VMI staff or alumni cannot do this for you.

Reporting Knowledge of NCAA Violations

The NCAA stipulates that each cadet-athlete is responsible for his or her violation of NCAA regulations. That condition applies to the period of recruitment as well as to participation in college. Each cadet-athlete is also required to reveal whatever knowledge he or she has about possible violations by others.

RECRUITING

You may be asked by your coach to take part in the recruitment of prospective cadet-athletes as a cadet-host. As a cadet-host, your responsibilities are to accompany the prospect around post during their visit, join them and the coach at meals, answer questions concerning VMI, and provide prospects with as much information as possible to help them make a decision. You also may be given up to \$30/day for entertainment of the prospect. This money can be used in a variety of ways, such as food, movies, video games, etc. Purchase of alcoholic beverages is not permitted.

The prospect has decided to visit VMI because he or she is interested in attending school here and wants to experience cadet life as accurately as possible. Your position as a cadet-host makes you a representative for your team, the athletic department, VMI, and the City of Lexington.

OFFICIAL VISIT POLICIES

Statement of Recruiting Philosophy

The recruiting of cadet-athletes to the Virginia Military Institute is an honorable process involving all components of VMI. The coaches and staff are dedicated to providing prospective cadet-athletes with an experience that focuses on real life at VMI. Meetings with cadets, faculty, ROTC staff members, and athletic department personnel during the recruiting visit provide an insight into the unique VMI system and the life of a military college cadet-athlete. Institutional staff members have the responsibility of sharing accurate information so that prospective cadet-athletes can make informed decisions. Enrolled cadet-athletes have the responsibility of upholding the high standards of VMI by being positive role models during the recruiting visits.

Description of Method Used to Develop Policies

In response to legislation recommended by the NCAA Task Force on Recruiting and approved by the NCAA Board of Directors, the Director of Athletics, the Associate Athletic Director for Compliance, and VMI coaches worked to develop Official Visit Recruiting Policies. These policies were reviewed and approved by the VMI Superintendent.

Description of the Educational Component of Recruiting Visits

During official visits, the coaching staff will schedule appointments for prospective cadet-athletes to meet with a member of the faculty and the Academic Advisor for Athletics. If time permits, the prospect may also meet the Director of Athletics, the Commandant of Cadets, and the VMI Superintendent. The purpose of each meeting will be to educate the cadet-athlete on the academic and leadership requirements of VMI.

Statement of the Responsibilities of Hosts

Each cadet-host will be briefed on the expectations and policies regarding official visits by their respective coaches. Cadet-hosts will be responsible for upholding the Official Visit Policies, representing VMI and the athletic department in a professional manner, and avoiding improprieties during the official visits.

Pre-communication with Prospects and Parents or Legal Guardians

Coaching staffs will be responsible for communicating the Official Visit Policies and expectations with each prospective cadet-athlete and his or her parents or legal guardians prior to an official visit. If the prospective cadet-athlete and/or his or her parents or legal guardians request a copy of the Official Visit Policies, it will be forwarded to them immediately upon request.

Forms and Receipt Policies Used for Prospects and Student Hosts

Coaching staffs must complete the Official Visit Form, provide the institution with a copy of a high school transcript and test scores and receive written approval from the VMI Compliance Office prior to a prospective cadet-athlete making an official visit. If host money is provided to a cadet-host, then the cadet-host will sign the Official Visit Form indicating he or she has received entertainment money and that he or she understands how the entertainment money can be spent during the official visit. Once the official visit is completed, each coaching staff will submit the Official Visit Form back to the Compliance Office with detailed reports of entertainment, travel, housing, and food expenses. The coaching staff will include copies of all receipts along with the VMI expense voucher form that is to be reviewed by the Compliance Office and Athletic Business Manager for all official visits.

Participation of Head Coaches in Communicating Standards and Policies

The head coach is responsible for his or her program, including recruiting and activities associated with official visits. It is the responsibility of each head coach to communicate the Official Visits Policies with his or her staff, each cadet-host and each prospective cadet-athlete and his or her parents or legal guardians, making sure all involved understand the policies.

Official Visit Recruiting and Entertainment Activities

All official visit recruiting and entertainment activities shall be in full compliance with the VMI Official Visit Policies and all laws and ordinances in the City of Lexington and Rockbridge County. The use of alcoholic beverages, underage drinking, illegal substances, and/or sexual misconduct is "strictly prohibited." In addition, gambling and gaming activities and the use of "adult establishments" (such as clubs and bars) are strictly banned from official visit recruiting and entertainment activities. Examples of accepted on and off-Post entertainment include the VMI Post Exchange, VMI dances and concerts, VMI athletic events, approved VMI functions, the Lexington movie theater and restaurants within a 30-mile radius of the VMI Post.

Curfew

Curfew for cadet-hosts and prospective cadet-athletes during an official visit is VMI Taps. VMI Taps signifies lights out in the barracks and occurs prior to midnight on Sunday through Thursday, midnight on Friday, and 1 hour past midnight on Saturday night.

Applicable Sanctions, Including a Provision for an Annual Report of Violations to the Conference Office

If a member of the coaching staff, cadet-host, and/or prospective cadet-athlete violates the Official Visit Policies, the VMI Athletic Director and the VMI Compliance Office will perform an investigation and determine the corrective action that is necessary. The VMI athletic department shall report any secondary violations of official visit recruiting policies to the Big South Conference office.

