

August 2007

Dear Student-Athlete:



On behalf of all those involved in University of Richmond athletics, it is my pleasure to welcome you as we begin the 2007-2008 academic year. I wish you only the best in all your endeavors in the months ahead, and we are proud to have you represent the athletics department.

The accompanying Student-Athlete Handbook has been developed to provide pertinent information that will be of benefit to you. Should you need any additional information or assistance, please do not hesitate to contact me or any member of our administrative staff.

The coming year is one of great promise, with more than 400 student-athletes continuing the many proud traditions of Spider athletics. I look forward to sharing the excitement that awaits you, your teammates and your coaches.

Director of Athletics

Best of luck to you.

Sincerely,

A handwritten signature in black ink that reads "Jim Miller".

Jim Miller
Director of Athletics

DEPARTMENT OF ATHLETICS MISSION STATEMENT

The mission of the University of Richmond Department of Athletics is to develop and maintain a Division I intercollegiate athletics program which attracts national recognition to the University by:

- exhibiting integrity and academic achievement at the highest level;
- consistently competing for conference championships and/or earning opportunities for NCAA championships; and
- providing a positive collegiate experience for its student-athletes.

ABOUT THE UNIVERSITY OF RICHMOND

“We want to be the best small private university we can be. We don’t try to do everything, but everything we do, we do extremely well. In the realm of achievement, Richmond promises much and delivers more.”

The University of Richmond is a dynamic university with a growing reputation. Nestled in suburban Richmond, the University is housed on a beautiful campus, just six miles from downtown. The campus and its surroundings offer many exciting opportunities to University of Richmond students, and we hope that you will take advantage of these opportunities during your time here as a Spider.

UNIVERSITY HISTORY

In 1832 the Virginia Baptist Education Society established the Virginia Baptist Seminary north of Richmond. In 1834 the seminary moved from its original location north of town to a building in the western part of the city, where it remained until the present location of the University of Richmond was occupied in 1914.

In 1840, the Society received a charter from the General Assembly of Virginia that transformed the seminary into Richmond College. By the mid 1840’s a full liberal arts curriculum was adopted at Richmond College, and the first Baccalaureate degree was awarded in 1849. Classes were suspended during the Civil War, and the campus buildings were used as a hospital for Confederate troops. Classes resumed in 1866 and have continued unabated since that time.

Women were first admitted to Richmond College in 1898, but when the land for the present campus was purchased in 1910 it was decided that a separate liberal arts college should be established at the site. Westhampton College was formed, and began operating as a separate college when the new campus opened in 1914. Richmond and Westhampton Colleges continued operating separately until the faculties of the two colleges were merged to form the Faculty of Arts and Sciences in 1975. The Faculty of Arts and Sciences was renamed the School of Arts and Sciences in 1991.

ACADEMIC STRUCTURE

The University of Richmond is divided into five academic schools: The School of Arts and Sciences, the Jepson School of Leadership Studies, the E. Claiborne Robins School of Business, the T. C. Williams School of Law, and the School of Continuing Studies. Undergraduate students may select from numerous majors offered by the School of Arts and Sciences, the Business School and the School of Leadership.

The University is also made up of two residential colleges: Richmond College for men and Westhampton College for women. This dual system, referred to as the coordinate system, provides expanded opportunities for men and women to be involved in leadership roles within student government.

LIFE AT THE UNIVERSITY OF RICHMOND

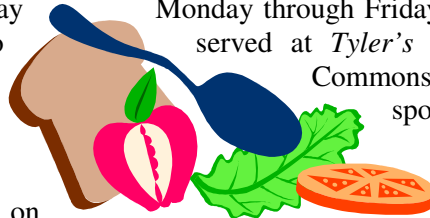
Housing

Approximately 95% of University of Richmond students live on campus. During their first two years, students generally live in the Residence Halls. As upperclassmen, however, most students choose to live in the University Forest Apartments. The apartments offer more spacious living quarters, kitchen, a living room, and a den.



Food Services

The main food service facility on campus is the Heilman Dining Center, located on Westhampton Lake. The “D-Hall” serves three meals a day Monday through Friday, and brunch and dinner on Saturday and Sunday. Meals are also served at *Tyler’s Grill*, a fast food type restaurant located in Tyler Haynes Commons. Also located in the Commons is *The Cellar*, a late night hot spot open Thursday through Saturday evenings.



All first and second year students living on campus must sign up for the University’s Spider Premium meal plan. The plan is good for all meals served on campus. The meal plan can also be used to purchase meals at *Tyler’s Grill*.

Heilman Dining Hall (D-Hall) Hours

Breakfast	7:15 am to 10:00 am (limited continuous service until 11am)
Lunch	11:00 am to 3:00 pm (limited continuous service until 4pm)
Brunch	10:30 am to 2:00 pm (Saturdays and Sundays)
Dinner	4:00 pm to 8:00 pm

Tyler’s Grill Hours

Monday – Friday	7:30am to 9:00 pm
Saturday	(CLOSED)
Sunday	4:00 pm to 9:00 pm

Libraries

Boatwright Memorial Library is the main University library. Located on the Richmond College side of Westhampton Lake, the library is not only a first class library, but it also provides many great areas to study independently as well as with others. There is also a music library located in Booker Hall and the law school library.



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CODE OF CONDUCT UNIVERSITY OF RICHMOND DEPARTMENT OF ATHLETICS

This Code of Conduct is divided into five sections. Section 1 provides an introductory statement. Section 2 articulates those principles that are applicable to all participants involved with intercollegiate athletics. Section 3 contains corollary principles specifically applicable to coaches and coaching staff (collectively "coaches"). Section 4 summarizes the obligations of University administrators and others who hold positions or serve on committees with responsibility for intercollegiate athletics and the conduct of their participants. Section 5 identifies those principles applicable to enforcement of this Code and other requirements applicable to participants in intercollegiate athletics.

1. Introduction

Intercollegiate athletics are a longstanding and integral part of the University of Richmond. Participants in the University's athletic programs--students, coaches, and other faculty and staff (collectively "participants")--are covered by the laws, regulations, policies, and procedures applicable to other members of the University community. In addition, these participants and the University itself are subject to a wide variety of requirements promulgated by the University of Richmond, the NCAA, the Atlantic 10 Conference and/or other applicable conferences, professional coaches' associations, sports' organizations, and applicable laws designed to protect student-athletes, ensure the integrity of the University's athletic programs, and promote fair competition. The University of Richmond is committed to full compliance with all of these requirements on and off the field and to the principle that all participants in intercollegiate athletics understand and comply with them.

The University's approach, however, reflects a deeper commitment to the spirit of fair, honest, skillful, and civil competition that these requirements are designed to facilitate. This Code states the fundamental principles for the conduct of all participants in intercollegiate athletics and for those members of the University community responsible for overseeing that conduct. This Code does not restate or replace the specific requirements to which participants in intercollegiate athletics are subject (i.e., team rules, Athletic Department rules and regulations). Nor does it replace or modify the rules and regulations which apply to the conduct of all students of the University of Richmond. Rather, it reaffirms the values that should permeate those programs, and seeks to remind all members of the University community that conduct inconsistent with those values is not appropriate and will not be tolerated.

2. Principles Applicable to all Participants

2.1. All participants shall treat others with dignity and respect. Participants shall behave according to the rules of their sport(s) and of the University, and shall not engage in conduct that

demeans, harasses, or threatens any person. This principle prohibits any participant at any time from physically or verbally abusing another person; from using profane language or vulgar gestures; from demeaning or belittling another person or making derogatory comments about his or her race, sex, religion, age, disability, national origin, or sexual orientation; and from engaging in conduct intended, or so reckless as to be likely, to cause harm to another.

2.2. All participants shall demonstrate honesty and integrity in their statements and actions. This not only requires participants to tell the truth, but also to avoid knowingly obscuring the truth by their actions or statements (such as giving incomplete answers or failing to give answers when required) and/or knowingly assisting any other person in a dishonest act or statement in connection with participation in intercollegiate athletics.

2.3. The conduct of all participants shall reflect the fact that intercollegiate athletics are first and foremost an educational experience. Coaches and student-athletes shall focus on developing skill, experience, and character. Student-athletes shall not allow their participation in intercollegiate athletics to interfere unnecessarily and/or inappropriately with their other educational activities, such as fulfilling course requirements.

2.4. The conduct of all participants shall reflect the fact that by virtue of their participation in intercollegiate athletics sponsored by the University of Richmond, they are representing the University. Accordingly, participants are expected to exhibit a high standard of behavior (on and off the field) to avoid conduct that is likely to appear improper.

2.5. All participants shall be aware of, understand, and comply fully with the requirements to which they are subject, including the principles in this Code; the policies of University of Richmond; the requirements of the NCAA, Atlantic 10 Conference, other sports and academic organizations; and applicable laws.

3. Corollary Principles Applicable to Coaches

All of the above principles apply to coaches because of their influential role in the lives and careers of student-athletes and the fact that they represent the University in dealing with student-athletes, opposing teams, officials, sports organizations, and the public.

3.1. All coaches shall treat others with dignity and respect.

3.1.1. Athletic programs by definition require coaches to interact physically and vigorously with student-athletes. As a result, latitude is given to defining appropriate behavior in the context of athletic training and competition. However, conduct that is verbally or physically threatening or abusive, belligerent, or harassing is never appropriate and is not acceptable.

