

Athletic Department Handbook for Student-Athletes

Congratulations on becoming a Baldwin-Wallace Yellow Jacket! Through your hard work and talent, you have earned the privilege to wear a B-W uniform. You join a tradition of excellence here at B-W and we hope that you contribute to adding to that excellence. As a student-athlete, you have a unique opportunity to pursue the highest level of play in collegiate athletics. It is our hope that you experience physical, mental, social, and emotional growth while competing in our program.

With all the opportunities that come to you as a student-athlete, you also have an increase in responsibility. Wherever you go, you are now a representative of Baldwin-Wallace College and the athletic department. Whether you are on or off the field, your actions reflect upon the school, your teammates, and the coaches. Baldwin-Wallace College is dedicated to molding student-athletes of character and we stress that being able to wear the B-W uniform is a privilege, not a right and results in additional responsibility and accountability.

This handbook is intended to give you important and helpful information to help you to succeed as a student and athlete. It should answer any questions you may have. You should also be able to go to your coach or a Student-Athlete Services Graduate Assistants with concerns or questions you may have.

In addition to B-W, OAC and NCAA III rules, regulations and policies each team, coach and program will have specific guidelines to follow. Please make sure you are aware and understand your sport program guidelines and expectations.

Best wishes for outstanding success and a wonderful experience this year! **GO JACKETS!!!!**

MISSION STATEMENT

of the Baldwin-Wallace College Athletic Department

The Intercollegiate Athletic Department is committed to the vision and mission of Baldwin-Wallace College in which a student's athletic activities are conducted as an integral part of the total educational experience. Intercollegiate athletic competition provides a unique experiential environment for demonstrating and teaching teamwork, patience, service, respect for authority, ethics, leadership, commitment and hard work. The athletic department places highest priority on the successful completion of the academic program for all student-athletes, in addition to transforming lives intellectually, socially, spiritually, and physically. The department strives to provide an optimal setting for each student-athlete, coach, and team to reach academic and athletic excellence. The athletics department supports and encourages the college mission statement in assisting students in their preparation toward becoming contributing, compassionate citizens in an increasingly global society.

Operating Principles:

The BW Athletics department strives to bring distinction to the college and be a positive influence on our larger community by:

- a) establishing and maintaining an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.
- b) encouraging the development of sportsmanship and appropriate behavior in all constituencies
- c) placing special importance on the impact of athletics on the participants rather than on the spectators and greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs; this includes the health and welfare of all participants
- d) awarding no athletically related financial aid to any student
- e) assuring that athletics participants are treated no differently than any other member of the student body;
- f) assuring that the athletic program supports the institution's educational mission by financing, staffing, and controlling the programs through the same general procedures as other departments of the institution;
- g) giving primary emphasis to conference play, the college also supports students in their efforts to reach high levels of performance, which may include opportunities for participation in national championships, by providing adequate resources and competitive opportunities.

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THE OHIO ATHLETIC CONFERENCE (OAC)

The OAC is the third oldest conference in the nation and one of the strongest in all of Division III. Only the Michigan Intercollegiate Athletic Conference and the Big Ten have been in existence longer. The conference sponsors championships in 11 men's and 10 women's sports. At present the members consist of the following colleges:

Baldwin -Wallace College.....Berea, OH
Capital University.....Columbus, OH
Heidelberg College.....Tiffin, OH
John Carroll Univ.....University Hts, OH
Marietta College..... Marietta, OH
Mount Union CollegeAlliance, OH
Muskingum CollegeNew Concord, OH
Wilmington College.....Wilmington, OH
Ohio Northern University.....Ada, OH
Otterbein CollegeWesterville, OH

ELIGIBILITY REQUIREMENTS

1. ACADEMIC RULES

A. To be eligible to play or practice, a student must carry a minimum of 12 undergraduate credit hours at BW (or 8 graduate credit hours). **You cannot drop below this during any semester in which you are participating.** The only exception to this is if the student is in their last semester and needs less than 12 hours to meet graduation requirements. (NCAA Rule)

B. You must maintain the following levels of acceptable performance: (B-W Rule)

i. 1-11 hours	-----
ii. 12-26 hours	1.7 GPA
iii. 27-42 hours	1.8 GPA
iv. 43-59 hours	1.9 GPA
v. 60-124 hours	2.0 GPA

C. A student must make normal academic progress from the beginning of their previous season in order to be eligible to compete in a subsequent season (B-W rule)

2. PARTICIPATION RULE

Any athlete whose name appears on the official eligibility sheet for a varsity sport is ineligible to play or participate in any other varsity sport without a release from their coach until the season is completed for that particular activity. The season includes Ohio Athletic Conference and post season tournaments. An exception would be between two coaches and the athletic director prior to the beginning of the season agreeing to the conditions for an athlete to participate in more than one sport. (B-W Rule)

3. A physical examination performed by the B-W team physician or his staff must be on record BEFORE any participation in practice or competition, and each athlete must carry the school insurance or athletic policy. Please see the sports medicine section of the handbook or contact the athletic training staff with questions on our current insurance policies. (B-W Rule)

4. In Division III the student-athlete must complete their four season of participation during the first 10 semesters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies. (NCAA Rule)

5. Any participation in preparation (practice) prior to a season may be considered as a season of eligibility. Please see an athletic director if you have any questions/concerns.

6. Any participation in an athletic contest during a season in an intercollegiate sport (including scrimmages), regardless of time, shall be counted as a season of competition in that sport. An exception to this could be a hardship ruling as specified by the NCAA. Cross-country, indoor and outdoor track and field shall be considered separate sports. (NCAA Rule)

7. Amateur status (as defined by the NCAA) must be maintained.

8. A student is eligible to participate immediately if they have transferred from one Division III institution to another Division III institution - providing it is not an OAC institution. The student is also eligible to compete immediately if they transfer from a Division I, II or junior college institution to a Division III institution. NAIA schools are regarded as Division II institutions.

Probationary Status

Students on academic or disciplinary probation are subject to all of the following restrictions:

1. They may not hold office in any student or College organization or activity.
2. They are ineligible to participate in varsity athletics.
3. They may not pledge, nor be initiated into, a national social fraternity or sorority.
4. They may not represent the College in any on- or off-campus event.
5. Other restrictions may be established for individual situations.

***** A STUDENT WHO TRANSFERS FROM ONE OAC SCHOOL TO ANOTHER OAC SCHOOL, SHALL BE INELIGIBLE FOR ONE YEAR IN THE SPORT IN WHICH THEY PREVIOUSLY PARTICIPATED!! *****

-----ADMINISTRATION-----

AWARD SYSTEM AND SPECIAL AWARDS

The coach of each sport establishes guidelines for lettering for that particular sport. In order to receive your varsity letter you **MUST** complete the season. If injured, you are expected to remain with the team for all activities. Ineligibility, quitting the team, suspension from the team or other reasons for not completing the season will not be accepted and you will not receive a varsity letter even though you may have met the coaches' requirements. Coaches have the option of awarding or withholding awards due to special circumstances with the approval of the athletic department.

The first year award is a varsity letter jacket, 2nd year award is a plaque, the 3rd year award is a watch and the senior award is a ring. All athletes receive the same awards, as set up under the school guidelines, for earning their letter and participating on the team. Multiple sport athletes who have lettered in two or more sports will receive the letter award for the first sport only. Athletes may receive individual awards for outstanding performance on their team and teams may receive championship awards for winning the conference regular-season championship or NCAA championship, however, you may be asked to personally finance all or part of the cost of team championship awards.

EQUIPMENT AND UNIFORM POLICIES

The equipment manager or student manager will issue and collect all equipment. The student-athlete is responsible for all of his/her equipment while in their possession. Any missing equipment will be billed to the athlete at the rate of 3 times the purchase price for new and 2 times the purchase price for used equipment. Travel bags should be used on game day only, as well as all issued uniforms and warm ups. A student-athlete who, for any reason other than illness or injury, fails to complete a season after beginning practice is responsible for the cost of all equipment that he/she used that cannot be used again (i.e. socks, sanitary shorts, etc.).