Additional Information Regarding Official Visits

- The Compliance Office and/or Admissions Office must be presented with a copy of the prospects' high school (or college) transcript and test scores prior to each prospective cadet-athletes official visit.
- Coaching staff members and cadet-hosts will be expected to adhere to all recruiting rules and regulations as outlined in NCAA Bylaw 13.7 for official visits.
- Cadet-hosts must be current cadet-athletes or cadets who conduct visits or tours as part of the admissions process.
- Coaching staff members must use commercial air travel at coach-class fares if airline transportation is necessary for transporting a prospective cadet-athlete to Post. The use of private or chartered airplanes when transporting prospective cadet-athletes is prohibited.
- Coaching staff members must use standard vehicles to transport prospective cadet-athletes and those accompanying them around Post on official visits.
- Prospective cadet-athletes and their parents or legal guardians must be housed in standard lodging and offered standard meals similar to those offered on Post.
- Coaching staff members cannot use personalized recruiting aides (such as jerseys or scoreboard presentations) or game-day simulations during official visits. Prospective cadet-athletes can visit the locker room before or after a game and stand on the sidelines during pre-game activities under this guideline.

CADET-HOST REMINDERS

This information is intended as a list of reminders for cadets serving as a host for prospective cadet-athletes on his or her official (paid by the Institute) visit. Knowing some general recruiting principles and NCAA rules can prevent a lot of uncertainty about what you, as a cadet-host, can and cannot do for a prospective cadet-athlete.

1. Be positive in all your comments. Never make negative comments about an opposing school, their coach, players or program.
2. Never leave the prospect in someone else's care. Remember, you are responsible for the prospect.
3. The prospect should not be introduced to anyone who is not a member of the VMI athletic staff, faculty or Corps of Cadets, nor should such people be allowed to engage the prospect in conversation.
4. A prospect may not be interviewed during the broadcast or telecast of an Institute athletics event.
5. A prospect cannot be on Post longer than 48 hours.
6. Regarding entertainment of the prospect, the following should be observed at all times:
 - a. Never leave a 30-mile radius of the VMI Post for any reason.
 - b. Never allow the prospect to use your car, or anyone else's car, during his visit.
 - c. When attending a VMI athletics event, you and the prospect may only use regular seating for the event. Never sit on the bench, stand on the sidelines, or sit on press row.
 - d. If entertainment money is provided by VMI it cannot be given to the prospect and must be used for entertainment (food, recreation, movie). Entertainment money can never be used to purchase souvenirs, gifts, alcoholic beverages or anything of this nature.
 - e. It is illegal in the state of Virginia for anyone to provide alcoholic beverages to a minor. It does not matter if the alcohol is free or purchased.
 - f. Remember, you are a host for this prospect and you want him / her to have the best possible impression of VMI. Your actions are representative of all VMI cadets and of the athletic program.

SPORTS MEDICINE

Athletic Training Rooms

The Sports Medicine staff maintains three fully operational training rooms on post. These facilities provide a means of treatment and rehabilitation for the cadet-athletes. They are located at:

Cameron Hall: utilized by basketball, rifle, swimming/diving, track & field, wrestling

Clarkson-McKenna Hall: utilized by football

Paulette Hall: utilized by baseball, lacrosse, soccer

Training Room Hours

Cameron Hall: 9:00-12:00 and 2:00-7:00, Monday through Friday

Clarkson-McKenna Hall: 9:00-12:00 and 2:00-7:00, Monday through Friday

Paulette Hall: 2:00-7:00, Monday through Friday

Saturday and Sunday based upon team schedules

Summer hours: 3:00-6:00 Monday through Thursday at Clarkson-McKenna Hall

Athletic Training Room Rules

1. Report injuries immediately to a staff athletic trainer.
2. Individuals with illness should report to the VMI Hospital at sick call.
3. All medication must be signed for prior to receiving.
4. Cadets are not allowed in the cabinets
5. Mandatory shower before receiving treatment
6. Must wear athletic shorts while in the athletic training room
7. No cleats
8. No tobacco products
9. No eating, drinking, or storage of food in athletic training room
10. Obey all requests of the sports medicine staff

MEDICAL PROCEDURES

Reporting an injury

Cadet-athletes are to report all injuries immediately after games or practices to a staff athletic trainer. By doing this infections can be kept to a minimum and injuries can be properly evaluated and treated while in the acute stage of the injury process. The procedure is as follows:

1. Cadet-athlete reports the injury immediately following the game or practice to a staff athletic trainer.
2. Cadet-athlete is evaluated by the staff athletic trainer and given direct orders as to immediate treatment, physician referral, or information on obtaining duty status if the injury is to affect their military duty.
3. In case of emergency, cadet-athlete should report to the VMI hospital for evaluation if an athletic trainer is not available.
4. Cadet-athlete will report to the athletic training room for follow up treatment and care.
5. Cadet-athletes will be monitored daily and re-evaluated by the Sports Medicine Staff.
6. After approval by the Institute physician, team physician, and/or athletic trainer, the cadet-athlete may return to athletic participation.
7. For athletic teams that travel without an athletic trainer, if a cadet-athlete is injured at an away contest they should report to the athletic trainer at the university/college where the event is being held and follow their recommendation. If an athletic trainer is not available the cadet-athlete should report to the nearest medical facility.

Treatment & Rehabilitation

If a cadet-athlete is injured he should report to the Cameron Hall athletic training room during the morning hours (9:00-12:00) for treatment. It is the responsibility of the cadet-athlete to be present for treatment and they cannot miss class to do so. If the cadet-athlete cannot attend in the morning they should report to the athletic training room for their team as soon as possible.

INSURANCE

Primary Coverage

If a cadet-athlete is injured during an NCAA sanctioned practice or game the Sports Medicine office will utilize the cadet-athlete's or his parents' insurance policy as the primary source for paying medical expenses. Only after all insurance benefits from the primary carrier have been exhausted is the secondary carrier (VMI) responsible. If the cadet-athlete or his parents do not have insurance coverage the secondary carrier will become primary. Cadet-athletes must provide insurance information to the Sports Medicine office before participating in athletics.