3.1.2. Coaches shall not take advantage of their relationship with and influence over student-athletes for personal advantage. This principle not only prohibits financial and sexual relationships with student-athletes; it also requires coaches to avoid exercising undue influence or control over matters outside of the student-athlete's participation in athletic activities, such as social and extra-curricular activities and personal relationships.

3.1.3. Coaches, in consultation with athletic trainers and appropriate medical personnel, shall actively promote the good health and well-being of student-athletes. Coaches shall defer to the judgment of athletic trainers and other medical professionals regarding a student-athlete's ability to participate

(i.e., practice/competition) in any athletic activity and shall enforce the recommendations of athletic trainers and other medical advisors.

3.1.4. The obligation of coaches to treat others with dignity and respect is not limited to their interaction with student-athletes, but shall apply to their treatment of all other participants, including other students, coaches, faculty, staff, administrators; the athletes and personnel of other teams; officials and referees; members of the news media; and the public.

3.1.5. Coaches shall not in the performance of their duties by words or conduct manifest prejudice or bias based upon race, sex, religion, age, disability, national origin, or sexual orientation, and also shall not permit members of their staff or those under their direction to do so.

3.2. All coaches shall demonstrate honesty and integrity in their statements and actions. Coaches shall actively promote honesty and forthrightness among student-athletes, shall exhibit the highest standard of such behavior themselves, and shall take appropriate steps regarding (or report for enforcement) dishonest acts or statements.

3.3. The conduct of all coaches shall reflect the fact that intercollegiate athletics are first and foremost an educational experience.

3.3.1. Coaches shall promote and enforce policies and practices that support the academic success of all student-athletes and their progress toward graduation.

3.3.2. Coaches shall provide instruction in the requirements applicable to participants, including the principles in this Code; the policies of the University of Richmond; the requirements of the NCAA, Atlantic 10 Conference, and other sports and academic organizations.

3.3.3. Coaches shall provide instruction on the promotion of the safety, good health, and well-being of student-athletes.

3.3.4. Coaches shall conduct themselves so as to serve as role models and at all time exhibit the high standard of behavior required by this Code.

3.4. The conduct of all coaches shall reflect the fact that by virtue of their participation in intercollegiate athletics sponsored by University of Richmond, they are representing the University.

3.4.1. Coaches serve in a uniquely public role and therefore shall set high standards in their professional conduct. They shall conduct themselves so as to avoid conduct not only that is improper or inconsistent with their coaching responsibilities, but also that is likely to appear improper or inconsistent.

3.4.2. When speaking to the news media and in other public statements and settings, coaches are presumed to be spokespersons for the University; they shall conduct themselves with respect and dignity and shall refrain from using profane language or vulgar gestures, berating members of opposing teams or referees or other officials, or demeaning or belittling anyone or making derogatory comments about his or her race, sex, religion, age, disability, national origin, or sexual orientation.

3.4.3. If, in the context of public statements and settings, coaches wish to speak as private individuals, they shall make clear their intention to do so. When speaking as private individuals, coaches shall not use the University's name, logos or property without the permission of the University.

3.5. All coaches shall be aware of, understand, and comply fully with the requirements to which they are subject.

3.5.1. Coaches shall comply fully and in good faith with this Code and with other applicable requirements.

3.5.2. Coaches shall comply fully and in good faith with Department of Athletics' rules and policies, and with the instructions and reasonable and appropriate requests of Department of Athletics' personnel.

3.5.3. Coaches shall instruct members of their staffs and student-athletes in the requirements of this Code and other applicable requirements, including University policies on student athletics, conflict of interest, and use of University resources.

3.5.4. Coaches shall participate actively in monitoring compliance with this Code and other applicable requirements; cooperate fully in their enforcement; guarantee University and Department of Athletics personnel responsible for monitoring compliance with this Code and other applicable requirements access to practices, locker rooms, and training facilities; and take the appropriate steps regarding (or report for enforcement) acts that violate this Code or other applicable requirements.

3.5.5. Coaches may establish team policies, provided they are consistent with this Code and with other applicable requirements. Team policies shall be in writing, approved by the Director of Athletics, and shall be provided to each member of a team by the first day of practice or immediately upon a member's joining the team.

3.5.6. Coaches shall conduct themselves fairly and shall not show preferential treatment in the enforcement of student athletic rules.

4. Additional Principles Applicable to Administrators

University administrators, faculty, and employees who hold positions or serve on committees with responsibility for intercollegiate athletics and the conduct of their participants, bear significant responsibility for ensuring the vigorous, timely, and fair enforcement of the principles contained in this Code and the other requirements to which participants are subject, and an atmosphere conducive to full compliance and effective enforcement. These responsibilities are in addition to the many others they have concerning the operation of intercollegiate athletics.

4.1. These responsibilities include:

4.1.1. Ensuring the integrity of intercollegiate athletics, compliance with this Code and applicable requirements, and public confidence in the integrity and compliance of all participants in those programs.

4.1.2. Protecting the welfare of all participants in intercollegiate athletics.

4.1.3. Informing and educating all participants in intercollegiate athletics of their rights and responsibilities; the requirements to which they are subject as participants; the potential sanctions for failure to comply with those requirements; procedures for monitoring, enforcing, and reporting noncompliance; and the resources available to participants to facilitate their knowledge, compliance, and the protection of their rights.

4.1.4. Ensuring that there is a clear chain of responsibility for monitoring compliance with this Code and other applicable requirements, reporting noncompliance, and enforcing this Code and other applicable requirements.

4.1.5. Monitoring compliance with and enforcement of this Code and other applicable requirements to ensure a high level of compliance, timeliness and fairness in enforcement, and the protection of participants' rights.

4.2. While the ultimate responsibility for ensuring the completion of all of these activities rests with the President and the Trustees of the University of Richmond, it is important that responsibility for day-to-day implementation of these tasks be clearly assigned to specific staff, that a clear chain of responsibility exists, that the staff in that chain carry out their duties fully, and that all participants in intercollegiate athletics understand and follow that chain of responsibility.

5. Principles Concerning Enforcement

The principles in this Code serve the interests of all participants in intercollegiate athletics and of the broader University community. It is therefore in the interest of all participants to comply fully with this Code and other requirements applicable to intercollegiate athletics, and to encourage other participants to comply fully. The University expects that all participants will comply. Nevertheless, the quality of any code of conduct is no greater than the means through which it is enforced. The purpose of enforcement is not the detection and punishment of noncompliance for its own sake, but rather to facilitate compliance with this Code and applicable requirements by all participants.

Violations of this Code shall be reported to the appropriate supervisor and to the Director of Athletics. Violations may also be reported to the President or Faculty Athletics Representative, if appropriate. Disciplinary action shall be handled by the President or Director of Athletics (or their delegates) and in all instances, enforcement shall be timely, fair, consistent, and appropriate.

UNIVERSITY OF RICHMOND DEPARTMENT OF ATHLETICS GENERAL POLICIES AND PERFORMANCE EXPECTATIONS FOR STUDENT-ATHLETES

Introduction/Mission Statement

The mission of the University of Richmond Department of Athletics is to develop and maintain a Division I intercollegiate athletic program which attracts national recognition to the University by:

- Exhibiting integrity and academic achievement at the highest level;
- Consistently competing for conference championships and/or earning opportunities for NCAA championships; and
- Providing a positive collegiate experience for its student-athletes.

In order to assist our student-athletes and sport programs meet the goals and objectives of our Mission Statement, the Department of Athletics has adopted General Policies and Performance Expectations for Student-Athletes. These expectations include standards for conduct, health and fitness.

In addition, all student-athletes are expected to abide by the University of Richmond Department of Athletics Code of Conduct, the rules and regulations specified by each Head Coach, all other University policies and the rules and regulations of the National Collegiate Athletic Association (NCAA), and the Atlantic 10 Conference (A-10). Student-athletes who violate these policies and/or engage in conduct determined to be inappropriate or detrimental to the University are subject to disciplinary action by the Head Coach, Sport Administrator and/or Director of Athletics.

Academic Expectations

The Department of Athletics makes every effort to foster the intellectual development and graduation of its student-athletes. While several levels of support exist at the University of Richmond, ultimately, responsibility for success rests with the student-athlete. As a result, each student-athlete is expected to:

- Set a primary goal of obtaining a degree within four years.
- Seek assistance from the course instructor and University support programs when academic difficulties occur.
- Attend and be prepared for every class except for excused absences.
- Attend study tables, tutorial, counseling, and advising sessions as scheduled.
- Meet regularly with University academic advisor and the academic support staff.
- Adhere to the University's policy regarding academic integrity and the honor code.
- Maintain full-time academic status per NCAA University standards.
- Make academic progress per NCAA and University standards.
- Participate in diagnostic testing as requested by the academic support program.
- Accept responsibility for maintaining athletic and academic eligibility.

Sportsmanship

Student-athletes are responsible for behaving with dignity and shall conduct themselves with honesty and good sportsmanship during games and competition. Behavior at all times must reflect the high standards of honor and dignity that should characterize participation in competitive intercollegiate sports. Student-athletes shall conduct themselves in a manner reflecting positively on the reputation of University of Richmond both on and off the “field of play,” in pre-game and post-game comments to media, and when traveling and participating at other institutions.