HOSTING RECRUITS – RULES AND GUIDELINES

Student hosts are critical in recruitment to B-W and your athletic team. The athletic department expects you to conduct yourself appropriately. Baldwin-Wallace College prohibits minors from consuming alcoholic beverages and prohibits minors from being served.

- ✓ The following guidelines must be followed (NCAA rules):
- ✓ All meals must take place on campus unless the union is closed. In that case you may take the prospect and parents off campus. One meal may be held for a prospect at the home of an institutional staff member.
- ✓ Any money (maximum of \$20) with which you have been provided is for the purpose of entertaining only yourself, the prospect, and the prospect's parents. Other students are welcome to assist in hosting but must pay for their own entertainment. You may not use entertainment funds to purchase or otherwise provide the prospect with any souvenirs, T-shirts, etc.
- ✓ No cash may be given to the visiting prospect or anyone else.
- ✓ You may not use any vehicle provided or arranged for by any institutional staff member and may not transport the prospect or anyone accompanying the prospect more than 30 miles from the campus.
- ✓ You are responsible for turning in any receipts and/or remaining cash from the funds advanced. This should be done on the next working day following a recruiting visit.
- ✓ **Visiting prospects may not be introduced at a game, or function that is open to the public.**

SPORTS INFORMATION AND DEALING WITH THE MEDIA

The sports information office handles the media relations for all of B-W's 21 Varsity sports. They publicize our sports and athletes to the news media and other interested groups. They produce all media guides, programs, printed schedules, news releases and feature stories. They also respond to news media inquiries and arrange all media interviews. B-W expects you to work with the sports information office to make yourself available to media requests when it can be worked around your class and athletic schedule. We can't control what the media prints or the stories they write but by being cooperative and honest we can help to make those positive.

REMEMBER you always represent your team and the college so you must be careful what you do and say. You must always respond to requests from the media after contests, win or lose.

TIPS FOR WORKING WITH THE MEDIA

- ✓ Be on time for scheduled interviews, if you can't meet a request when asked call the sports information office at 2327 or email SID Kevin Ruple at kruple@B-W.edu.
- ✓ Dress appropriately.
- ✓ Think first, before you talk, anticipate what your comments will look like in print or sound like on the air. You do not have to answer every question. A proper response may be "I'd rather not discuss that subject," or "I don't want to get into that." The response "no comment" should be avoided.
- ✓ If you feel you have been misrepresented or have concerns about a reporter or the tone of an interview please see the sports information department.
- ✓ Be positive whenever talking about your teammates, coaches and team. Praise your teammates. Watch out for the rest of your team and be a united front. Also, never criticize officials or their calls.
- ✓ Be yourself but don't fidget. Look the interviewer in the eyes and speak slowly and clearly. Catch yourself and avoid the "you know," "like I said before," and "ums!"
- ✓ Be confident but not cocky.
- ✓ There is no such thing as "off the record." **Anything said to a reporter can appear in print.**
- ✓ Treat a telephone interview the same as an in-person interview. Don't say anything you wouldn't say in a live interview.
- ✓ Thank the reporter after an interview – be gracious for the opportunity to represent B-W and be in the "spotlight."
- ✓ Do not stereotype all media members because you may have had a bad experience with someone. Remember the media can help you as much or more than they can hurt you.

SPORTS MEDICINE AND INSURANCE

Athletic Training Services Department Policy

The Athletic Training Services Department is responsible for providing necessary care for the health and welfare of Baldwin-Wallace College student-athletes. The care provided consists of prevention, assessment, first aid, and rehabilitation of athletic injuries and illness.

Athletic Training Department Coverage

1. The Athletic Training Department will provide coverage for home athletic events that occur at Baldwin-Wallace College and in addition will provide coverage to student-athletes as they travel outside of Baldwin-Wallace College. The student-athlete may receive prevention, assessment, first aid, or rehabilitation of injuries at either of the Athletic Training Clinics on campus. The Athletic Training Clinics are typically open from 2:00 PM to 7:00 PM, but often times are extended to meet the needs of the various athletic teams of Baldwin-Wallace College.
2. The Cleveland Clinic Foundation is the medical coverage provider for the Athletic Training Department. If a situation arises that a student-athlete requires medical attention, the student-athlete will then be referred to The Cleveland Clinic Foundation. It is important that remember the Athletic Training Department will make the decision on the severity of injury/illness and the care needed, and if warrant they will then contact the Cleveland Clinic Foundation, not the student-athlete. The Cleveland Clinic Foundation also provides on-campus clinics weekly free of

- charge to the student athlete; however, these visits may require the student-athlete to be referred to their primary care physician (i.e. nature of injury/illness or insurance policy).
3. If a student-athlete gets injured or becomes ill outside of the regular operating hours of the Athletic Training Department the student-athlete can still receive care. At the beginning of the sports season the head Student Athletic Trainer will provide all student-athlete with information on how to reach him/her or other members of the Athletic Training Department. In the case of an emergency the student athlete should contact that individual, who will contact the proper personnel to deal with the situation and coordinate an appropriate medical response.
 4. If a Certified Athletic Trainer or Student Athletic Trainer cannot be reached then the student athlete should contact Baldwin-Wallace College's Health Center for any non-life threatening injuries/illnesses. It is important to remind the student-athlete that it is very important they at least try to contact the Athletic Training Department before going to the Student health Center.
 5. ***If it is a life threatening injury/illness the student-athlete should call 911 and proceed to the emergency room immediately.*** After the injury/illness has been controlled and the life threatening nature of the injury/illness has passed, the student-athlete should inform the Athletic Training Department of the incidence.

Athletic Training Department Phone Numbers

Jason Cruickshank, ATC	(440) 826-8570
Karyn Gentile MS, ATC	(440) 826-3463
Bradley Kimble MED., ATC	(440) 826-2186
Shannon Markuz, MEd., ATC	(440) 826-8561
Andrea Rugley MS, ATC,CSCS	(440) 826-8051
Jill Schubert MS, ATC	(440) 826-3439
Finnie Stadium Athletic Training Clinic	(440) 826-3567
Rec Center Athletic Training Clinic	(440) 826-3475
Ursprung Athletic Training Clinic	(440) 826-6523
Fax Machine (Athletic Training)	(440) 826-5930

Athletic Training coverage- because of the limited number of students and certified trainers, a trainer may or may not be present at the non-traditional practice. In lieu of an on-site trainer, coaches will be given a walkie-talkie, cell phone etc. to call a trainer from the training room as needed. Communication devises must be returned to the training staff at the end of each practice.

Athletic Training Services Department Staff

The athletic training staff consists of certified athletic trainers, athletic training students, and team physicians and consultants from The Cleveland Clinic Foundation. Each member of the Athletic Training Services Department plays a crucial role in the providing of care to the student-athletes of Baldwin-Wallace College.