Secondary Coverage

The VMI Athletic Department provides medical insurance for each cadet-athlete. This coverage will be utilized only for athletic injuries incurred through VMI sponsored athletic participation and only after all insurance benefits by the primary carrier have been exhausted or if the cadet-athlete does not have insurance coverage. The secondary or supplemental coverage provided by the VMI Athletic Department and its insurance carrier will have the following coverage and exclusions:

Coverage

1. Injuries sustained during an NCAA sanctioned practice or game.

2. Medical expenses not covered by the parents' or cadet's primary insurance coverage.
3. Medical referrals only to the VMI Team Physician and consulting physicians (listed in the policy and procedure manual under physicians).

Exclusions

1. An injury sustained in an activity not associated with an NCAA sanctioned practice or game (activities must be supervised by a VMI coach).
2. A chronic or recurrent injury sustained prior to participation in athletics at VMI (pre-existing injuries).
3. A degenerative injury in nature.
4. Unapproved consultations or treatments.
5. Physical therapy/rehabilitation.
6. Foot orthotics or orthoses.
7. Dermatology
8. Sickness or disease in any form.
9. Hernia.
10. Chiropractic care.
11. Routine dental care (not related to sport).
12. Skin infections not related to athletics.
13. Injuries sustained during the summer months when school is not in session.

STRENGTH & CONDITIONING

The VMI Strength and Conditioning Staff supervises the weight training and conditioning facility located in Cocke Hall. The Athletic Strength Staff will handle all conditioning scheduling based on training and seasonal needs. The phone number for the weight room is 464-7557.

Rules and Regulations

1. Adhere to scheduled workout times.
2. No keys will be distributed to athletes or coaching personnel.
3. All athletes are required to be supervised by a strength coach.
4. No food or drink allowed in weight room
5. No tobacco products allowed.
6. Clean and approved VMI workout gear is mandatory.
7. Athletic shoes are required.
8. All weights and dumbbells are to be returned to proper racks.
9. Strength staff will monitor and control stereo system.
- 10. The Athletic strength staff will administer and supervise each workout session.**

ATHLETIC COUNCIL

The Athletic Council is an advisory body to the Superintendent. Its central purpose is to recommend policy in matters pertaining to VMI intercollegiate programs. The Athletic Council is composed of the following voting and non-voting members:

- Faculty Athletic Representative, who serves as chairman (voting member)
- Commandant of the Cadets (voting member)
- Senior Woman Administrator (voting member)
- Physical Education Department Representative (voting member)
- Two cadets (voting members)
- Two Alumni Association Representatives (voting members)
- Three members of the faculty (voting members)
- Director of Intercollegiate Athletics (non-voting member)
- Director of Cadet Affairs (voting member)
- Keydet Club Representative (non-voting member)
- VMI Foundation Representative (non-voting member)

The chairman is appointed by and serves at the pleasure of the Superintendent; other faculty members, nominated by the Dean of Faculty, serve a three-year term, once renewable, on a staggered basis, with two terms being the limit of service.

The Superintendent appoints the alumni representatives after being recommended to him by the President of the Alumni Association and serve for three years. They may be reappointed for a second term upon recommendation of the President of the Alumni Association, with two terms being the limit of service.

The two cadet representatives will include one first classman who is the Regimental S-6, and one-second classman chosen by the Regimental S-6.

Athletic Council Functions

- Review the budget of the Office of the Director of Intercollegiate Athletics (ODIA).
- Evaluate special fund-raising proposals of the DIA.
- Review audits and fiscal reports of the ODIA by internal and external agencies.
- Review proposed schedules for revenue sports. (FB; BKB).
- Evaluate proposed goals and objectives of the intercollegiate athletic programs.
- Provide guidance as to the number of intercollegiate athletic programs, priority of sports programs, level of participation and appropriate conversions of club sports to varsity sports and vice versa.
- Monitor institutional procedures for compliance within NCAA and conference regulations.
- Review major pending NCAA and Conference legislative proposals and regulations.
- Review VMI Athletic Regulations and recommended changes.
- Review academic/leadership performance standards of VMI athletics.
- Review with DIA, and counsels on proposals for admission prices for all athletic events.

- Monitors the progress made on implementing recommendations contained in self-studies or reports, e.g., as specified by the Superintendent or as a result of the NCAA certification process.

Serves as forum for discussion.

- Assists cadet-athletes with their applications for conference and NCAA postgraduate scholarships.
- Participate in the selection of cadets for end-of-year athletic awards.
- A subcommittee, selected by the Chair, reviews nominations and selects the recipient of the Distinguished Coaching Award.
- Sounding board for DIA

POLICIES AND PROCEDURES

EXIT INTERVIEWS

Per NCAA requirements the VMI Athletic Department administrative personnel, excluding coaching staff members, shall conduct annual exit interviews for each intercollegiate sport with a sample of cadet-athletes whose eligibility has expired. Exit interviews will include questions regarding the value of the cadet-athletes' athletics experiences, time demands encountered by the cadet-athletes, proposed changes in the athletic department and concerns related to the administration of the cadet-athletes' sports. The VMI Athletic Department reserves the right to conduct exit interviews with cadet-athletes that have eligibility remaining in their respective sport as well if so desired.

SEXUAL HARASSMENT POLICY

Sexual harassment of cadet-athletes by any employee of VMI, any member in the Corps of Cadets or others on Post will not be tolerated under any conditions. Any behavior that either implicitly or explicitly suggests unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature, regardless of where such conduct might occur, is not acceptable within the department of athletics.

Conduct in violation of this policy will not be tolerated at the Virginia Military Institute and should be reported promptly. Any individual receiving a report of a violation of this policy will forward such report to the Training and Investigations Office within 48 hours of receipt.