Student-athletes should always maintain an attitude of respect toward our opponents. As models of good sportsmanship, University of Richmond student-athletes should look for ways to encourage and appreciate quality play and effort, regardless of whether it is exhibited by a teammate or an opponent. While intense and emotional game action and conduct are certainly a reasonable part of intercollegiate sports contests, the intent of our student-athletes should never be to demean the opponent.

To that end, our student-athletes are expressly prohibited from engaging in the following behavior at any University of Richmond sporting events:

- Fighting opponents, fans, or officials.
- Taunting opponents.
- Exhibiting intolerance for any race, sex, religion, age, disability, national origin, or sexual orientation.
- Celebrating inappropriately with the intent to demean opponents.
- Showing disrespectful attitude toward opponents or officials.
- Inciting crowd hostility toward opponents in an unsportsmanlike manner.
- Using profane and/or vulgar language.

Health and Fitness Expectations

Student-athletes are expected to maintain a level of health and fitness determined by the Team Physicians, Sports Medicine Staff and respective Head Coaches.

Participation in intercollegiate athletics at the University of Richmond is contingent upon medical approval by the Team Physician and Sports Medicine staff. In order to receive approval for participation, student-athletes are required to provide a current medical history for the Sports Medicine staff and/or Team Physician, and are required to participate in all departmentally-sponsored student enhancement seminars or functions which may include but are not limited to drug testing, drug education, nutrition or alcohol education.

Alcohol

Alcohol consumption is highly discouraged at all times. Alcohol abuse is strictly prohibited and cause for disciplinary action by the Head Coach, Sport Administrator and/or Director of Athletics. The University’s Alcohol Policy is applicable to all student-athletes, and University methods for treatment and discipline will be followed. The Department of Athletics may issue additional disciplinary actions on the student-athlete for violations of the University’s Alcohol Policy.

In addition to the University’s Alcohol Policy, student-athletes are prohibited from drinking alcoholic beverages whenever traveling as an official representative of the University of Richmond and prohibited from consuming alcohol at any Department of Athletics sponsored event (banquets, meetings, fund raising events, etc.). Sport programs may have stricter rules that govern consumption of alcohol during the season.

Violations of the Department of Athletics or University Alcohol Policy are grounds for disciplinary action to be determined by the Head Coach, Sport Administrator and/or Director of Athletics.

Drugs/Drug Testing

The unauthorized use of anabolic steroids, stimulants, diuretics, performance enhancing drugs, marijuana, cocaine, amphetamines and/or any other substance proscribed by federal or state law, by any member of an intercollegiate athletic team is expressly prohibited, regardless of whether such use or abuse occurs before, during or after the team's competitive season. "Proscribed substances" include but are not limited to those drugs listed in NCAA Executive Regulations, 31.2.3.4 as adopted in 1986 and as may be amended from time to time.

The Department of Athletics conducts a drug testing program and all policies and procedures shall be adhered to by student-athletes.

Tobacco Products

Use of tobacco products during any official Department of Athletics function (i.e., practice/competition, travel for away contests, etc.) is strictly prohibited. Such use could result in an NCAA rules violation of Bylaw 17.1.7 and suspension from practice/competition.

Practice/Competition Expectations

Student-athletes must meet the expectations of the Head Coach with respect to appropriate level of fitness, attitude, and effort in all practices and competitions. If student-athletes do not meet these expectations, Head Coaches may prohibit student-athletes from participating in practice/competition. In addition, student-athletes may be terminated from the team and/or their athletically related financial aid may be reduced or not renewed for the following year.

Extra Curricular Activities

Student-athletes are encouraged to participate in University extra curricular activities; however, team responsibilities must remain a priority. In other words, the extra curricular activities of a student-athlete should not negatively impact the commitment to his/her team.

Criminal Charges/Involvement in Criminal Activities

Any student-athlete charged with a felony crime will be immediately suspended from intercollegiate athletic participation and will thereafter be eligible only upon subsequent determination by the Director of Athletics. Disciplinary action for any other criminal charges, indictments or suspected criminal activity will be reviewed and determined by the Head Coach, Sport Administrator and/or Director of Athletics.

Gambling

Student-athletes may not gamble on intercollegiate or professional athletics in any manner. Gambling includes providing information to individuals involved in organized gambling activities concerning intercollegiate athletics (e.g., injuries, morale, preparation, etc.), using means employed by organized gambling (e.g., bookmakers, parlay cards, etc.), soliciting or accepting a bet on any team, and participation in informal gambling (e.g., rotisserie leagues, fantasy leagues, tournament pools, etc.). Student-athletes found to have gambled on college or professional athletics are ineligible for intercollegiate competition for one calendar year. Those who gamble on the University's own teams are permanently ineligible.

Hazing

All forms of hazing are prohibited. Hazing is defined as the physical and/or psychological degradation of anyone. Specific examples include but are not limited to those activities expected of someone on a team (or

group) that humiliates, degrades, abuses, or endangers another person, regardless of that person's willingness to participate. Disciplinary action for any form of hazing will be determined by the Head Coach, Sport Administrator, and/or Director of Athletics.

Use of Internet Profile Pages

The Department of Athletics expects the responsible use of all internet profile pages (e.g., Facebook, MySpace). Student-athletes who post inappropriate material (e.g., drug use, underage drinking, hazing) to their internet profile page would face disciplinary action by the Head Coach, Sport Administrator and/or Director of Athletics.

Student-Athlete Grievance

Student-athletes concerned about their safety/welfare, or who suspect a Department of Athletics staff member has violated the Department of Athletics Code of Conduct, should consult either their Head Coach, Sport Administrator, Director of Athletics, Faculty Athletic Representative or Assistant Director of Athletics for Academic Support, whomever is most appropriate. These individuals will review the situation and determine an appropriate course of action.

Athletically Related Financial Aid

The Department of Athletics makes recommendations to the University's Financial Aid Office regarding the renewal of athletically related financial aid. The failure to abide by the General Policies and Performance Expectations for Student-Athletes, Code of Conduct, the rules and regulations specified by each Head Coach, all other University policies and the rules and regulations of the NCAA and the A-10 may be grounds for non-renewal or reduction of athletic aid. In such circumstances, per NCAA rules and regulations, student-athletes have the right to appeal decisions regarding their athletically related financial aid to the University Committee on Financial Aid.

Non-athletically related financial aid may count toward the NCAA maximum team financial aid limits; therefore, it must be reviewed by the Compliance Office prior to crediting the student-athlete's student account. Athletically related financial aid for summer school aid is not guaranteed; however, such aid will be considered for approval when a student-athlete submits a formal application.

Athletic Equipment/Facilities

Student-athletes are expected to appropriately care for all Department of Athletics equipment/ facilities. Uniforms and equipment should not be altered in any way. Locker rooms are to be kept clean and orderly, and equipment is to be cared for and returned in accordance with equipment room policies and procedures

Residence/Dining Hall Expectations

All student-athletes are expected to live on campus and required to abide by residence hall and the Heilman Dining Center regulations and policies (see Richmond College and Westhampton College Student Handbooks - Residence Life Policies and Residence Hall Security). The Director of Athletics or Sport Administrator may grant approval for a student-athlete to live and/or eat off-campus under unique and extraordinary circumstances.

Compliance/Student Services Expectations

Student-athletes must participate in all mandatory educational and life skills programs. Student-athletes are to assist the Department of Athletics administration by providing information involving compliance issues such as eligibility, employment and other NCAA rules issues whenever sought. Student-athletes are obligated to report any rules violations of which they are aware and to cooperate fully with any investigation of alleged violations.

Travel Expectations

When traveling as official representatives of the University of Richmond, student-athletes' actions should reflect favorably on the University, their team, and themselves. Student-athletes are expected to adhere to their particular team's dress code, nutritional requirements, and curfew. All student-athletes are expected to depart and return with their team/coach unless they are officially released to their parent through a Department of Athletics release agreement.

Violations of the General Policies and Performance Expectations for Student-Athletes

The Head Coach, subject to the review and approval of the Sport Administrator and/or Director of Athletics, may ban a student-athlete from participating in team activities, permanently dismiss a student-athlete or make a recommendation for reduction or non-renewal of a student-athlete's athletically related financial aid for violations of the General Policies and Performance Expectations for Student-Athletes.

The Sport Administrator, Director of Athletics and/or Faculty Athletics Representative, at the request of the student-athlete, may, at his or her discretion, conduct an inquiry to review the nature of the violation and appropriate disciplinary action.

Student-Athlete Acknowledgment of Requirements

I have read and understand the foregoing General Policies and Performance Expectations for Student-Athletes. I have been given the opportunity to ask questions and have received any clarification I needed. All my questions about the General Policies and Performance Expectations for Student-Athletes have been answered to my satisfaction.

I understand that agreement to and compliance with the General Policies and Performance Expectations for Student-Athletes is required for my participation in intercollegiate athletics at the University of Richmond.

Any violation of the General Policies and Performance Expectations for Student-Athletes by me may result in disciplinary action against me, including, but not limited to, reduction or non-renewal of my athletically related financial aid and suspension (temporary or permanent) from participation in intercollegiate athletics.