Baldwin-Wallace College's Staff Athletic Trainers (Certified)

- ❖ ***Andrea Rugley, ATC, CSCS, Head Athletic Trainer***
- ❖ ***Bradley Kimble, ATC, Associate Athletic Trainer***
- ❖ ***Jason Cruickshank, ATC, Cleveland Clinic, Asst. Athletic Trainer***
- ❖ ***Shannon Markuz, ATC, Cleveland Clinic, Asst. Athletic Trainer***

Athletic Training Education Program Faculty

- ❖ ***Karyn Gentile, ATC-Program Director/Clinical Coordinator, Athletic Training Education Program, Assistant Athletic Trainer***
- ❖ ***Jill Schubert, ATC- Assistant Professor, Athletic Training Education Program, Assistant Athletic Trainer***

ATHLETIC TRAINING ROOM HOURS
9:00-11:30 General Treatment and Rehabilitation
11:30-12:30 Closed for Lunch
12:30-2:00 General Treatment and Rehabilitation
2:00-4:00 In-Season Athletes Only
4:00-6:00 General Treatment and Rehabilitation

Baldwin-Wallace College Athletic Training Students

The Athletic Training Rooms at Baldwin-Wallace College serve as an integral on-campus clinical site for the Athletic Training Students studying within the accredited Athletic Training Education Program. Specifically at Baldwin-Wallace College an Athletic Training Student is one who has fulfilled the requirements of the Program's admission guidelines and has been accepted into the clinical component of the education program. These students function under the direct supervision of a Certified Athletic Trainer and are dedicated to applying/practicing knowledge and skills learned in AT classes. Athletic Training Students are fulfilling a pre-professional role and should be treated with the same respect as any other Baldwin-Wallace College Certified Athletic Trainer or Athletic Department member. Any medical questions or concerns should be addressed to the Certified Athletic Trainer providing coverage to your specific team.

Insurance Policy

Every student-athlete is required to enroll in the Baldwin-Wallace College Sports Insurance Plan. This plan is an excess only plan which will cover any remaining usual and customary balances that the primary insurance plan does not cover. This coverage is for each injury during the regular season and designated non-traditional sports seasons.

SPECIAL NOTE: The insurance policy does not cover any pre-existing conditions or injuries.

Frequently Asked Questions:

Why do I have to purchase the Sport's Insurance Plan when I already have insurance?

In order to treat the student-athlete it is sometimes important to get initial diagnostic tests, i.e. x-rays, MRI, etc. if you have an insurance plan that requires pre-approval or referral forms from your primary care physician, the treatment time may be delayed. Our insurance plan allows the Athletic Training Services Department to get initial testing done as quickly as possible.

How do we pay for insurance?

You do not need to pay in advance. You will be automatically billed for the student health plan and the fee will appear the student-athletes tuition bill.

Intercollegiate Athletic Medical Eligibility

1. All freshmen and transfer student-athletes are required to pass a physical examination given by a Baldwin-Wallace College team physician before equipment will be issued and before the student-athlete will be permitted to participate in any intercollegiate athletic activities. Upperclassmen student-athletes are required to complete a annual medical update prior to participating in any intercollegiate athletic activities.
2. All physical examinations and medical updates will be scheduled through the Athletic Training Services Department prior to the start of the sport season.
3. The physical examinations/medical updates are effective for the duration of the academic year.
4. The team physician may re-examine any student-athlete and change the student-athlete's participation status at any time should the circumstances warrant.

5. A medical history must be completed and returned to the Athletic Training Department prior to or on the day of the student-athletes scheduled physical examination. It is imperative that the following conditions be reported in detail and provide supporting documentation from the attending physician for our team physician to review:
 - a. Injuries to head, neck, back, upper extremity, lower extremity, and internal organs.
 - b. Fractures, dislocations, strains, sprains, and muscle tendon tears.
 - c. Any serious illnesses.
 - d. Allergies, asthma, diabetes, or epilepsy.
 - e. Previous counseling for alcohol/substance abuse.
 - f. Previous surgeries.
 - g. Cardiopulmonary problems.
6. Student-athletes with special conditions may be referred to a specialist for further examination at the discretion of the team physician. If the special consideration is a preexisting condition, any fees incurred will be the responsibility of the student-athlete.
7. Failure to report a special condition will release Baldwin-Wallace College from any liability in the event of injury caused by or related to the unreported condition.
8. Loss of one of the paired organs (kidney, eyes, etc.) or any other condition that is determined by the team physician to be detrimental to the student-athlete's health and well being may disqualify a candidate for participation in intercollegiate athletics.

Frequently Asked Question:

Does the student-athlete need to get a physical before starting at Baldwin-Wallace College in the fall?

No. Every student-athlete will have a free physical examination as a first year student-athlete and a medical update each year after while he/she participates in intercollegiate athletics at Baldwin-Wallace College.

Medical Referrals

For Baldwin-Wallace College to be financially responsible, all medical referral appointments must be made by the Athletic Training Services Department.

Medical Treatment

1. The student-athlete must report all injuries/illnesses to a certified athletic trainer within 48 hours of the occurrence. Baldwin-Wallace College may not be responsible for payment of charges resulting from unreported injuries/illnesses within this designated time frame.
2. The certified athletic trainer will screen for signs and symptoms and provide care or refer the student-athlete to a team physician as necessary.
3. In the case of an emergency or medical problem outside of the Athletic Training Departments hours, contact a certified athletic trainer or athletic training student immediately. Contact your head coach or respective position coach for help in reaching a member of the athletic training staff or obtaining proper assistance. If you are unable to contact a member of the athletic training staff, notify the Baldwin-Wallace College Health Center, in lieu of this, go to a hospital for a true emergency.
4. Treatments will be given under the direction of the team physician and under the supervision of a certified athletic trainer in one of the following Athletic Training Room: Higgins Center Athletic Training Room, Ursprung Gymnasium Athletic Training Room and the George Finnie Stadium Athletic Training Room.
5. The Baldwin-Wallace College Health Center has the responsibility for the welfare of students in general. The Athletic Training Services Department has the responsibility for the welfare of student-athletes only.

Frequently Asked Question:

Can the student-athlete go to his/her own doctor?

Yes. But, the NCAA rules give the final decision on the playing status of a student-athlete to the Team Physician. However, if a student-athlete would like a second opinion in regards to an injury, they may do so at your own expense.

TICKET POLICIES

By NCAA rules, an athlete is only allowed a maximum of four (4) complimentary admissions per game for the sport in which he/she participates. Players should turn in the names of those people using the tickets to the athletic department secretary no later than 48 hours in advance of the contest. These guests can then pick up their tickets (a signature is required) at the ticket booth in the Ursprung lobby or at the will call window at the Finnie Stadium the day of a scheduled game. Tickets cannot be saved and uses for the future games.

**OAC Tournament and NCAA Tournament games are not included in this policy.
No passes of any kind are accepted for these events**

-----**CONDUCT**-----

ACADEMIC HONESTY

(taken from the Policies of the office of the Dean/Academic Affairs)-approved April 25

Baldwin-Wallace is committed to the growth and learning of its students and believes strongly that such growth and learning prospers best within a community of trust. We believe that academic honesty, the fair and straightforward representation of what one has learned, researched and/or written, is the foundation of a healthy environment for learning. Instructors, administrators, staff, and students alike are responsible for upholding high ethical standards of academic honesty in all academic endeavors, and the academic community of Baldwin-Wallace supports the policy that any form of academic dishonesty is a serious breach of ethics and shall be dealt with appropriately.

To show our commitment to academic honesty, members of the Baldwin-Wallace community must speak a common language in explaining the value of academic honesty and our expectations about honesty in our courses. Thus, faculty should provide guidance on what is and is not acceptable. We cannot assume that students understand expectations, nor can we assume that they share our values. We can show our concern for ethical behavior by creating a climate at the College that encourages academic honesty and discourages academic dishonesty. If academic dishonesty does occur, we should deal with it, and not ignore it, by taking the alleged violator through the appropriate Student Conduct process.

The following guidelines for how to encourage a culture of academic honesty, prepared by the Dean's Task Force on Academic Dishonesty and revised by subsequent faculty actions, are meant to provide the common language and direction that are needed if Baldwin-Wallace College is to uphold the value of academic honesty.

Community Responsibility for Promoting Academic Honesty

A. Administrative Responsibility

All department heads, supervisors, and deans are expected to make sure that the employees under their supervision understand and carry out their responsibilities for developing, supporting, and maintaining academic honesty in the Baldwin-Wallace community.