VMI strongly encourages all reports of sexual harassment to be made through the individual's chain of command. If that is not possible or desirable, then reports may also be made through cadet, faculty, staff and employee reporting contacts, directly to the Training and Investigations Officers or to the Superintendent.

GRIEVANCE POLICY

An NCAA cadet-athlete who has a complaint against a member of the VMI coaching staff, Athletic Director, or any member of the Athletic Department which cannot be resolved by the Athletic Department, is entitled to bring the grievance before VMI's Athletic Appeal and Grievance Committee.

TRANSER RELEASE

If a cadet-athlete wishes to transfer to another 4-year collegiate institution, the VMI Director of Athletics must grant permission and issue a transfer release form prior to the cadet making contact with another collegiate institution. If the Athletic Director does not grant a release, you have the right to a hearing under NCAA Bylaw 13.1.1.3.1.

PROCEDURE for GRIEVANCES and ATHLETIC APPEALS

If a cadet-athlete wishes to pursue a grievance or appeal the decision of the Athletic Director regarding transfer to another collegiate institution, the procedure is as follows:

(1) Written notification must be submitted by the cadet-athlete to the Faculty Athletic Representative (FAR) within 15 business days of the grievance or receipt of written notification from the Athletic Director on the transfer issue.

(2) Each year the Chief of Staff will select a standing committee of five faculty and staff members who are not on the Athletic Council or members of the athletic department. From the five, the Chief of Staff will select three to hear the grievance or appeal within three business days of the FAR's receipt of the written request for review. The FAR will conduct the meetings, but does not have a vote in the decision.

(3) The Athletic Appeal and Grievance Committee will receive an educational briefing by the Compliance Director prior to conducting a hearing.

(4) The committee will convene and hold a hearing within ten business days. It will permit the Athletic Director and the cadet-athlete to appear in person before the committee. The committee will consider any written submissions that the Athletic Director and the cadet-athlete might offer. In addition, the committee may call any person it believes has information or knowledge that could assist with its consideration of the grievance or appeal.

(5) The committee will reach a decision by a majority vote and shall communicate the decision in writing to the cadet-athlete within ten business days of the hearing.

(6) Decisions resulting from these hearings may be appealed to the Superintendent, whose decision is final.

ATHLETIC AWARDS

Monograms

Monograms will reflect significant contributions to the respective teams and are awarded to individual team members, cadet managers, and trainers approved by the Athletic Director based on recommendations of the head coach.

The initial award to an individual cadet is to be the official VMI monogram furnished on the official white sweater by the ODIA. A certificate is furnished with an additional small monogram to be worn on the duty jacket. Fourth classmen should be authorized to wear the monogram when issued. Subsequent awards to monogram holders are certificates, which indicate that the recipients have earned additional monograms.

Eligibility for monogram awards is determined as follows:

Team members. The specific requirements are based on discretion of coach.

Managers. Managers in each sport are eligible for monograms at the discretion of the head coach, and with the approval of the DIA.

Trainers. Cadet trainers are eligible for monograms at the discretion of the head trainer, and with the approval of the DIA.

Special awards

The Intercollegiate Athletic Awards (2). Silver bowls awarded for all-round excellence in intercollegiate athletics

The Frank Summers Team Leadership Award. Plaque awarded to the outstanding team leader

The Almond Award. Silver tray awarded to member of the graduating class who has made an outstanding contribution to intercollegiate athletics while distinguishing himself/herself through academic achievements and soldierly bearing and aptitude

The Henry Fairfax Ayres Medal. Medal awarded to the most valuable football player in the first class

The Henry Johnson Award. Jefferson Cup & \$200 to the outstanding team manager

The Harden Massie Track Award. Silver tray to the track & field athlete best exemplifying the spirit of VMI.

Appropriate awards (monogram clock) approved by the Athletic Council, to reward athletes who have earned three or four monograms in a single sport or trainers who have

earned three monograms (designated three-year and four-year award, respectively) may be awarded after their final year of eligibility.
Special awards may be authorized by the Athletic Council.

Team banquets

Banquets will be the responsibility of the individual team's budget. In the event of a conference championship the ODIA may choose to make special awards.

Selection Procedure for the Distinguished Coaching Award

Nominations will be screened by a subcommittee of the Athletic Council selected by the Chair of the Athletic Council. The subcommittee will usually include the Chair of Athletic Council, The Commandant, The Athletic Director, and at least one other member of the Athletic Council. The subcommittee will select the recipient of the award and its formal presentation will be made at the Institute Awards Convocation.

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 23)

23 August 2010

VMI Driver Qualification and Vehicle Use Policy

1. **PURPOSE:** This document establishes the policies and procedures for faculty, staff, and cadets operating VMI owned (including the Gem Electric vehicles), leased (from the Commonwealth of Virginia), and rented (from a commercial source) vehicles (hereafter called VMI vehicles). It also provides guidelines for driver training and testing and guidance on the use of VMI vehicles, and establishes the proper procedures for reserving state vehicles through the VMI Physical Plant.

2. **BACKGROUND:** Vehicle operation and transportation are critical parts of everyone's life. Failure to follow standard operating procedures by a driver can result in disruption of lives, and possible monetary loss. Each vehicle in the VMI vehicle pool has unique driving characteristics. All take some "getting used to" when driving them for the first time. Some types of vehicles typically used at VMI (particularly large vans), can be a radical change from what the driver is ordinarily accustomed to driving. Use of VMI vehicles must follow laws developed by regulatory agencies, guidelines suggested by insurance carriers and policies issued by VMI. These policies are designed to facilitate the safe operation of VMI vehicles.

3. **AUTHORITY:** A. The Director of Auxiliary Services, in his roles as the VMI Risk Manager and Transportation Officer, has the authority to determine who shall be placed on the VMI list of persons authorized to operate a VMI vehicle.