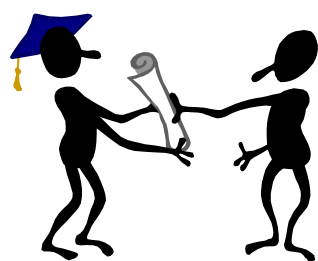
My signature below acknowledges that I understand and agree to abide by the requirements of the General Policies and Performance Expectations for Student-Athletes.

Student-Athlete's Signature Date Printed Name

ACADEMIC PROCEDURES AND REQUIREMENTS

All incoming first-year students are members of the School of Arts and Sciences and do not have declared majors. All students at the University are required to complete 120 hours in order to graduate. Included in these 120 hours are general education, field of study, major, and elective hours. All students should retain a copy of the catalog under which they entered the University in order to determine the exact requirements for their specific degree.

GENERAL EDUCATION AND FIELD OF STUDY REQUIREMENTS



Except for certain recipients of academic scholarships, all students must complete general education and field of study requirements. All incoming first year students are enrolled in Core 101 and 102 in consecutive semesters. Transfer students with more than 24 credits are not required to complete the Core classes. English 103 – Expository Writing is also required of all students unless exempted by Advanced Placement or SAT II Writing scores. Within the remaining field of study requirements, students are free to choose from a variety of classes in different departments. All students must complete a foreign language through the intermediate level, one natural

science class, and one of each of the following requirements: literary studies, historical studies, symbolic reasoning, visual and performing arts, and social analysis. Courses fulfilling these requirements are designated with a four letter code starting with FS__ in the listing of classes. Students must also satisfy both Wellness and Library requirements prior to graduation.

DECLARATION OF MAJORS AND MINORS

All undergraduate degrees at the University of Richmond require satisfactory completion of one major. Multiple majors and/or minors may also be pursued, and upon completion, will be recorded on the permanent academic record. With the exception of leadership studies, student-athletes have the option to declare a major as early as the end of the first year. One must apply to be admitted to the School of Leadership Studies for a major or minor in leadership.

Student-athletes are encouraged to declare a major during their second year; NCAA rules require student-athletes to declare a major before the beginning of their fifth semester (third year) of enrollment.

GRADING SYSTEM

The University of Richmond uses as standard 4.0 grading scale. An “A” grade is worth 4 grade points, a “B” is worth 3, and so on down to an “F” worth 0 points, and also no credits. A “+” grade adds 0.3 points to a grade (except an A+ is still worth only 4 points), a “-” subtracts 0.3 points from a grade. A grade point average is calculated by multiplying the number of grade points earned in a class by the number of credits the class is worth. The total number of grade points earned are then added together and divided by the number of credits earned, producing a grade point average between 0 and 4.

There are other letter grades that may also appear on an academic transcript from the University of Richmond. They are all worth 0 grade points:

- | | |
|------------------------------|--|
| P = pass (credit received) | Z = audit |
| S = satisfactory (no credit) | U = unsatisfactory |
| W = withdrew passing | X = grade not available from professor |
| M = withdrew failing | V = failure due to excessive absences |

I = punitive incomplete

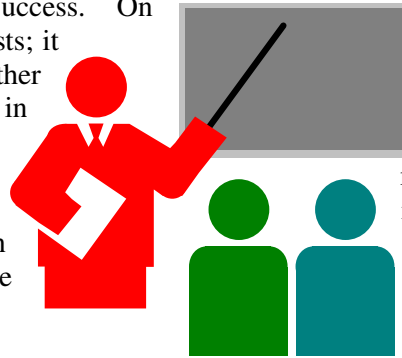
Y = non-punitive incomplete

M's, V's, and I's are averaged in to the GPA as failures. If completed within 45 days, the "I" will become a letter grade. There is no deadline for completion of a "Y". An "I" and a "Y" will continue to appear on the transcript even after a letter grade is received and credit is given.

CLASS ATTENDANCE

Class attendance is an integral part of academic success. On occasion, student-athletes are required to miss classes for athletic contests; it is extremely important, therefore, that student-athletes limit any other class absences to situations of an emergency nature (i.e., illness, death in family).

Each student-athlete is expected to attend all meetings of all classes, laboratory periods, and drill sessions of the courses in which he/she is enrolled. The specific attendance policy in each course of study is to be determined by the instructor of the course. It will be announced to the students at the beginning of the course.



A student-athlete may be held responsible for the work of a class or laboratory missed during an absence. Acceptance of any excuse for an absence and any provision for make-up, will be at the discretion of the instructor (consistent with the announced policy for the course). Missed classes, work, or tests may result in a poorer grade, or failure, in the course.

Student-athletes will be provided with Dean's Excuses for absences related to athletics participation. These letters will be acquired by your coach and be available to you before each road trip. You should discuss absences with professors before you leave, not after your return. You are still responsible for work missed during your absence. Your athletic absences are not in addition to any absences allowed by professors under their attendance policy.

DEPARTMENT OF ATHLETICS' STUDENT-ATHLETE ATTENDANCE POLICY

Student-athletes are expected to attend class on a regular and punctual basis. Moreover, in accordance with both NCAA Bylaw 17 and the University of Richmond's Attendance Policy, the Athletic Department will strive to minimize class absences for student-athletes due to travel and intercollegiate competition. Consequently, the Athletic Department will schedule competition so that student-athletes should not miss more than four (4) Monday-Wednesday-Friday classes and three (3) Tuesday-Thursday classes in any one semester. A limited number of standing exceptions to the policy exist:

- An individual player who qualifies for invitational events for continued play at a competition may be approved for additional absences on a case-by-case basis by the Athletic Department's Competition and Travel Committee (CTC) and his or her respective College Dean.
- Postseason conference and NCAA tournaments are not included in the policy. A list of traveling student-athletes and an appropriate Dean's Excuse Letter will be distributed to professors.
- [Additional policy exceptions must be submitted and approved by the Athletic Department's Competition and Travel Committee – CTC. (The CTC will consist of the Deputy Athletic Director, Sports Administrator, and the Assistant Director of Academics.)]

Exam Policy:

- Non-conference games will not be scheduled so as to conflict with the Examination Schedule. Possible conflicts must be reviewed by the CTC and approved by the Provost.
- Coaches will allow accommodations during the Examination Schedule to allow for study time and student-athlete attendance at review sessions.
- For those student-athletes whose Examination Schedule will be affected by conference/championship play and NCAA post-season competition, they must inform their professors about conflicts within the first two weeks of the term. The Provost's Office and appropriate Deans' Offices will be informed about conflicts and an appropriate Dean's Excuse Letter will be distributed.

Dean's Excuse Letter:

Dean's Excuse Letters can be requested after a team travel itinerary has been submitted and approved by the Sport Administrator. Once approved, Excuse Letters will be reviewed and signed by the appropriate Dean. Excuse Letters will list the names of traveling student-athletes, the departure time, and the destination. Letters will be delivered by the aforementioned student-athletes to their professors prior to the departure date.

FINAL EXAMS

Most classes have examinations at the close of each term, according to a published schedule. Each student-athlete is responsible for taking final examinations as scheduled. No rescheduling, excuse for absence, and/or provision



for making up final examinations will occur without the written approval of the student's dean. Such approval shall be made only for illness certified by a physician, participation in authorized University activities, and/or personal emergencies.

ACADEMIC ADVISING

All University of Richmond students are assigned an academic advisor. This person is a resource for you to use as a student. Your academic advisor can help you in everything from selecting courses to choosing a career path. Some of you may have a member of the athletic department staff as your advisor when you first arrive while others may not. The summer before you arrive on-campus you will receive notification of your advisor. After you have selected a major, you will be assigned an advisor within your major department.



This person is a member of the athletic department staff as your advisor when you first arrive while others may not. The summer before you arrive on-campus you will receive notification of your advisor. After you have selected a major, you will be assigned an advisor within your major department.

REGISTERING FOR CLASSES

All students must meet with their academic advisor each semester prior to registering for classes. In addition to providing guidance and assistance in course selection, the advisor will provide the student with a six digit "term PIN." You will not be able to register without this PIN (Personal Identification Number).

Registration.



Registration for class is completed online. In order to do so, go to the University's website, oncampus.richmond.edu, then click on *Academics* on the left side of the page, then click on *Registrar*. Click on *Bannerweb*. At this point you will have to enter your student ID number and your term PIN numbers. From here you may add and drop courses.


OVERIDES

It is possible to register for courses even if they are listed as full. This is done by completing an override form. The forms need to be signed by the department chair for the department sponsoring the class you are trying to enter. Chairs are **NOT OBLIGATED TO SIGN THE FORM**. There is **NO GUARANTEE THAT YOU WILL GET INTO A CLASS BY THIS METHOD**. **DO NOT COUNT ON GETTING CLASSES THIS WAY**.

Each student-athlete is responsible for registering individually. After meeting with your academic advisor, you must develop a schedule for the upcoming semester, keeping in mind: a primary goal of obtaining a degree; a manageable course load (considering all of your activities combined); relevant practice schedule (in season or out of season); NCAA minimum course hour requirements per semester; and future goals that may be affected by undergraduate performance and choice of course study. Make sure to check with your coach before registering to determine what time you need to block out for practice. All registration should take place within the designated times set forth for all students. Late registration puts you at a serious disadvantage.