B. Instructor's Responsibility

We recognize that much plagiarism in student writing and some cheating on assignments results from confusion over proper documentation methods and appropriate use of cooperative learning. We also realize that

this confusion results in part from the justifiably different demands of different disciplines that can be challenging for our students to understand. Therefore, it is the responsibility of all instructors to remind their students about the College's Academic Honesty policy, to help their students develop documentation and cooperative learning skills appropriate to the instructors' disciplines and subject matter. In this effort, all instructors should take the following steps:

- 1) *Tell students when it is appropriate for them to collaborate on an assignment and when it is not, explaining carefully the reasons for the distinctions and the penalties for inappropriate cooperation.*
- 2) *Provide the students with models for documentation that are based upon the newest revision of the chosen style guide and are consistent with current usage within the discipline. To this end, Baldwin-Wallace has adopted a standard text that includes updated style guides for the MLA, APA, Chicago, AIP, and CBE styles of documentation. Instructors should acquire a copy of that book and require students to use it in their classes as the standard style guide for documenting any assignments for which documentation is appropriate. Instructors who wish to teach a method of documentation not covered in the manual should provide the students with instructions about how to document according to that style and devote class time to explaining the documentation style and its advantages.*
- 3) *When a student has made an attempt to cite his or her sources but has done so incorrectly, or in other cases where the instructor feels strongly that the student is not deliberately committing acts of academic dishonesty, instructors are at liberty to determine the consequences and should not file an incident report with the Director of Student Conduct. In these cases, possible consequences for incorrect documentation might include requiring the student to revise the assignment, possibly with the help of the Writing Lab, and/or reducing the grade on the assignment. Alternatively, the instructor might comment upon and correct the documentation in the assignment to demonstrate to the student how it should be done. The maximum sanction that an instructor may impose for incorrect citations is a zero for that assignment. It is permissible for the penalties exacted on the assignment to result in an overall failing grade for the course.*
- 4) *In order to ensure a fair process, instructors must state their expectations regarding academic honesty in writing.*

C. Staff Responsibility

All staff persons are responsible for supporting the instructors' teaching and assessment of academic honesty in student work. Staff should help to explain to students why academic honesty is important in academic life and in the workplace, and should refer students back to their professors, to the Learning Center, or to the Writing Lab for any additional instruction that the students need.

D. Student Responsibility

It is the students' responsibility to pay attention to the instruction in class, to learn the principles and mechanics of academic honesty, and to apply that knowledge in all of their work across the curriculum and outside of the classroom. Students are expected to understand and comply with the limits of collaboration imposed by each instructor, and to know how and when to document appropriately in the APA, MLA, Chicago, AIP, and CBE styles. Students who are unclear about the rules and mechanics of documentation are expected to seek clarification from their professors, from the Writing Lab, or from the Learning Center.

ACADEMIC INTEGRITY

You are expected to maintain the highest standards of academic integrity. Cheating will not be tolerated. Plagiarism can result in consequences ranging from the failing of that test or project to expulsion from the college. Information gathered through the use of the Internet must be properly

documented. The use of papers or parts of papers from the web, without proper documentation, is considered plagiarism. You should always do your own work.

WINNING IN THE CLASSROOM

- * **ATTEND CLASS** (even if attendance is not taken or mandatory)
- * **ASK QUESTIONS** – be an active participant in your learning.
- * **READ THE COURSE SYLLABUS CAREFULLY.** Put the following in Your planner for each class:
 - Due dates of projects and papers
 - Test dates
 - Other important dates – outside event attendance, group meetings, etc. Also take special note of required texts and readings, grading scales and policies, attendance/make up policies, and any other expectations for the class.
 - **Communicate** with the professor – discuss your progress, ask questions, ask for suggestions to help you study and prepare for tests or papers. Make sure they know that you are interested in their course and truly desire to be successful.
 - **Manage your time well** – prioritize your time. Put your schoolwork before social activities! Set aside time to study, read, write, etc.
 - **Use Tutors** – see one of the Student Athlete Mentors (SAM's) if you could use extra help for any class.

CRIMINAL CHARGES

Baldwin-Wallace College student-athletes are expected to be good citizens of the community; on and off campus. Any criminal charges will result in immediate suspension from your team until the matter is handled at the discretion of the athletic department.

GAMBLING

The NCAA and Baldwin-Wallace College strictly prohibit gambling. Rule 10.3 of the NCAA Manual reads:

Staff members and student-athletes shall not knowingly:

- a) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletic competition;
- b) Solicit a bet on any intercollegiate team;
- c) Accept a bet on any team representing the institution.
- d) Solicit or accept a bet on any intercollegiate competition for a any item (e.g., cash, shirt, dinner) that has tangible value;
- e) Participate in any gambling activity that involves intercollegiate athletics or professional athletics through a bookmaker, a parlay card or any other method employed by organized gambling.

HAZING

It is not acceptable to be a part of hazing for a team in any way. As returning players you must not do anything that could be interpreted as hazing. If you do not understand what hazing is, please see your coach. If you are a newcomer to your team and feel that some kind of hazing is occurring you should let your coach, Student Athlete Services, or an AD know immediately. Hazing is defined by Baldwin-Wallace College as the following (Taken directly from the B-W Student Handbook):

Hazing

All acts of hazing by any individual student and college registered student club or organization and any of its members or alumni are prohibited. Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm or social ostracism to any other person within the college community.

Accordingly, the following behavior is expressly forbidden as hazing when related to the admission, initiation, pledging, joining, or any other group-affiliation activity:

- a. Physical abuse (on or off campus), including but not limited to paddling, slapping, kicking, choking, scratching and exposure to extreme (i.e. cold or hot) water temperatures, the consumption of disgusting and/or dangerous concoctions;
- b. Causing excessive mental stress, including but not limited to placing prospective members of an organization or group in ambiguous situations which lead to confusion and emotional stress, sleep deprivation;
- c. Verbal abuse, including but not limited to shouting, screaming or use of derogatory, profane, or obscene language; or
- d. Subservience, including but not limited to any activity which promotes a class system within organizations or activities which facilitate inappropriate levels of authority over students.

This list is not exhaustive and any student or organization found to be involved in any hazing activity will face conduct action and will likely be subject to expulsion from the college. Violation of this policy exists irrespective of the voluntary or consensual participation in the hazing activity by the person being hazed.

SEXUAL MISCONDUCT

The athletic department follows the college policy in regard to sexual harassment and sexual assault. A definition follows and all athletes and coaches must not commit acts that would fall under either of the following 2 areas. (Taken directly from the B-W Student Handbook)

SEXUAL MISCONDUCT

This policy is adapted from the model policies and code authored by the National Center for Higher Education Risk Management (www.ncherp.org). Use of this model policy has been licensed to Baldwin-Wallace College for its Code of Conduct. All other use is strictly reserved to NCHERM under its copyright. Adaptation, use or copying of this code by any institution other than Baldwin-Wallace is not permitted without express written authorization by the copyright holder.

INTRODUCTION

Baldwin-Wallace College believes in a zero tolerance policy for sexual misconduct. Members of the Baldwin-Wallace College community, guests and visitors have the right to be free from sexual violence. When an allegation of sexual misconduct is brought to the administration, and a respondent is found to have violated this policy, serious sanctions will be used to ensure that such actions are never repeated. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Baldwin-Wallace College Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy has dual purposes.

It serves as a measure for us to determine, after the fact, if behaviors trespass on community values. It also should serve as a guide for you on the expectations we have, preventatively, for sexual communication, sexual responsibility and sexual respect.

OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT

While the policy below is quite detailed and specific, the expectations of this community can be summarized in this simple paragraph. In order for individuals to engage in sexual activity of any type with each other, there must be clear consent.

Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is less clear than talking about what you want and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent. There is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy just as much as physically forcing someone into sex. Coercion happens when someone unreasonably pressures someone else for sex. When alcohol or other drugs are being used, someone will be considered unable to give valid consent if they cannot appreciate the who, what, when, where, why, or how of a sexual interaction. Individuals who consent to sex must be able to understand what they are doing. You will do well to keep in mind that under this policy, "No" always means "No," and "Yes" may not always mean "Yes."

OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS

The college does not interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the college. For the personal protection of members of this community, faculty-student relationships are discouraged. However, consensual romantic or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities.

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect.

Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent does not remove grounds for a charge of a violation of applicable parts of the faculty/staff handbooks.

RISK REDUCTION TIPS

If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

1. If you have limits, make them known before things go too far.
2. Tell a sexual aggressor “NO” clearly and loudly, like you mean it.
3. Try to extricate yourself from the physical presence of a sexual aggressor.
4. Grab someone nearby and ask for help.
5. Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do. If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner.

These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. DON'T MAKE ASSUMPTIONS. About consent. About someone's sexual availability. About whether they are attracted to you. About how far you can go. About whether they are physically and mentally able to consent to you.
2. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
3. Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading them. Perhaps they haven't figured out how far they want to go with you yet. You need to respect the timeline with which they are comfortable.
4. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
5. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
6. Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.
7. On this campus, silence and passivity cannot be interpreted by you as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language. Although in campus hearings legal ideas like guilt and innocence are not applicable, rest assured that Baldwin-Wallace College will never assume a student is in violation of college policy. In fact, campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to

impose differing sanctions, ranging from oral warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. Non-Consensual Sexual Intercourse (or attempts to commit same)

2. Non-Consensual Sexual Contact (or attempts to commit same)

3. Sexual Exploitation

1. NON-CONSENSUAL SEXUAL INTERCOURSE:

Non-Consensual Sexual Intercourse is

- any sexual intercourse (anal, oral, or vaginal),
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- without effective consent.

2. NON-CONSENSUAL SEXUAL CONTACT:

Non-Consensual Sexual Contact is

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- without effective consent.

Effective consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Effective consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity --who, what, when, where, why and how sexual activity will take place. In order to be effective, consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. In order to give effective consent, one must be of legal age.

If you have sexual activity with someone you know to be--or should know to be—mentally or physically incapacitated (alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy.

Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior.

This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at

<http://www.911rape.org/>

Use of alcohol or other drugs will never function to excuse behavior that violates this policy. The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity.

Sexual activity includes:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Intercourse however slight, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

3. SEXUAL EXPLOITATION

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

prostituting another student; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in Peeping Tommerly; knowingly transmitting an STI or HIV to another student.

SANCTION STATEMENT

Any student found responsible for violating the policy on Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

Any student found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.*

Any student found responsible for violating the policy on sexual exploitation will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

*The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the complaint of serious mitigating circumstances or egregiously offensive behavior. Neither the CRP nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

EXAMPLES

1) Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00pm until 3:00am, Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses.

He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a “hand job” (hand to genital contact). Amanda would never have done it but for Bill's incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn't want it, she could have left.

Bill is responsible for violating the college Non-Consensual Sexual Contact policy. It is likely that a college hearing board would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct.

2) Bill is a junior at the College. Jin Lee is a sophomore. Bill comes to Jin Lee's dorm room with some mutual friends to watch a movie. Bill and Jin Lee, who have never met before, are attracted to each other. After the movie, everyone leaves, and Bill and Jin Lee are alone. They hit it off, and are soon becoming more intimate. They start to make out.

Bill verbally expresses his desire to have sex with Jin Lee. Jin Lee, who was abused by a baby-sitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Bill takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Jin Lee has a severe flashback to her childhood trauma. She wants to tell Bill to stop, but cannot. Jin Lee is stiff and unresponsive during the intercourse. Is this a policy violation? **Bill would be held responsible in this scenario for Non Consensual Sexual Intercourse. It is the duty of the sexual initiator, Bill, to make sure that he has mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Bill had no verbal or non-verbal mutually understandable indication from Jin Lee that she consented to sexual intercourse. Of course, wherever possible, students should attempt to be as clear as possible as to whether or not sexual contact is desired, but students must be aware that for psychological reasons, or because of alcohol or drug use, one's partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.**

3) Kevin and Amy are at a party. Kevin is not sure how much Amy has been drinking, but he is pretty sure it's a lot. After the party, he walks Amy to her room, and Amy comes on to Kevin, initiating sexual activity. Kevin asks her if she is really up to this, and Amy says yes. Clothes go flying, and they end up in Amy's bed. Suddenly, Amy runs for the bathroom. When she returns, her face is pale, and Kevin thinks she may have thrown up. Amy gets back into bed,

and they begin to have sexual intercourse. Kevin is having a good time, though he can't help but notice that Amy seems pretty groggy and passive, and he thinks Amy may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into Amy the next day, he thanks her for the wild night. Amy remembers nothing, and decides to make a complaint to the Dean. **This is a violation of the Non-Consensual Sexual Intercourse Policy. Kevin should have known that Amy was incapable of making a rational, reasonable decision about sex. Even if Amy seemed to consent, Kevin was well aware that Amy had consumed a large amount of alcohol, and Kevin thought Amy was physically ill, and that she passed out during sex. Kevin should be held accountable for taking advantage of Amy in her condition. This is not the level of respectful conduct expected of students.**

CONFIDENTIALITY AND REPORTING POLICY

Different people on campus have different reporting responsibilities, and different abilities to maintain your confidentiality, depending on their roles at the college. When consulting campus resources, victims should be aware of confidentiality and mandatory reporting, in order to make informed choices. On campus, some resources may maintain your complete confidentiality, offering you options and advice without any obligation to tell anyone, unless you want them to. Other resources are expressly there for you to report crimes and policy violations, and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the college nor the law requires them to divulge private information that you share with them, except in extremely rare circumstances, described below. You may seek assistance from them without starting a chain of events that takes things out of your control, or violates your privacy.

Questions and Answers

Here are some of the most commonly asked questions regarding Baldwin-Wallace College's sexual misconduct policy and procedures.

- Does the complaint remain confidential?

The confidentiality of all parties to a complaint of sexual misconduct must be strictly observed, except insofar as it interferes with the college's obligation to fully investigate allegations of sexual misconduct. Where confidentiality is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of confidentiality by either the complainant or the accused may lead to disciplinary action by the college.

In all complaints of sexual misconduct, the complainant will be informed of the outcome. In some instances, the administration also may choose to make a brief announcement of the nature of the violation and the action taken, using no names. Certain college administrators are informed on a confidential basis (e.g., the President of the College, Vice President and Dean of Students, Director of Safety and Security). If you report an act of alleged sexual misconduct to a conduct officer of the college and there is evidence that a felony has occurred, local police will be notified.

This does not mean charges will be automatically filed or that a victim must speak with the police, but the college is legally required to notify law enforcement authorities. The college also must statistically report the occurrence on campus of any of six major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

- Will my parents be told?

No, not unless you tell them. Whether you are the complainant or the accused, Baldwin-Wallace College's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. College officials will directly inform parents when requested to do so by a student, or in a life-threatening situation.

- Will I have to confront the perpetrator?

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused has the right to confront the accuser. However, the college does provide options for allowing confrontation without direct contact, including closed-circuit testimony, using a room divider or using separate hearing rooms.

- Do I have to name the perpetrator?

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy below to better understand the college's legal obligations depending on what information you share with different college officials).

- What do I do if I am accused of sexual misconduct?

DO NOT contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Dean of Students, who can explain the college's procedures for dealing with sexual misconduct complaints. You may also want to talk to a confidential counselor at the college counseling center.

- Will the use of drugs or alcohol affect the outcome of a sexual misconduct judicial complaint?