B. The Post Engineer, in his role as the Director of the VMI Physical Plant, has the responsibility to ensure the proper dispatch of state vehicles to authorized VMI drivers.

C. The Chief of Police is responsible for providing the requisite training and testing of VMI drivers for oversize vehicles (12 or more passengers).

4. **DRIVER TRAINING AND AUTHORIZATION TO OPERATE POLICY:** All operators of VMI vehicles must have a valid state driver's license.

A. To be placed on the list of authorized VMI drivers, an individual (faculty, staff, or cadet) must apply to be a VMI Driver (see Attachment A). For cadets, the application must be signed by the sponsoring VMI agency. The application requires the individual to attach a photocopy of his/her driver's license. VMI Police will review the application and forward to the Office of Auxiliary Services for review and disposition.

B. Anyone wishing to drive a VMI vehicle (12 passenger or larger) must take and pass a Driver Road Familiarization course. The test will be conducted by the VMI Police Department at scheduled times throughout the year. The Office of Auxiliary Services will maintain and publish the approved drivers list. The approved list will indicate those drivers approved to drive automobiles / mini-vans (less than 12 passengers) and those road tested and approved to drive vans of 12 passengers or larger.

C. All drivers on official Institute travel who rent vehicles from commercial vendors are required to comply with the qualification provisions of this General Order. Cadet drivers of rental vehicles must be at least 21 years old (in accordance with State rental contracts). The age requirements for some rental companies may be older.

D. To remain on the drivers list, cadets must complete a new application annually indicating changes to his or her driving record. VMI employees will only be required to complete a new application if there is a significant change in status to their driving record. The driver's road-testing program does not have to be repeated annually. Individuals with driving record changes may be required to take a "Coaching the Driver I" classroom training course and the road test as refresher training on a case by case basis.

E. Rats will not be authorized to drive VMI vehicles until the end of the rat line.

5. VEHICLE OPERATION POLICIES:

A. Only drivers on the authorized drivers list will be allowed to drive VMI vehicles. VMI faculty and staff will ensure that they only approve requests to use VMI vehicles from authorized cadet drivers.

B. At the time a VMI vehicle is checked out from the Motor Pool or a commercial vendor by an authorized driver, the Pre-Trip Vehicle Inspection Checklist (PT Form 32, see Attachment B) will be completed. The driver will document any deficiencies on the form. The attendant signing out the vehicle will familiarize the driver with the location of the controls and switches. The attendant will also demonstrate how to adjust the seat and mirrors and observe the driver making the necessary adjustments. The driver will complete the form and record the ending mileage.

C. Only vehicles with a passenger capacity of 12 or less will be used for VMI travel. All passengers must wear a seatbelt at all times. The driver will not drive the vehicle until all passengers are properly belted. At no time will a driver operate a vehicle with more passengers than authorized seats and belts in the vehicle.

D. Legal Responsibilities: Drivers of VMI vehicles are responsible for the following: a. Operate the vehicle in compliance with applicable Motor Vehicle Laws and in a manner that will not bring discredit upon the Institute.

b. Use the vehicle only for the time requested. Notify the dispatcher of any changes.

c. Operate and secure the vehicle in a safe manner. Secure the vehicle until it is returned to the Motor Pool. Damage to the vehicle from negligence or abuse is the responsibility of the operator and costs for the repairs will be assigned to the operator. Cleanliness of the interior of the vehicle is the responsibility of the operator.

d. Limit passengers to those authorized to be transported in VMI vehicles. In general, authorized passengers are those affiliated with the Institute or are involved with the purpose for which the vehicle has been requested (official business of the Institute – vehicles may not be used for personal business).

e. At no time will the driver of a VMI vehicle allow passengers to ride in the bed of a truck.

f. Do not pick up hitchhikers.

g. Do not permit anyone but authorized drivers to operate the vehicles.

h. Report any difficulties or vehicle defects to the Motor Pool on the trip ticket.

i. Return the vehicle to the Motor Pool as soon as possible upon completion of the trip.

E. Accident Procedures and Reports: In the event of an accident with a VMI vehicle, regardless of the extent of the damages, the Virginia State Police if in the State of Virginia must be called to investigate the accident. If out-of-state, call the nearest law enforcement agency to report the accident. If there are injuries or the vehicle is disabled a call must be made to notify the Institute as soon as possible safely. If involved in an accident and able to do so, accomplish the following: a. Call emergency aid in the event of an injury.

b. Render all possible aid to those injured.

c. Do not move vehicle unless it is in a hazardous position or to release an injured person unless told to do so by competent authority (a policeman or 911 police dispatcher).

d. Direct traffic to prevent other accidents, only if it is safe to do so.

e. Obtain the license number, name, and operator's license number of any other drivers involved in the accident; the names and addresses of any eyewitnesses.

f. Do not give any statement other than name and license number, or data required for the police report. VMI insurance information is located in the vehicle's glove box. Render all possible assistance to police investigators. Leave the scene of the accident **only** after State Police permission has been given.

g. Ascertain from the State Police the location of your vehicle if it is towed away. Determine the extent of damage and include this information in your report of the accident to the VMI Police.

h. Report immediately to the VMI Police upon your return to VMI for assistance in completing proper Division of Motor Vehicle forms. A report of the accident must be submitted in writing by the driver and the Officer in Charge within 24 hours of return to Post. The accident forms and statements must be submitted to the Office of Auxiliary Services for State insurance purposes. Auxiliary Services will submit the proper paperwork to the Office of Risk management in Richmond for claim consideration.