ACADEMIC INTEGRITY AND THE HONOR CODE

All students are subject to severe disciplinary action for academic dishonesty (i.e., lying, cheating, and plagiarism) including separation from the University. Examples of violations of the University of Richmond Honor Code include: cheating, plagiarism, lying, academic theft, registration irregularity, failure to report an honor code violation

If there is any doubt as to what constitutes an honor code violation, ask your instructor before any action has been taken. It is your responsibility to know the honor code. Please refer to the University of Richmond's Honor Code (on the  web) and Student-Athlete Code of Conduct for a complete listing on violations and sanctions.

ACADEMIC SUPPORT FOR STUDENT-ATHLETES

In addition to the services available to the general student body, there are also several support structures in place within the athletic department specifically to assist student-athletes. The Office of Student-Athlete Development and Support Services works with all student-athletes to improve academic skills and to promote academic success. Some of the services that are provided include academic advising, weekly individual meetings, free tutorial services, and workshops (i.e. time management, career development, study skills) just to name a few. Bruce Matthews is the Director of the Academic Support Program and he is assisted by Maria Hickman and Mike Dahlem. Their offices are located in the Robins Center.

STUDY HALL

Selected freshman and upper class student-athletes are required to attend departmental study hall each semester. You will be notified by your coach or the Academic Support Staff if your attendance is required. Study hall is conducted in the Robins Center. Student-athletes in study hall are required to maintain a folder that tracks grades, study time, and weekly academic and term objectives.

TUTORS/WRITING FELLOWS

Student-athletes requiring assistance in particular classes may be able to get individual assistance from a student tutor. Tutors for the certain classes are available on a drop-in basis during study hall. Other tutors will be assigned as needed. It is your responsibility to contact assigned tutors and arrange for a meeting. Writing Fellows are also assigned to the athletic department and are available during study hall hours.

SCHOLARSHIP COMMITMENT/SUMMER SCHOOL

General Policy on Athletically Related Financial Aid

The Department of Athletics provides athletically related financial aid to student-athletes on an annual basis; renewable per NCAA and University rules. Financial assistance is provided to student-athletes to fulfill the requirements of a baccalaureate degree in his/her major to be completed within eight semesters and approved summer school.

Student-athletes athletes who have not exhausted their eligibility in four years (i.e. medical hardship, redshirt, transfer) may receive athletically related financial aid in their ninth and/or tenth semesters with the approval of the sport administrator and Summer School/Degree Completion Committee.

Summer School

Student-Athletes must submit a completed application to be approved by the Summer School/Degree Completion Committee. Funding is limited, thus it will be awarded to student-athletes on a priority basis. Only those scholarship student-athletes who meet the following criteria will be considered by the Summer School Committee for funding:

1. Those who must attend to remain eligible per NCAA or University of Richmond rules;
2. Those who must attend in order to graduate in eight semesters. (Those requests that may be approved are only for rising seniors entering their 7th and 8th semesters respectively and are conditional upon available funding.)
3. All those who have reasons deemed appropriate by the Summer School Committee and/or Director of Athletics.

Summer school funding will not be awarded for graduate school classes or classes associated with a second major, degree or optional minor.

You may elect to take summer school classes either here or at another institution to move towards graduation, earn additional credit, complete general education requirements, improve the grade point average (only classes taken at UR count towards the GPA), or just for fun. Any summer school course taken outside the university must be pre-approved by the applicable department for transfer credits; courses for field of study credit require additional approval. Forms for such approval are available in the Registrar's Office.

Student-athletes receiving athletic scholarship during the year are *not* guaranteed funding for summer school. You must apply to the Summer School Selection Committee for funding. Applications are available from the Office of Student-Athlete Development and Support Services during the spring semester. If approved, you may only receive summer funding at the percentage you receive during the year (e.g., ½ scholarship during the year = ½ summer school scholarship).

STUDENT-ATHLETES AND THE A.L.L. PROGRAM

A.L.L. is a development program for Richmond's student-athletes that represent Academics, Life Skills, and Leadership. Through services and seminars, A.L.L. develops individuals who will make positive contributions to the University, their families, themselves, and to their community.

ACADEMICS:

A.L.L. support services like tutoring and the Core Assistance Program provide the tools for academic excellence. In addition, A.L.L. rewards those student-athletes who excel academically with public recognition for their triumphs in the classroom.

LIFESKILLS:

A.L.L. enhances personal development and cultivates life skills by equipping student-athletes with "real world" knowledge that the classroom does not cover. Seminars in leadership, nutrition, responsible decision-making, diversity, and financial responsibility give student-athletes the necessary knowledge to excel beyond college. To assist in the transition from college to the working world, A.L.L. organizes workshops in Career Development that aid student-athletes in anything from choosing a major, to writing a resume, to contacting Spider Alumni willing to aid in career placement after college.

LEADERSHIP:

Aside from the various leadership seminars offered, A.L.L. works along with U of R's Student-Athlete Leadership Council (SALC) to help get Spiders out into the community. Leadership through service events, like food drives within the Richmond area, are just one of the ways in which A.L.L. helps to form student leaders.

The A.L.L. program provides support for student-athletes through the many events, services, and resources it provides. This blackboard page serves as your home base for A.L.L. student-athlete services as well as a directory of helpful people like tutors, professors, and important links. Be sure to check out the calendar for a full listing of A.L.L. happenings as well as information about various Spider sports events.

BOOK POLICY FOR FULL-SCHOLARSHIP STUDENT-ATHLETES

Each student-athlete receiving book scholarship must fully complete the Scholarship Textbook Authorization Form to receive your books. The forms and booklist are located in 242-A. Your Academic Coordinator can provide you with assistance as well.

With your form in hand, you must pick-up your books and check-out at the cashier station. You will sign for the books you receive. (If the bookstore does not have a book in stock, you may use the same Authorization Form to receive your book at a later date. If you need a book that was not originally on your Authorization Form, you are required to complete a new form.)

If you obtain books for a class that you later withdraw from during the Drop/Add period, you must RETURN those specific books to the bookstore or you will be charged their value. Remember that returned books must be in the same condition as purchased.

Returned Books are matched with your Scholarship Textbook Authorization Form. You will receive a receipt, which you must keep, indicating that you have returned those specific books.

If you withdraw from a course between the Drop/Add period and Mid-Term, you must RETURN those specific books to your Academic Counselor or a Hold will be placed upon your account.

The sale of books for classes that you never attempted is deemed an EXTRA BENEFIT and thus a violation according to NCAA Legislation. [Aid for Books: Determined that Constitution 3-1-(g)-(5) and Constitution 3-4-(b) would not permit an enrolled student-athlete to sell books awarded as part of his or her grant-in-aid prior to the end of the academic turn and keep the proceeds of the sale, inasmuch as the books are for use during the entire term and such an early sale would constitute impermissible financial aid.]

NCAA RULES AND COMPLIANCE

STATEMENT OF COMPLIANCE

The University of Richmond is committed to compliance with all applicable NCAA, Atlantic 10, and University rules and regulations. Educational efforts are conducted throughout the year to help give coaches and student-athletes the information they need to comply with such rules but it is the coaches' and student-athletes' responsibility to monitor the conduct and ensure that proper procedures are followed. The Compliance Office encourages all coaches, departmental staff members, and student-athletes to ask for interpretations when legislation is unclear or when guidance is needed.

Any suspected violation must be reported to the Compliance Office. The NCAA's ethical conduct legislation requires such reporting. The Compliance Office will conduct a thorough investigation of alleged rules violations. If a violation is found to have occurred, it will be reported to the NCAA and applicable conference. Corrective action will be taken and disciplinary action may be taken as well.

ACADEMIC ELIGIBILITY

In order to be eligible for practice, competition, and/or athletic aid, you must be making progress towards degree completion as defined by the NCAA. Making satisfactory progress means:

Credit Hour Requirements:

All student-athletes:

- Must be enrolled as a full-time student at all times
- Must pass 6 credit hours each semester to be eligible for the following semester. This does not include summer. Therefore, if a student-athlete does not pass 6 hours in the fall they will not be eligible to participate in the spring. If a student-athlete does not pass 6 hours in the spring semester they will not be eligible to participate in the fall semester.

All student-athletes entering college before August 1, 2003

- Prior to their 2nd year must have 24 hours completed.
- Prior to their 3rd year must have 25% of degree completed
- Prior to their 4th year must have 50% of degree completed
- Prior to their 5th year must have 75% of degree completed

All student-athletes entering college after August 1, 2003

- Prior to their 2nd year must have 24 hours completed.
- Prior to their 3rd year must have 40% of degree completed.
- Prior to their 4th year must have 60% of degree completed.
- Prior to their 5th year must have 80% of degree completed.

GPA Requirements

All student-athletes entering college before August 1, 2006

- Prior to the start of their 3rd year must have 90% of required GPA for graduation - 1.8
- Prior to the start of their 4th year must have 90% of the required GPA for graduation – 1.9
- Prior to the start of their 5th year must have 90% of the required GPA for graduation – 1.9

All student-athletes entering college after August 1, 2006

- Prior to the start of their 2nd year must have 90% of required GPA for graduation - 1.8
- Prior to the start of their 3rd year must have 95% of required GPA for graduation - 1.9
- Prior to the start of their 4th year must have 100% of the required GPA for graduation - 2.0
- Prior to the start of their 5th year must have 100% of the required GPA for graduation - 2.0

GPA's will now be certified on a term-by-term basis. Meaning that after the fall semester of their second year they must maintain the 1.8 GPA. This rule also applies to their third and fourth years so after the fall semester of their third year they must have a 1.9 and after the fall semester of their fourth year they must have a 2.0.