The use of alcohol and/or drugs by either party will not diminish the accused assailant's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing complaints of sexual misconduct must either remember the alleged incident or have sufficient circumstantial

evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information.

- Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

- What should I do if I am uncertain about what happened?

If you believe that you have experienced a non-consensual sexual contact, but are unsure of whether it was a violation of the college's sexual misconduct policy, you should contact a member of the Sexual Misconduct Response team.

- Your RA, Hall Director or residence hall staff member
- Marcy Hunt-Morse, Director Counseling Services 440-826-2180
- Lauren Bara, Director Health Services 440-826-2178

These persons will respond as quickly as they are able, but do not consider them "Emergency" resources – they may not be able to respond immediately. For immediate or emergency response, Safety & Security, the police, or 911 may be better resources.

Rights of the Reporting Student

1. To have all information kept confidential by B-W personnel if the victim is 18 years of age or older. If either party is a minor, B-W reserves the right to contact the parent(s) or legal guardian(s) of the student.
2. To have any allegations of sexual assault treated seriously and with dignity.
3. To be informed about the College and community medical, counseling, and student services for victims of sexual assault.
4. To have the complaint explained clearly and fully at every stage of the conduct process.
5. To hear testimony and/or see all written statements concerning the complaint.
- 6 To be informed of the names of all witnesses who will provide oral or written statements.
7. To have an opportunity to refute all oral and written statements.
8. To have a fair and prompt hearing.
9. To be notified promptly of the resolution of the case and advised of the appropriate appeal process.

Rights of the Accused

1. To have all information kept confidential by B-W personnel if the accused is 18 years of age or older. If either party is a minor, B-W reserves the right to contact the parent(s) or legal guardian(s) of the student.
2. To request in writing to the Director of Student Conduct that separate hearings be conducted, if more than one student has been accused of a Code violation.
3. To have the complaint explained clearly and fully at every stage of the conduct process.
4. To hear testimony and/or see all written statements concerning the complaint.
5. To be informed of the names of all witnesses who will provide oral or written statements.
6. To have an opportunity to refute all oral and written statements.
7. To have a fair and prompt hearing.
- 8.** To be notified promptly of the resolution of the case and advised of the appropriate appeal process.

SPORTSMANSHIP

You should handle yourself with class at all times. It is expected that you show respect for officials, coaches, opponents and fans. You should never use obscene gestures or profane or unduly provocative language or action. You should never publicly criticize coaches, officials, teammates, other schools, or their personnel.

-----TRAVEL-----

CLASS ATTENDANCE POLICY

All students are expected to attend all class meetings. Athletes are “high profile” students on our campus and class attendance for you is even more important than for the regular student. There may, however, be times that you must miss class to travel with your team. You should know that according to policy as adopted by the B-W faculty... “No professor is required to excuse absences in excess of 10% of class meetings”. If your sport will require that you miss more than that, **you should discuss this with the professor during the first week of class** so that you can adjust your schedule if needed. **You should let the professor know during the first week of class when you are scheduled to miss due to travel with your team. You should have a travel schedule and class excuse forms available the first day of each semester. You are NEVER allowed to miss class for practice.** You are always responsible for all missed information and assignments. Do NOT expect the professor to come to you with missed work. If you know you will miss class to travel with your team, it is important to not miss any other class dates.

TEAM TRAVEL

It is important for you to understand that when you travel with your team you represent all of Baldwin-Wallace College. You are expected to conduct yourself in a way that reflects well on this institution. You should ALWAYS be respectful to those with whom you come in contact. Represent the college with class. Make sure all restaurants, hotels and vans/busses are void of any trash when you leave them. You must never consume alcohol when with your team, or any time, on trips, or when wearing any gear that identifies you with B-W. When in hotels, B-W will pay for your room but you are responsible for any incidentals (telephone charges, pay movies, etc.) Your coach has the prerogative to have those things turned off to your rooms. You should never damage property or steal at any time. If however that does occur, any property damage or theft committed while you travel is the financial responsibility of the individuals involved. If the individual cannot be identified the entire team will be held fiscally responsible. You should look nice when you travel. Your coach may set more specific standards for your team.

Department of Athletics

Consent to Perform Urinalysis for Drug Testing

I hereby consent to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the policy and procedure for random urine drug testing of Baldwin-Wallace College students participating in intercollegiate Athletics.

I understand that a qualified vendor will oversee the collection process.

I understand that any urine samples will be sent to a certified medical laboratory for actual testing, and the samples will be coded to provide confidentiality.

I hereby give my consent to the medical vendor selected by Baldwin-Wallace College, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.

I further give my permission to the medical vendor selected by Baldwin-Wallace College, its doctors, employees, and agents to release all result of this test to Baldwin-Wallace College Athletic Administration. I understand that these results will be forwarded to my Head Coach and the Baldwin-Wallace College medial staff and also will be made available to me.

I have read and understand the Baldwin-Wallace College Athletic Department's Drug Education and Deterrence Program and understand that consent pursuant to this Informed Consent Agreement will be effective for all athletic sports in which I might participate during the current school year.

Signature

Date

I have read and understand the information presented in the Baldwin-Wallace College Student-Athlete Handbook. I realize it is a privilege and not a right to participate on a B-W athletic team and accept the added responsibility and accountability. I understand that my involvement on a college athletic team exposes me to a higher risk of injury than that of a traditional college student and am willing to assume that risk. I will work with the athletic department, my specific sport and coach and the B-W Athletic Department Medical Staff for prevention and care of all injuries.

Print Name _____

Signature

Date

DRUG EDUCATION, TESTING, AND DETERRENCE PROGRAMS

Use by any Baldwin-Wallace College student-athlete of substances determined to be unlawful by federal, state or NCAA regulations, and substances that have the potential for abuse, or are intended to provide an advantage, or are hazardous to health as determined by the medical advisors of the College and the NCAA are prohibited. This prohibition applies to all student-athletes before, during, and after each team's competitive season.

As a condition of participation in intercollegiate athletics at Baldwin-Wallace College, each student-athlete is required to consent to random drug testing and to participation in a Substance Abuse Education component in accordance with the Athletic Department's Drug Education and Deterrence Program.

I. STATEMENT OF NEED AND PURPOSE

Recognizing that observed and suspected use of alcohol, illicit and performance enhancing drugs by Baldwin-Wallace College student athletes is always a concern, a program of deterrence will be instituted as a proactive approach to a truly drug free school. Likewise through participation in athletics students using illegal drugs pose a threat to their own health and safety as well as to that of other students. The purpose of this program is three fold; 1) to provide for the health and safety of student-athletes 2) to undermine the effects of peer pressure by providing a legitimate reason for student-athletes to refuse to use illegal drugs 3) to encourage student-athletes who use drugs to participate in drug treatment programs. This program is non-punitive. It is designed to create a safe drug free environment for student-athletes and assist them in getting help when needed. For the purpose of this policy the term "student-athlete" will be defined from time to time by the National Collegiate Athletic Association "NCAA" or by other sanctioning organizations.

II. PROCEDURES FOR STUDENT ATHLETES

A) *Informed Consent for Testing*

At the beginning of each sport season, student-athletes will complete and sign the **Baldwin-Wallace College Consent to Perform Urinalysis for Drug Testing**. No student may participate in practice or competition until this form is properly executed and on file with the Athletic Director.

B) *Urine Testing Frequency*

All athletes wishing to participate in sports at Baldwin-Wallace College may be subject to urine testing for illicit or banned substances. Up to 20% of eligible student-athletes will be randomly tested on up to a weekly basis anytime during the athletic year. Testing can also be done when there is a reasonable suspicion. Any student refusing to submit will not be allowed to practice or participate in athletics.