F. Injuries to Cadets: In the event that cadets are involved in the accident and have been evacuated to a hospital, the person in charge will proceed to the hospital and ascertain the extent of their injuries. Call the VMI Guard Room collect (540-464-7294). Inform the cadet who answers that this is an emergency and to inform the Officer-In-Charge or the Commandant's Office immediately. Give all available details of the accident—names of persons involved, extent of known injuries, name and location of the hospital and telephone numbers where you can be reached. Remain at the hospital until it has been determined that all possible assistance has been rendered to the injured cadets, the hospital staff, and the police authorities. Inform the guardroom when you leave the hospital.

G. Procedures for Reserving and Picking Up Vehicles:

a. Process for Reserving a Vehicle: 1. Contact the VMI Physical Plant at p2vehiclereservation@vmi.edu or 540-464-7255 to reserve a vehicle. If a vehicle is available, please submit within two (2) business days, the travel authorization form found at <http://www.vmi.edu/travelauthorization>

2. The official request for vehicle use shall be part of the Authorization for Institute Travel.

b. Picking Up Vehicle Keys and Trip Form 1. The Trip Form and keys will be picked up at the VMI Physical Plant Administration office on the date requested. The VMI Physical Plant hours of operation are 0730 hrs to 1600 hrs Monday - Friday. If you leave your personal vehicle at the VMI Physical Plant, please secure it in one of the VMI parking spaces in front of Hinty Hall.

2. The driver of the vehicle is responsible for recording the odometer reading and performing a vehicle walk around and annotating the condition of the vehicle prior to departure.

3. If leaving before normal work hours, please coordinate with the VMI Physical Plant Administration office to pick up keys based on availability of reserved vehicle.

H. Procedures for Returning a Vehicle: All VMI vehicles will be returned to the VMI Physical Plant facility (Hinty Hall) at Lackey Park (see attached directions). (You should notrefuel the vehicle before dropping off. The motor pool staff will refuel at Physical Plant with fuel purchased at the state discounted rate.) a. Drop Off During Work Hours i. When your trip is complete, return the vehicle to one of the parking spaces in front of Hinty Hall.

ii. Complete the Trip Form to include ending odometer reading.

iii. Remove all personal items from the vehicle and remove trash [receptacle located by the key drop box].

iv. Take trip form and keys to VMI Physical Plant Administration office inside main entrance.

v. The Motor Pool staff will pick up the keys and trip form, inspect and clean the vehicle.

b. Drop Off After Hours i. When your trip is complete, return the vehicle to one of the parking spaces in front of Hinty Hall.

ii. Complete the Trip Form to include ending odometer reading.

iii. Remove all personal items from the vehicle and remove trash [receptacle located by the key drop box].

iv. Place keys and trip form in the drop box located adjacent to the parking spaces in front of Hinty Hall.

v. The Motor Pool staff will pick up the keys and trip form the next day and inspect and clean the vehicle.

I. After Hours Use, Emergency and Weekend: If the need to use a vehicle occurs on a weekend or is an emergency situation, please follow these procedures: a. Contact VMI Police at 463-9177 to meet you at the VMI Physical Plant Facility (Hinty Hall).

b. VMI Police will determine if vehicle(s) are available and sign out accordingly. If a vehicle is available, the appropriate trip form will be filled out at that time. VMI Police will also have the ability to access the fuel pumps located in the VMI Physical Plant compound so that vehicles can be fueled before departure.

c. When the trip is complete, please follow the drop off procedures described in Section H.

J. Vehicle Condition at Turn-in: Please return the vehicle in the condition you receive it. If a vehicle is returned with evidence of neglect or abuse, a fee of \$50 will be charged to the applicable Department to restore the vehicle to the original condition.

K. Cancelling a Reserved Vehicle: If you have a reservation and determine the vehicle is not needed, please contact VMI Physical Plant as soon as possible. This will help to

support other department requests. If a reservation is not cancelled, the Post Engineer will notify the Deputy Superintendent for Finance, Administration, and Support.

L. Vehicle Maintenance: The operator is provided with a courtesy card (**for emergency use only**) to purchase gasoline, oil, tires, and parts at Virginia Department of Highway Shops as well as a commercial credit card. Gasoline, oil, tires, and batteries may be purchased from commercial stations with the commercial credit card, if the vehicle cannot be serviced at VMI or at the Department of Highway Shops and if an emergency exists. If serious mechanical problems exist with the vehicle, contact the VMI Motor Pool for instructions (540-464-7357).

M. Traffic and Parking Violations: The operator of a VMI vehicle is personally responsible for all traffic and parking violations while the car is assigned to him. The Institute will not assume the responsibility or make reimbursements for violations, fines, or penalties.

N. Cadet Use of Vehicles: a. **Cadets may not operate a VMI vehicle without a faculty or staff representative present unless specifically authorized by permit and a properly approved travel voucher.** Permits must have endorsement of the department responsible for the group, and must be submitted at least three days in advance. Cadets driving VMI vehicles outside the local Lexington area must be accompanied by a faculty or staff member. If traveling in a number of vehicles, they must travel in a convoy with at least one faculty or staff member in the last vehicle. **Exceptions to this policy must be submitted to Director of Auxiliary Services for recommendation and will be approved by the Deputy Superintendent Finance, Administration, & Support.**

b. The duties of faculty or staff representatives accompanying cadet groups are: i. Complete and furnish all documentation for approval to utilize Motor Pool or rental vehicles.

ii. Ascertain that all cadet drivers and alternates are on the approved drivers list, and that eligible drivers possess a valid operator's license.

iii. Accompany cadets en route to and from destination when appropriate.

iv. Ensure that when traveling in more than one vehicle, cadets driving other vehicles will travel in convoy fashion. If one vehicle stops, all vehicles stop as soon as conditions are safe to do so.

v. Determine that the vehicle load will not exceed the load prescribed by law.

vi. Designate points outside of town or city as re-assembly areas in the event that vehicles are separated by traffic.

vii. Drivers must stop and rest after driving eight hours. There will be a ten hour rest period between driving duty when trip length is more than eight hours.