FINANCIAL AID

All financial aid except that received from your parents or legal guardians must be reported to the Compliance Office. If you have been awarded any outside scholarship (e.g., high school booster club, Kiwanis Club, church scholarship, etc.), you must report them to the Compliance Office and the scholarship fund must be deposited with the Office of Financial Aid. Depending upon your status as a recruited or nonrecruited student-athlete, you are limited to receiving financial aid that totals either the cost of attendance or the cost of a full grant-in-aid.

Athletic Aid

Some student-athletes will be receiving an athletic grant-in-aid. This aid may not be awarded in excess of one year at a time. Generally, the University renews such aid each year but we are not obligated to do so. You will be notified in writing by July 1 each year if your aid will be renewed or not. If the aid is not going to be renewed, you will have an opportunity for a hearing.

During the year athletic aid can only be cancelled for one of four reasons:

- You become ineligible
- You commit an act of gross misconduct (e.g., are arrested, commit honor code violation, etc.)
- You fraudulently misrepresent yourself (e.g., accept a grant-in-aid and do not participate on the team or make token appearances)
- You voluntarily quit the team

Special Assistance Fund

The NCAA has set up a fund, administered by the conference office, which is available to students with financial need. Eligible students include those receiving Pell Grants and those on athletic aid who have unmet need (as determined by Financial Aid). The fund may be used to purchase up to \$500 per year of clothing, pay medical expenses (including dental and optometrist visits), buy expendable course supplies, and pay for emergency family travel. Contact the Compliance Officer to determine your eligibility for and the procedure to obtain the special assistance fund.

Student-Athlete Opportunity Fund (SAOF)

The SAOF is intended to provide direct benefits to student-athletes or their families as determined by conference offices. As a guiding principle, the fund shall be used to assist student-athletes in meeting financial needs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or that recognize academic achievement. Accordingly, receipt of SAOF monies shall not be included in determining the permissible amount of financial aid that a member institution may award to a student-athlete. Further, inasmuch as the fund is designed to provide direct benefits to student-athletes, the fund is not intended to be used to replace existing budget items.

All student-athletes, including international, are eligible to receive SAOF benefits, regardless of whether or not they are grant-in-aid recipients, have demonstrated need or have either exhausted eligibility or no longer participate due to medical reasons. Additionally, student-athletes receiving monies from the Special Assistance Fund may also receive SAOF benefits. Except for prospective student-athletes receiving summer financial aid prior to full-time enrollment pursuant to NCAA Bylaw 15.2.7.1.3, no prospective student-athlete shall be eligible to receive SAOF funds.

AMATEURISM

An individual loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual:

- Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
- Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
- Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based upon athletics skill or participation, except as permitted by NCAA rules and regulations;
- Competes on any professional athletics team – even if no pay or remuneration for expenses was received;
- Subsequent to initial full-time collegiate enrollment, enters into a professional draft (basketball exception – Bylaw 12.2.4.2.1).
- Enters into an agreement with an agent.

EQUIPMENT/APPAREL

All equipment/athletic apparel must be turned in to the Equipment Manager at the end of the school year. Student-athletes may not sell their athletic equipment. IF you wish to retain your equipment at the end of your eligibility, you must purchase it as used equipment. Athletic apparel may be retained at the end of an individual's collegiate participation.

EXTRA BENEFITTS

An extra benefit is typically defined as something that is made available to student-athletes that is not available to students in general. Receipt of an extra benefit renders you ineligible.

Frequently, people think of extra benefits as the receipt of a car or cash from a booster. While those are extra benefits and would render you ineligible, so would the use of an Athletic Department Fax machine, phone, or copy card without charge as well as any discounts or credits not available to Richmond students, free or reduced cost services, loans not available to Richmond students, the use of an automobile, or assistance with payment of bills.

Should you have any questions concerning extra benefits, please contact the Compliance Office immediately.

GAMBLING

Student-athletes who gamble on college or professional athletics will render themselves ineligible. Gambling includes participating in pools, rotisserie leagues, fantasy leagues; placing a bet with a bookie; and placing individual wagers with friends. You will become ineligible if you

- Give information (e.g., team moral, injuries, etc.) to assist in any gambling activity;
- Make a bet on any intercollegiate or professional sporting event including post-season football bowl games or NCAA Championships, including bets which do not involve money, but rather goods or services;
- Accept a bet or bribe to fix a game or affect the outcome of in any way;
- Fail to report a bet, bribe, or offer;
- Work with a book maker

Please remember that NCAA gambling rules apply to all intercollegiate sports not just the sport you participate in as well as all teams not just the University of Richmond contests. Also, friendly wagers or gambling via the internet or pool will render you ineligible.

LESSONS

Please see Assistant Director of Athletics for Compliance to determine your eligibility to teach lessons to pay on a fee-for-lesson basis.

OUTSIDE COMPETITION

During the school year, you may not participate as a member of any team outside the University's varsity team without jeopardizing your eligibility in that sport for the current and subsequent year. A few exceptions are available; see the Compliance Office for more details.

A student-athlete may participate on an outside team during the summer. However, the Compliance Office must certify summer league teams and participation by all student-athletes.

PLAYING AND PRACTICE SEASON

During the season, you cannot be required to practice more than twenty hours per week. You may not practice more than four hours per day and you must be given one day off out of every seven days. Practice includes required conditioning, weight training, time with coaches on the court/course/field/pool/track, chalk-talks, film review, and athletically-related meetings with coaches. Contests count as three hours each, regardless of actual time.

Out of season, you may not be required to practice more than eight hours per week. Only weight training and conditioning may be required out-of-season. In sports other than football, two of the eight hours per week may be spent with coaches in small group instruction in groups of four or less. This instruction must be requested by you.

RECRUITING

You may be asked to host a prospect on an official visit. The following guidelines must be followed:

- Only one student –athlete per prospect may receive a free meal if restaurant facilities are used.
- Only the one student-host may be provided with money with which to entertain him/herself, the prospect and the prospect’s parent/guardian.
- No cash may be given to the prospect.
- The entertainment funds may not be used to purchase gifts for the prospect (e.g., clothing, souvenirs).
- You may not purchase alcoholic beverages for prospects.
- Immediately following the visit, you are responsible for turning in any receipts and remaining cash from the funds advanced.

RED-SHIRTS and MEDICAL HARDSHIP

Once you enroll in a Division I institution as a full-time student, you may have five consecutive academic years in which to compete for four years (i.e., 5 to play 4). While most student-athletes complete their eligibility in their first four years of enrollment, there are two ways in which to practice and compete in your fifth year.

Red-shirt year

If you do not compete in outside competition representing the University of Richmond during the entire school year, you are considered a red-shirt. Outside competition includes scrimmages, exhibitions, regular-season matches, post-season play, and intersquad practices. Red-shirts may practice, travel to away games, and sit on the bench throughout the year.

Medical Hardship Waiver

If you are in the first half of the season after competing in less than twenty percent of the contests and your injury keeps you from returning later in the season, you may be eligible for a hardship. Application, including medical documentation, will be made to the conference office, which has the authority to approve and deny hardship requests. If you have any questions, contact the Assistant Director of Athletics for Compliance.

TOBACCO PRODUCTS

The use of tobacco products during practice or competition will render you ineligible for the remainder of that practice/competition and one subsequent practice/competition.

DEPARTMENT OF ATHLETICS OFFICES, SERVICES, AND PROCEDURES

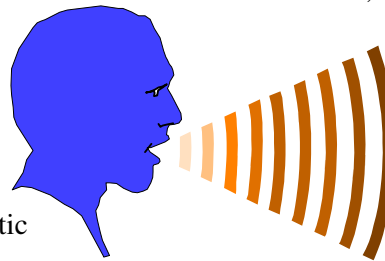
ATHLETIC DEPARTMENT CODE OF CONDUCT/PERFORMANCE EXPECTATIONS FOR STUDENT-ATHLETES

All student-athletes are expected to read, sign, and follow the General Policies and Performance Expectations for Student-Athletes. In addition student-athletes are responsible for reviewing and following the Department of Athletics Code of Conduct.

ATHLETIC PUBLIC RELATIONS

Some Basic Thoughts on the Media

1. **Never conduct an interview by phone unless it is arranged by the Athletic Public Relations Office,** including the student newspaper. When you are given a message to call a reporter, return the call at your earliest convenience. If you cannot return the call in a reasonable time, contact the APR office immediately.
2. Everyone has become dependent on email, easier these days for many of the media to without making the proper arrangements for receive electronic correspondence respond by happy to speak with you on that subject, interviews must be arranged through our athletic department.”
3. Remember that it is a luxury to have someone interested in your opinion.
4. As a student-athlete, you will be more visible and attract more attention than the average student.
5. Practice. The media knows who is a good interview and who is not. If you're not, you will not get the media attention you deserve. You may contact the APR office for assistance with interviewing skills and tips.



even the media. It is contact you via email an interview. If you writing, “I would be however all public relations

Before The Interview

1. Acknowledge a reporter's presence. When he/she approaches you, make eye contact. Shake their hand.
2. Learn to use the reporter's name. Be polite and use "yes sir/yes ma'am" and "no sir/no ma'am".
3. Be prepared. Ask the reporter what the interview is about and think about your responses. Don't answer without thinking about what you are going to say.