B) *Sample Collection*

THE HEAD COACH AND STUDENT ATHLETE WILL BE CONTACTED. THE HEAD COACH AND STUDENT MUST RESPOND IMMEDIATELY TO THE REQUEST FOR TESTING. ANY ELIGIBLE STUDENT ATHLETE WHO DOES NOT REPORT FOR TESTING WILL BE CONSIDERED TO HAVE FAILED THE TEST AND IS SUBJECT TO THE POLICY FOR A FIRST POSITIVE.

Samples will be collected as outlined by vendor requirements. Any eligible student athlete selected randomly for urine testing who is not in school on the day of testing will be tested at the next available time. Any student unable to produce an adequate specimen of urine during the collection after consuming up to 16 ounces and waiting up to 60 minutes will be suspected of not cooperating and will not be allowed to compete in any scheduled competition until the required testing is completed. Students not able to produce an adequate urine specimen at the next testing time will be viewed as refusing to test and subject to this policies actions in that regard. Arrangements may be made for special collections at a vendor collection site with prior approval of the athletic director/test coordinator.

III. CONFIDENTIALITY OF RESULTS

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them, as set forth by this policy must sign a confidentiality statement.

IV. PROCEDURES FOR RANDOM URINE DRUG TESTING OF BALDWIN-WALLACE COLLEGE STUDENT PARTICIPATING IN INTERCOLLEGIATE ATHLETICS

1. List of Eligible student athletes

The Athletic Director will prepare a list of eligible student athletes participating in sports. This list will be forwarded to the testing vendor for the random selection of student athletes who will submit urine specimens for testing.

2. Random Selection of Student Athletes for Testing

The Testing Vendor will use a system to assure that students are selected in a random fashion. This system will utilize a computer based system design specifically for the purpose of randomly selecting individuals for drug testing.

3. Scheduling of Urine Drug Testing

Urine drug testing is unannounced. The day and date are selected by the Athletic Director/Test Coordinator and confirmed with the testing vendor. Random testing may be done weekly.

4. Informed Consent

At the beginning of each season, the Head Coach is responsible for seeing that all student athletes properly sign the Baldwin-Wallace College Consent to Perform Urinalysis for drug testing prior to testing.

5. Athletic Year

The athletic year begins the date of the first official physical examination for that sport and continues for 365 days thereafter.

6. Form Completion

The testing vendor is responsible for seeing that proper drug testing custody and control forms are used that satisfy the need of the policy for Random Urine Drug Testing of Baldwin-Wallace College students participating in intercollegiate Sports and the testing laboratory. A student number will be used for identification with the student's name only appearing on the copies that go to the donor, vendor, and school official.

7. Collection Process

*Student Athletes are notified to report to the collection site. If wanted, the athlete's coach may accompany the student athlete to the testing site as a witness and also must not take any bags, coats, etc. into the collection area. A specimen of urine is collected following this process:

- a. Athlete first is asked to wash their hands with soap and water and dry them.
 - b. No purses, bags or containers may be taken into the collection area with athlete. All extra coats, vest, jackets, sweaters, etc., are to be removed before entering the collection area.
 - c. The drug testing custody and control form is completed by the student and collector.
 - d. The collector opens the collection kit while the student watches and hands the collection cup to the student while indicating the volume of urine needed for the testing (45ml) The student is instructed to void directly into the cup and hand it to the collector before flushing the toilet or washing their hands.
 - e. The Collector verifies that the toilet water is blue from the bluing agent.
 - f. The student enters the stall to collect the specimen, and then hands the container to the Collector.
- B. *If the student is unable to produce a specimen, they will be allowed to drink up to 16 ounces of water provided by the collector or athletic director, and wait up to 1 hour. They will not be allowed out of the direct view of the Collector or Athletic Director/Test Coordinator. If after one hour the student is unable to produce an adequate specimen of at least 30ml., they will be referred to the Athletic Director for explanation and application of policy.

- a. The Collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen will be considered refusal to test and the Athletic Director notified.
- b. With the student watching, the collector will pour the specimen into two bottles and recap the specimen bottle tightly.
- c. The Collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
- d. The sealed bottles are placed inside the transport bag and the top sealed as directed.
- e. The Athletic Director/Test Coordinator will be notified immediately of any student who refuses to give a urine sample.

8) Positive Results

First positive result

- 1) It is under the discretion of the Athletic Administration and Head Coach to apply additional policies which may involve suspension from the team.
 - 2) Head athletic trainer will be notified of a positive test result.
 - 3) Mandatory counseling through Student Health Center (C.A.R.E)
 - 4) Weekly urine testing until two subsequent weeks are negative
- *Student is responsible for all expenses after initial random testing*

Second Positive Result

- 5) Athlete will be denied participation in a minimum of 10% of athletic competition or more if dictated by the Athletic Administration. Practice status will also be determined by the Athletic Administration.
- 6) Head athletic trainer notified of a positive test result.
- 7) Parent/Guardian notified of a positive test result.
- 8) Mandatory counseling through Student Health Center (C.A.R.E)
- 9) Weekly urine drug testing until subsequent weeks are negative
- 10) Mandatory retest the following semester

**Student is responsible for all expenses*

Third Positive Result

Student will be denied participation for one full academic year from the finding of a third positive test, as consistent with NCAA Drug Testing Policy.

Mandatory retest following suspension before reinstated for athletic participation.

Fourth Positive Result

The athlete will no longer be eligible for participation in athletics at Baldwin-Wallace College.

31.2.3.4.1 Drugs and Procedures (TAKEN FROM NCAA WEBSITE)

Subject to Restrictions.

The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used: (Revised: 8/15/89)

(a) Blood Doping. *The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited, and any evidence confirming use will be cause for action consistent with that taken for a positive drug test. (Revised: 8/15/89, 5/4/92)*

(b) Local Anesthetics. *The Executive Committee will permit the limited use of local anesthetics under the following conditions*

NCAA Banned-Drug Classes

2008-09

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. **No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.**

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information.

Bylaw 31.2.3. Banned Drugs

The following is a list of banned-drug classes, **with some examples of substances under each class. No substance belonging to the banned drug class may be used, regardless of whether it is specifically listed as an example.**

(a) Stimulants:

amiphenazole methylenedioxymethamphetamine
amphetamine (MDMA, ecstasy)
bemigrade methylphenidate
benzphetamine nikethamide
bromantan pemoline
caffeine₁ (guarana) pentetrazol
chlorphentermine phendimetrazine
cocaine phenmetrazine
cropropamide phentermine
crothetamide phenylephrine
diethylpropion phenylpropanolamine (ppa)
dimethylamphetamine picrotoxine
doxapram pipradol
ephedrine prolintane
(ephedra, ma huang) strychnine
ethamivan synephrine
ethylamphetamine (citrus aurantium, zhi shi, bitter
fencamfamine orange)
meclofenoxate **and related compounds**
methamphetamine

The following stimulants are not banned:

phenylephrine pseudoephedrine

(b) Anabolic Agents:

anabolic steroids

androstenediol gestrinone
androstenedione mesterolone
boldenone methandienone
clostebol methyltestosterone
dehydrochlormethyl- nandrolone
testosterone norandrostenediol
dehydroepiandro- norandrostenedione
sterone (DHEA) norethandrolone
dihydrotestosterone oxandrolone
(DHT) oxymesterone
dromostanolone oxymetholone
epitrenbolone stanozolol
fluoxymesterone testosterone₂
tetrahydrogestrinone (THG)
trenbolone

and related compounds

Other anabolic agents

clenbuterol

(c) Substances Banned for Specific Sports:

Rifle:

alcohol pindolol
atenolol propranolol
metoprolol timolol
nadolol **and related compounds**

(d) Diuretics and other urine manipulators:

acetazolamide hydrochlorothiazide
bendroflumethiazide hydroflumethiazide
benzhiiazide methyclothiazide
bumetanide metolazone
chlorothiazide polythiazide
chlorthalidone quinethazone
ethacrynic acid spironolactone
flumethiazide triamterene
furosemide trichlormethiazide
and related compounds

(e) Street Drugs:

heroin tetrahydrocannabinol
marijuana₃ (THC)₃

(f) Peptide Hormones and Analogues:

corticotrophin (ACTH)
growth hormone (hGH, somatotrophin)
human chorionic gonadotrophin (hCG)
insulin like growth factor (IGF-1)
leutenizing hormone (LH)

(all the respective releasing factors of the above-mentioned substances also are banned.)

erythropoietin (EPO) sermorelin
darbypoetin

(g) Anti-Estrogens

anastrozole
clomiphene
tamoxifen

and related compounds

(h) Definitions of positive depends on the following:

1for caffeine—if the concentration in urine exceeds 15 micrograms/ml.