O. Use of Gem Electric Vehicles:

- a. Gem Electric vehicles are work vehicles for use by the VMI Staff in the performance of daily tasks of the Institute such as mail pick up and delivery, inventory transport, computer pick up and delivery, and inter office coordination.
- b. Drivers of these vehicles will wear seat belts at all times. At no time will the vehicles be driven at speeds greater than 25 MPH. Drivers will obey posted speed limits. Vehicle headlights will be used during any time of reduced visibility. The Gem Electric vehicles are extremely quiet; drivers must be aware pedestrians may not hear their approach and must anticipate pedestrian actions and react with caution.
- c. The Gem vehicles may be operated on State roads in the City of Lexington while on VMI business. Gem vehicles can be driven on grass areas of Post in the accomplishment of their mission. They may park in service vehicle parking areas as well as stop in accordance with mission requirements to make deliveries next to yellow curbs as required. Gem vehicle drivers must not obstruct either foot or other vehicle traffic.

FOR THE SUPERINTENDENT:

Jeffrey H. Curtis

Colonel, USAF (Ret.)

Chief of Staff

DIST: E, Cadets

Attachments

OPR: Auxiliary Services, VMI Police, Physical Plant

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 24)

13 September 2011

VMI Motor Vehicle Policy

1. Purpose

This policy provides guidance to all operators of motor vehicles on the Post of the Virginia Military Institute. Contained herein are the requirements for registration of vehicles on Post, parking rules and moving traffic violation instructions.

2. Authorized Vehicles on Post

All VMI employees and authorized cadets of the Virginia Military Institute, subject to certain restrictions outlined herein, are permitted to possess and operate motor vehicles at the Virginia Military Institute during the academic year. Due to construction projects anticipated during each academic year, some parking areas may not be fully available. Full cooperation of all drivers will be important, and the Institute discourages the operation and possession of motor vehicles on Post unless absolutely necessary.

3. Vehicle Registration

A. All cadets (designated First Classmen and drilling reservists of other classes) authorized to maintain a vehicle on Post, must register motor vehicles (including motorcycles and motorbikes) which are to be operated and/or possessed in the City of Lexington, Rockbridge County as well as on Post with the VMI Police.

B. All employees, contractors, and vendors operating vehicles on Post on a frequent basis must register those vehicles with the Post Police.

C. If a motor vehicle is replaced or if a new license number is obtained, cadets and employees are required to notify the Post Police within ten working days of the change; violations will be interpreted in accord with rules involving unregistered vehicles. Only motor vehicles, except those belonging to cadets, which have been properly registered and provided with the appropriate identifying sticker will be permitted to park in designated VMI parking areas during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

D. All cadets authorized to have a motor vehicle will park in designated cadet parking areas and are required to pay a registration fee of \$30 per academic year. Authorized cadets will register their vehicles each academic year and display only the current year decal. Authorized cadets will also be issued a hang tag through the Commandant's Office which authorizes utilization of the designated permanent cadet parking spaces on Post and in the remote parking area(s). The

Commandant's Office in coordination with the cadets will establish protocols for the issuance and governance of hang tags.

E. There is no guarantee of the availability of parking spaces in the designated areas. A registration fee purchases a privilege only, not a right to a space. Parking in all areas is on a first-come, first-served basis.

F. Overflow parking for VMI employees during regular business hours is available in the Clarkson-McKenna Parking Lot and additional parking could be available along Main Street and around the Parade Ground. Motor vehicle registrants will be issued numbered permits (decals) for identification purposes.

G. VMI employee vehicle registration will remain valid until vehicle decal color changes due to administrative needs, the vehicle is sold or the VMI employee leaves the Institute.

H. Vehicle decals are to be displayed in the lower left hand corner of the rear window, where possible.

I. Vehicle registration can be completed by filling out a registration form and submitting this to the VMI Police. The VMI Police will issue a parking decal for all registered vehicles. The Parking Registration Form is also available online at <http://www.vmi.edu/WorkArea/DownloadAsset.aspx?id=5943>.

4. Parking Regulations

A. Post parking areas are reserved for vehicles with the appropriate parking decal between the hours of 8:00 AM and 5:00 PM, Monday through Friday, during the academic year, including all examination and vacation periods. Areas designated for cadet parking will be reserved for long term 24 hour parking. The cadet parking areas will be limited to those areas identified by the Institute on Post and at remote locations off Post. The identified cadet parking areas have been coordinated with local governmental bodies to protect cadet vehicles as well as preserve parking areas around VMI for local residents and their guests. The Institute reserves the right to change or restrict parking areas due to construction or other reasons.

B. No person may stop, park, or permit a vehicle to stand unattended in any of the following places (without the required authority):

1. A designated loading zone, unless vehicle is being loaded or unloaded;
 2. On a sidewalk;
 3. In a crosswalk;
 4. In a restricted area so designated by sign, yellow lines or yellow curbs;
 5. Blocking an intersection;
 6. Within a fire lane;
 7. Within 15 feet of a fire hydrant;
 8. Within 30 feet of a Stop sign;
 9. In an area designated for Handicap parking;
 10. In an area designated for specific permit use;
 11. In grass areas or other areas not designated for parking;
 12. In excess of the designated time limit in time restricted spaces.
- C. All cadets must park their vehicles in the designated cadet parking areas. No other area on Post is authorized for cadet parking. Route 11 is not an authorized parking location.
- D. All VMI employees and cadet vehicles are prohibited from parking in the following areas between the hours of 8:00 AM and 5:00 PM, Monday through Friday and Saturday from 8 a.m. until noon:
1. Designated Admissions Visitor Spaces
 2. Designated Protocol Visitor Spaces
 3. Designated Smith Hall Visitor Spaces
 4. Designated Hospital Spaces
 5. Designated Service Vehicle/Delivery Spaces.
- E. Parking is not permitted at any time in the following locations:
1. Letcher Avenue from Virginia Mourning Her Dead - North to Main Street (with the exception of the small number of designated spaces in front of Scott Shipp Hall);
 2. In parking areas designated for residential parking for Post quarters residents.
- F. Parking for events on the Parade Ground will be limited due to weather conditions. A decision on Parade Ground parking will be made on the day of the event.
- G. Tailgating on the Parade Ground will be allowed prior to and following football games under the following restrictions:
1. The erection of tents and tailgating will only be allowed around the perimeters of the general Parade Ground parking area. The parking attendant will direct each vehicle to a parking area;
 2. No alcohol is allowed on the Parade Ground;