During the Interview

1. Be honest and sincere. Always tell the truth.
2. Be yourself. Let reporters see and learn what you are like off the playing field.
3. Be sure to give proper credit to your teammates and coaches; without them, you would not be interviewed in the first place. Don't discuss teammates or coaches in a critical manner, and avoid discussing specific mistakes that may have made a difference in the game.
4. Always say complimentary things about opponents before and after games. You don't want your negative comments taped to the opponent's locker room wall for pre-game motivation.
5. Don't complain about a tough question. It makes you look bad, especially on broadcast interviews.
6. Ask the reporter to repeat the question if it is not clear. Try to help the reporter understand your message. Don't talk in technical terms that the average person would not understand.
7. Always keep direct eye contact with the reporter.
8. Never discuss anything "off the record". If you don't want to read about it, don't say it.

9. Talk in short, complete sentences. It allows the reporter to easily edit the interview without distorting your answer.
10. Be confident, not cocky.
11. Show a willingness to be helpful. Say "I'm sorry, I can't answer that question for you. I wish I could help though."
12. You don't have to answer every detail of every question.
13. Do not use foul language.
14. Appreciate and enjoy the experience. Remember, there are many people who would love to be in your shoes.

After the Interview

1. Thank the reporter for their time. Make it a pleasurable experience for you and the reporter, so that he/she will want to conduct future interviews.
2. If you have any problems with a media person or the interview itself, contact the APR office immediately.
3. Remember that in all phase of life, communicating with other people is important. Media interviews are a very helpful way of improving your communication skills.

Thoughts That Can Help You

1. Be able to laugh at yourself. You're not a professional interviewer, so learn with each interview.
2. It takes less than 90 seconds to make a first impression.
3. Treat all media alike, don't play favorites.

SPORTS MEDICINE

The ultimate responsibility of medical care for the student-athlete rests with the team physician and athletic training staff, therefore the following procedures must be followed. The goal of the athletic training staff is to obtain a top level of medical services in an expeditious and efficient manner.

Emergency: If you encounters a life-threatening emergency campus police should be activated by calling 911. As soon as possible, the athletic training staff must be notified.

Non-Emergency: All injuries and illnesses must be reported to the Sports Medicine Staff within 24 hours of the onset of a problem. A staff athletic trainer will make appropriate referrals to a physician or specialist. To protect your medical eligibility, please utilize the athletic training staff instead of seeking self-treatment and referral.

Outside normal operational athletic training room hours: If you encounter an impending medical problem during off hours, attempts should be made to contact a staff athletic trainer, regardless of the time of day. Each varsity sport is assigned a certified athletic trainer and you will receive a list of numbers where that staff member can be reached with instructions on who should be called if that individual is unreachable.

All students at the University are required to have proof of insurance. No student-athlete may participate in any athletic activity until the Department of Athletics has received a completed annual insurance questionnaire before the first practice of the season. The Department will not be held responsible in the event you or your parent does not indicate changes in insurance coverage.

STUDENT-ATHLETE LEADERSHIP COUNCIL

The Student-Athlete Leadership Council is composed of representatives from each of the University's varsity intercollegiate teams. It meets regularly throughout the year to provide discuss concerns and provide feedback to the athletic administration.

FACULTY ATHLETIC REPRESENTATIVE

Philosophy

The Faculty Athletics Representative should contribute his/her perspective in athletics administration by serving in an advisory and oversight capacity. Harold Babb from the School of Business is currently the Faculty Athletics Representative.

The FAR should work to support a campus environment where athletics is maintained as a vital component of the educational program and student-athletes constitute an integral part of the student body.

In order to enhance academic integrity, ensure institutional control of the athletics program, and promote student-athlete welfare, the FAR:

- serves as an advisor to the President, and Director of Athletics on all matters related to intercollegiate athletics
- monitors the coordination of the compliance and academic support programs
- monitors the academic preparation and performance of the student-athletes and is involved in reporting this information to the President, Director of Athletics and Athletic Council
- facilitates and supports the development of a student-athlete advisory committee to ensure the involvement of student-athletes in decisions which affect their lives
- assists the President and Director of Athletics in determining institutional positions on proposed NCAA and conference legislation
- facilitates communication among various campus entities, in particular, between the athletics department and the faculty governance structure

LETTER AWARD POLICY

Student-athletes will qualify for the appropriate letter award if they are in good academic standing with the University, and have completed their full season (traditional) of participation in good standing with the policies of his/her sport and the Department of Athletics.

Should student-athletes meet the above criteria, they will receive:

First Year: varsity letter jacket
Final Year: captain's clock

CHAMPIONSHIP AWARD POLICY

In recognition of winning team conference championships and/or participating in NCAA season play, coaches, appropriate support staff (determined by the sport administrator) and student-athletes qualifying for a letter award will receive a commemorative ring or other item approved by the Head Coach and sport administrator in honor of their accomplishments.

Student-athletes who participate as an individual in NCAA post season play will receive item approved by the Head Coach and sport administrator.

When appropriate, rings may be provided to donors, athletic and university staff. Any other recipients must be approved by the Director of Athletics or sport administrator.

WHO TO CALL GUIDE

This is a listing of athletic department staff members and their areas of responsibility:

Administration

Director of Athletics

Jim Miller - (804) 289-8694

jmiller@richmond.edu

Assistant to the Director of Athletics/ Assistant Director of Spider Club

Erin Lears - (804) 289-8694

erin.lears@richmond.edu

Deputy Athletic Director

David Walsh - (804) 289-8009

dwalsh@richmond.edu

Assistant Director of Athletics/Senior Woman Administrator

LaRee Pearl Sugg - (804) 287-6371

lsugg@richmond.edu

Assistant Director of Athletics/Business

Andy Platt - (804) 289-8368

aplatt@richmond.edu

Assistant Business Manager

Lynn Spencer - (804) 289-8069

cspencer@richmond.edu

Assistant Director of Athletics/Compliance

Daniel McCarthy - (804) 287-6551

dmccart2@richmond.edu

Assistant Director of Athletics/Academics

Bruce Matthews - (804) 287-6415

bmatthe2@richmond.edu

Admissions Coordinator

Dr. George Ivey - (804) 289-8650

givey@richmond.edu

Assistant Director of Athletics/Development

Brent Schneider - (804) 287-1283

bschnei2@richmond.edu

Director of Annual Giving-Athletics/Spider Club Director
Elizabeth Yost - (804) 287-6890
eyost2@richmond.edu

Director of Spider Club Operations & Student-Athlete Family Coordinator
Allison Vogler - (804) 287-6341
Spider Club Reservations - (804) 289-8759
avogler@richmond.edu

Assistant to the Director of Athletics/ Assistant Director of Spider Club
Erin Lears - (804) 289-8759
erin.lears@richmond.edu

Assistant Director of Athletics/Corporate Partnerships
Jim Merritt - (804) 289-8758
jmerritt@richmond.edu

Coordinator of Facilities & Events
Ira Klapper - (804) 289-8240
iklapper@richmond.edu

Academic Coordinator - Basketball
Michael Dahlem - (804) 287-8741
mdahlem@richmond.edu

Video Coordinator
Brooks Blake - (804) 287-6569
bblake2@richmond.edu

Assistant Video Coordinator
Blake Ellett - (804) 287-6315
bellett@richmond.edu

Athletic Equipment Manager
Ken Hart - (804) 289-8649
khart@richmond.edu

Athletic Public Relations
Fax Number: (804) 289-8820

Assistant Director of Athletics/Communications
Bob Black - (804) 287-6885
bblack@richmond.edu

Assistant Director of Athletic Public Relations
Mark Kwolek - (804) 289-8320

men's basketball, men's soccer, field hockey, men & women's golf
mkwolek@richmond.edu

Assistant Director of Athletic Public Relations

Shea Seagle - (804) 287-6312

women's basketball, lacrosse, women's soccer, men and women's tennis
sseagle@richmond.edu

Assistant Director of Athletic Public Relations

Mike DeGeorge - (804) 287-6313

football, baseball, women's swimming & diving, cross-country/track & field
mdegeorg@richmond.edu

Administrative Assistant

Elaine Perrin - (804) 289-8363

eperrin@richmond.edu

Ticket Office

Fax Number: (804) 289-8364

Assistant Director of Athletics/Marketing & Fan Development

Jana Ross - (804) 289-8914

jross23@richmond.edu

Marketing & Promotions Assistant

Katherine Black - (804) 289-8236

kblack@richmond.edu

Director of Ticket Operations and Sales

TBA - (804) 287-6314

Sports Medicine

Fax Number: (804) 289-8791

Director of Sports Medicine

Chris Jones, ATC - (804) 289-8928

Football

cjones4@richmond.edu

Associate Director of Sports Medicine

Alice Buchanan, ATC - (804) 287-6619

Women's Basketball, Golf; Insurance Coordinator

abuchana@richmond.edu

Athletic Trainers

Melissa Adams, ATC - (804) 287-6476

Field Hockey, Lacrosse

madams2@richmond.edu

Kyle Beatty, ATC - (804) 287-6606
Men's Soccer, Baseball
kbeatty@richmond.edu

Brian Beck, ATC - (804) 289-8394
Football, Cheerleading
bbeck@richmond.edu

Jeff Gaylord, ATC - (804) 287-6523
Men's Basketball, Tennis
jgaylord@richmond.edu