3. No tents can be erected or spaces saved prior to the opening of the Parade Ground on the day of the event. Vehicles on the Parade Ground prior to the official opening of the area for parking will be cited for obstructing traffic and towed at the owner's expense;
4. No large tents or tarps (larger than 10'x10') can be erected on the Parade Ground without prior approval of the VMI Physical Plant Department. A written request must be submitted one month before the date requested. On football game days, prior permission is not needed, however the size of the tent/tarp cannot exceed the 10' x 10' dimension;
5. Cadets will not park on the Parade Ground.

H. Loading and unloading of service vehicles will be limited to those parking areas designated and marked for service vehicle parking only. Use of cones does not authorize parking in unauthorized locations.

I. Loading and unloading of cadet vehicles will be limited to the painted area along the Washington Arch side of barracks and will be limited to 10 minutes. On selected high volume arrival or departure days, such as Matriculation, Old Corps return dates, etc. the bollards will be removed to permit unloading/loading in front of barracks. The Commandant of Cadets may publish further instructions for parking around barracks to handle these particular high volume dates. Parking along Letcher Avenue on the Washington Arch side is not permitted as it impedes traffic.

5. Enforcement and Penalties

A. The enforcement of these regulations is the responsibility of the Chief of VMI Police, with assistance from the Commandant of Cadets, Post Engineer for the Physical Plant and the Director of Construction.

B. Violation for parking in other than those designated locations for the vehicle will result in a fine of \$15 for the first offense. Subsequent offenses will result in a fine of \$15 and the vehicle may be towed at the owner's expense. Failure to register a vehicle in the required time, operating an unregistered vehicle in the City of Lexington or Rockbridge County, or parking an unregistered vehicle on the VMI Post will result in a fine of \$50 and the vehicle may be towed. Violation for unauthorized parking in designated HANDICAPPED spaces will result in a fine of \$100 and the vehicle will be towed at the owner's expense. Parking next to a fire hydrant will carry a \$25 fine and the vehicle will be towed. Obstructing traffic will result in a \$25 fine. All other violations will result in a \$15 fine and the vehicle may be towed at the owner's expense.

C. The person under whose name a vehicle is registered is responsible for parking violations involving such vehicle, although another person may have been operating the vehicle at the time of the violation.

D. Lack of availability of a designated parking space is not an excuse for violating parking rules and regulations. Violators of these regulations will be subject to having their vehicles towed, with the costs of towing paid by the violators. When a vehicle is towed the owner is subject to both the towing fee and the parking fine. Once the tow truck is called the individual driving the vehicle concerned will be charged the full tow fee.

E. Parking fines are considered financial obligations due the Virginia Military Institute. Payment of the fine can be in person at the Comptroller's office on the third floor of Smith Hall, or by mail to:

Comptroller's Office
Virginia Military Institute
Lexington, Virginia 24450

Note: All checks should be made out to the VMI Treasurer with a copy of the ticket attached. If fines are not paid within the designated period of ten days, the obligation will be included in the next normal VMI billing to the person registered to park the vehicle. Failure to pay the assessed fine in the ten day period results in the fine amount being doubled. Requests for transcripts and other certifications of attendance will not be honored until all financial obligations are satisfied. In addition, cadets with unpaid obligations will not be permitted to register for the next semester of any academic year.

F. Operators of motor vehicles upon the VMI Post shall not drive in a hazardous or careless manner. Individuals cited for moving vehicle violations could be subject to appearance at the date and time indicated on the Post Police issued ticket in the Combined Lexington/Rockbridge General District Court (20 South Randolph Street, Suite 200, Lexington, Virginia).

6. Appeals

A. Any parking violator who wishes to file an appeal of a parking citation may do so by filing a written notice of appeal to the VMI Comptroller. The appropriate forms are available on the VMI Police Department website. Written appeals apply only to parking violations. Parking Citation Appeal forms must be filed within ten days of receipt of the citation. No appeal will be considered until the appropriate fine has been paid.

B. All appeals will be decided by the VMI Traffic Appeals Committee based on the written information at hand. The VMI Traffic Appeals Committee will be composed of the VMI Comptroller (Chair); one faculty member (designated by the Office of the Deputy Superintendent Dean of the Faculty); one administrative staff member (designated by the Deputy Superintendent Finance, Administration and Support); one employee from the Department of Intercollegiate Athletics; two classified employees (Designated by the Director of Human Resources); and the Vice Presidents of the First and Second Classes in Barracks. The VMI Traffic Appeals Committee will meet once each month during the second week of the month at a location designated by the committee chair. The individual making an appeal will be notified of the VMI Traffic Appeals Committee decision in writing following the committee meeting in which the appeal was considered.

Statutory Authority

23-9.2:3 and 23-99

FOR THE SUPERINTENDENT:

Jeffrey H. Curtis

Colonel, U.S. Air Force (Ret.)

Chief of Staff

DIST: E, Cadets

OPR: VMI Police, VMI Comptroller, Post Engineer

ANNEX I, First Class Vehicle Parking Policy