Lana Olson, ATC - (804) 289-8001
Women's Soccer
lolson@richmond.edu

Steven Purcell, ATC - (804) 287-6841
Women's Swimming & Diving, Track & Field and Cross Country
spurcel2@richmond.edu

Coaching Staff

Baseball

Mark McQueen - Head Coach - (804) 289-8391
mmcqueen@richmond.edu

Ryan Wheeler - Assistant Coach - (804) 289-8391
rwheeler@richmond.edu

Chad Oxendine - Assistant Coach - (804) 289-8391
coxendin@richmond.edu

Ron Atkins- Head Coach (Retired)
ratkins@richmond.edu

Basketball - Women

Michael Shafer - Head Coach, Women's Basketball - (804) 289-8355

Ginny Doyle - Assistant Women's Basketball - (804) 289-8484
gdoyle@richmond.edu

Chris Carroll - Assistant Women's Basketball - (804) 289-8764
ccarrol2@richmond.edu

Candice Jackson - Assistant Women's Basketball - (804) 287-6560
cjackso3@richmond.edu

TBA - Director of Basketball Operations - (804) 287-6386

Jean Wilson - Administrative Assistant - (804) 289-8366
jwilson6@richmond.edu

Basketball - Men

Chris Mooney - Head Coach, Men's Basketball (804) 289-8384

Kevin McGeehan - Assistant Men's Basketball - (804) 289-8385
kmcgeeha@richmond.edu

Carlin Hartman - Assistant Men's Basketball - (804) 289-8392
chartman@richmond.edu

Jamal Brunt - Assistant Men's Basketball - (804) 287-8387
jbrunt@richmond.edu

Rob Jones - Director of Basketball Operations - (804) 287-6384
rjones9@richmond.edu

Marcus Jenkins - Director of Basketball Operations - (804) 287-6303
mjenkins@richmond.edu

Cheerleading

Erin Martin - Head Coach, Cheerleading - (804) 218-2732
emartin2@richmond.edu

Cross Country/Track

Lori Taylor - Director of Track/Head Women's Cross Country and Track & Field - (804) 289-8362
ltaylor2@richmond.edu

Steve Taylor - Head Men's Cross Country and Track & Field - (804) 287-1935
staylor7@richmond.edu

TBA - Assistant Track and Cross Country - (804) 289-8353

Field Hockey

Gina Lucido - Head Coach, Field Hockey - (804) 289-8646
glucido@richmond.edu

Jodi Murphy - Assistant Field Hockey - (804) 287-1930
jm3dp@richmond.edu

Football

Dave Clawson - Head Coach, Football - (804) 289-8372
kvanderz@richmond.edu

Latrell Scott - Assistant Head Coach, Football - (804) 289-8380
lscott2@richmond.edu

Kevin Van Derzee - Director of Football Operations - (804) 287-6846
kvanderz@richmond.edu

Charles Bankins - Assistant Football - (804) 289-8377
cbankins@richmond.edu

Mark Carney - Assistant Football - (804) 289-8381
mcarney@richmond.edu

Bill Durkin - Assistant Football - (804) 289-8374
wdurkin@richmond.edu

Adam Fuller - Assistant Football - (804) 289-8379
afuller2@richmond.edu

Russ Huesman - Assistant Football - (804) 287-6848
rhuesman@richmond.edu

Dave Legg - Assistant Football - (804) 289-8378
dlegg2@richmond.edu

David Lippincott - Assistant Football - (804) 287-1909
dlippinc@richmond.edu

Josh Lustig - Assistant Football - (804) 289-8381
jlustig@richmond.edu

Byron Thweatt - Assistant Football - (804) 289-8381
bthweatt@richmond.edu

Brandon Hourigan - Head Strength & Conditioning Coach/Football - (804) 287-8350
bhouriga@richmond.edu

Golf - Women and Men

Golf Facility Main Number - (804) 266-7821

Adam Decker - Head Coach, Men's Golf - (804) 266-7810
adecker@richmond.edu

Leighann Albaugh - Head Coach, Women's Golf - (804) 266-7805
lraastede@richmond.edu

Lacrosse - Women

Sue Murphy - Head Coach, Lacrosse - (804) 287-6680
smurphy4@richmond.edu

Allison Nuzzi - Assistant Lacrosse - (804) 287-1934

Soccer - Women

Peter Albright - Head Coach, Women's Soccer - (804) 287-6013
palbrigh@richmond.edu

Jennifer Woodie - Assistant Women's Soccer - (804) 287-6855
jwoodie@richmond.edu

Soccer - Men

Jeff Gettler - Head Coach, Men's Soccer - (804) 289-8357
jgettler@richmond.edu

Matt O'Toole - Assistant Men's Soccer - (804) 289-8357
motoole@richmond.edu

Strength & Conditioning

Head Strength & Conditioning Coach/Football
Brandon Hourigan - (804) 289-8213 Ext. 1
bhouriga@richmond.edu

Assistant Strength & Conditioning Coach
Jay DeMayo - (804) 289-8213 Ext. 2
jdemayo@richmond.edu

Swimming - Women

Matt Barany - Head Swimming Coach - (804) 289-8750
mbarany@richmond.edu

Katy Peterson - Assistant Swimming Coach - (804) 287-1932
kpeters3@richmond.edu

Tennis - Women

Mark Wesselink - Head Coach, Women's Tennis - (804) 289-8648
mwesseli@richmond.edu

Tennis - Men

Steve Gerstenfeld - Head Coach, Men's Tennis - (804) 289-8915
sgersten@richmond.edu

OTHER CAMPUS RESOURCES, OFFICES AND INFORMATION

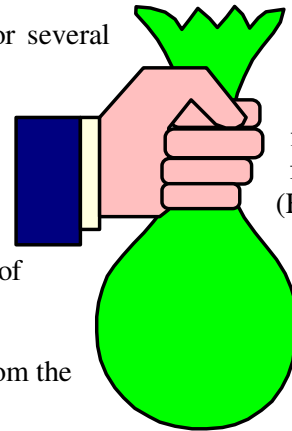
CATALOG

Every two years, the University issues a new catalog describing academic procedures, departmental offerings, and major requirements. Each entering class is subject to the requirements set forth in the catalog under which it enters. Catalogs are available from the Registrar's Office.

FINANCIAL AID

As a student-athlete at the University of Richmond, you are eligible for several different types of financial aid.

All University of Richmond students are eligible for need-based and merit scholarships. In order to be considered for need-based financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) and the University of Richmond's Financial Aid Supplemental Application. For returning students, it is due May 1. Need-based financial aid can consist of a mix of grants, loans and work-study.



Students are generally nominated for merit scholarships or are selected from the pool of applicants. Some merit scholarships may require a separate application.

Virginia residents are eligible to receive the Virginia Tuition Assistance Grant. Virginia residents who are accepted by the University receive an application from the Office of Admission for the grant. Even full scholarship student-athletes must apply for this grant.

HOLDS ON STUDENT ACCOUNTS

When you receive a ticket, fine, bill, community service penalty, a hold is placed on your account. That hold prevents registration, receipt of transcript, and ultimately graduation. It can also cause you to be dismissed from campus. Late fees can accrue on overdue accounts. It is extremely important that all accounts are kept current. You may check holds on your record via *Banner Web*.

OFFICE OF THE UNIVERSITY REGISTRAR (Registrar's Office)

The Office of the University Registrar is located in Sarah Brunet Hall. In this office you may pick up registration materials, declare a major or minor, turn in course override forms, and request transcripts.

PARKING

All motorized vehicles operated on campus must be registered with the Parking Services in the Programs Building. The University strictly regulates student parking areas. These tickets are your responsibility and cannot be voided by the Department of Athletics. Every effort should be made to avoid receiving parking tickets. Once received, tickets should be paid promptly. Failure to do so will result in further monetary penalties.



University. Special Tickets are responsibility be made to

SPIDER CARD

The Spider Card is your campus identification, meal card, and debit card. Money may be placed in your Spider Card account to be spent on such items as dining at Tyler's Grill, books, and campus convenient stores.

STUDENT ACCOUNTS OFFICE (The Bursar)

The Student Accounts Office is located in Sarah Brunet Hall. In this office you may determine the status of holds on your account and pay bills.

SUPPORT CENTERS AVAILABLE FOR ALL STUDENTS

The **Academic Skills Center** is located in Boatwright Library. The Academic Skills Center provides tutoring services for certain courses as well as assisting you with general study skills and adjustment to college life.

The **Speech Center** is located on the fourth floor of Weinstein Hall. At the Speech Center, you can sign up for assistance with oral presentations. You can have speeches reviewed and videotaped by trained staff members.

The **Writing Center** is located in Boatwright Library's Administrative Wing. Writing Center staff will assist you in writing papers and reports, as well as filling out various applications and compiling resumes.

The **Career Development Center** is located in Richmond Hall. The Center provides career counseling, job listings and assistance with resumes and job and graduate school applications.

Counseling and Psychological Services (CAPS) is located in Richmond Hall. CAPS offers a wide range of counseling and psychological services to University of Richmond students. CAPS offers personal and group counseling.