2for testosterone—if the administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

3for marijuana and THC—if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

31.2.3.4.1 Drugs and Procedures

Subject to Restrictions.

The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used:

(Revised: 8/15/89)

(a) Blood Doping. The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited, and any evidence confirming use will be cause for action consistent with that taken for a positive drug test. (Revised: 8/15/89, 5/4/92)

(b) Local Anesthetics. The Executive Committee will permit the limited use of local anesthetics under the following conditions:

(1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine; (Revised: 12/9/91, 5/6/93)

(2) That only local or topical injections can be used (i.e., intravenous injections are not permitted); and

(3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.

(c) Manipulation of Urine Samples. The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing.

Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration. (Revised: 8/15/89, 6/17/92, 7/22/97)

(d) Beta 2 Agonists. The use of beta 2 agonists is permitted by inhalation only. (Adopted: 8/13/93)

(e) Additional Analysis. Drug screening for select nonbanned substances may be conducted for nonpunitive purposes. (Revised:

DRUG USE, TOBACCO AND ALCOHOL CONSUMPTION

The use of these substances is detrimental to your health and to your success as a student-athlete. It is a privilege, not a right, to represent Baldwin-Wallace College on an athletic team. Therefore, the college expects you to refrain from the use of these substances. The college takes the same stance as the NCAA in regard to these substances and has developed a drug-testing program that is outlined in the following section. You should be responsible in alcohol consumption and binge drinking will not be tolerated. The college's 0-1-3 tolerance policy is an excellent resource for recognizing alcohol consumption. *The use of illegal drugs is strictly prohibited. The NCAA has banned use of all tobacco substances when with your team in practice or competition.*

GRIEVANCES

If you experience problems with teammates or coaches you should go to the person with whom the conflict is occurring to try to resolve it. Student-athletes should always talk with the coach about problems before involving the athletic director. Parents must encourage their son/daughter to talk to the coach before becoming involved as well. Also, parents are prohibited from discussing playing time or strategy issues with coaches. All Baldwin-Wallace coaches are available to discuss concerns regarding the student-athlete's academic achievement, social concerns and any other off-court/field issues. Communication is the key. It is not wise to bring others into the conflict until all avenues of communication between the involved parties have been exhausted.

ORIENTATION

All freshmen athletes are expected to attend the orientation programs on Orientation weekend. Some of the programs are mandatory and absence from these programs may result in suspension from your team.

RESIDENCE HALLS COLLEGE POLICIES – disciplinary probation

Athletes are expected to abide by all residence hall and other college policies. Failure to do so could result in suspension from your team due to disciplinary probation. It could also result in the loss of academic scholarship money as well as other penalties.

STUDENT-ATHLETE SERVICES

STUDENT-ATHLETE SERVICES GRADUATE ASSISTANT (SAS)

The Student-Athlete Services Graduate Assistant (GA) is a graduate student who assists student-athletes in improving academic standing, study skills and other educational needs including school, athletic or personal issues. The SAS GA organizes and oversees all NCAA, and outside, scholarship programs, academic honoraries and leadership conferences, as well as co-advises the SAAC.

CHAMPS/ LIFE SKILLS GRADUATE ASSISTANT

The CHAMPS/Life Skills Graduate Assistant (GA) is a graduate student who devotes time to the development of the CHAMPS/Life Skills program and provides innovative ways to enhance and engage crowd participation at BWC sporting events. The CHAMPS/Life Skills GA co-advises the SAAC and works closely with the SAS GA to address student-athlete issues.

CHAMPS/LIFE SKILLS PROGRAM

In 2000, Baldwin-Wallace College kicked off its first year as a member of the NCAA CHAMPS/Life Skills program. As one of only 324 collegiate institutions across the nation to be involved in this program, BWC is committed to addressing the changing needs of today's student-athletes. The program strives to develop the well-rounded student-athlete by focusing on 5 main topics.

These topics are as follows:

- ✓ Academic Performance,
- ✓ Athletic Performance,
- ✓ Career Development,
- ✓ Personal Development, and
- ✓ Service Commitment

By working around the student-athletes' academic and athletic schedules, the program ensures that student-athletes are provided with critical opportunities that they might have missed out on because of their hectic schedules. Student-athletes have actively been involved with being positive role models to youth through numerous volunteer programs, hosted a variety of speakers and increased opportunities for academic and athletic success. With so much enthusiasm and involvement generated by the student-athletes, the CHAMPS/Life Skills program is a success.

STUDENT ATHLETE ADVISORY COMMITTEE (SAAC)

The Baldwin-Wallace College Student-Athlete Advisory Committee (SAAC) is made up of student-athletes who provide insight on the student-athlete experience, plan and implement programs for the athletic department, and offer input on the rules, regulations, and policies that affect student-athletes' lives on NCAA member institution campuses. The SAAC consists of student-athletes from each varsity team, as well as an executive board committee. Any student-athlete is welcome to attend the bi-weekly meetings.

FUNCTIONS OF THE SAAC

- ✓ Promote communication between athletic administration and student-athletes
- ✓ Disseminate information
- ✓ Provide feedback and insight into athletic department issues
- ✓ Generate a student-athlete voice within the campus athletic department's formulation of policies
- ✓ Build a sense of community within the athletics program involving all athletic teams
- ✓ Solicit student-athlete responses to proposed conference and NCAA legislation
- ✓ Organize community service efforts
- ✓ Create a vehicle for student-athlete representation on campus-wide committees (e.g., student government)
- ✓ Promote a positive student-athlete image on campus

RESPONSIBILITIES OF A SAAC MEMBER

- ✓ Attend all committee meetings and activities.
- ✓ Represent the team's views at committee meetings. This means that representatives will talk to their teammates

about issues or projects that will be discussed at committee meetings. Coaches will allow time before or after practices for team meetings providing they are allowed advance notice (at least one day) that a meeting is needed.

SAAC MEETINGS

Bi-weekly meetings are held to provide a forum for discussion of anything that concerns Baldwin-Wallace College student-athletes. In addition, the committee members will be responsible for planning and implementing a variety of programs for the student-athletes on campus such as community service events and instructional seminars.

The Ohio Athletic Conference also sponsors a Student-Athlete Advisory Committee. Each member school sends one female and one male representative to three meetings held throughout the year.

Student-Athlete Services Staff Contact Information

Jaime Yager
440-826-2356
jyager@bw.edu
SAS Coordinator

Jill Schubert
440-826-7473
jschuber@bw.edu
SAS Assistant Coordinator

Eileen Patton
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epatton@bw.edu
Student Athlete Service
Graduate Assistant

Alex Tiseo
440-826-8196
atiseo@bw.edu
CHAMPS/LifeSkills
Graduate Assistant

Directory (all numbers are 440-826-... unless otherwise noted)

Athletic Office – Meg Carney 2140
Marcy James- 2184
Athletic Director – Kris Diaz - 2309
Senior Women’s Administrator (SWA) – Cheri Harrer – 3299
Baseball coach – Bob Fisher – 2182
Baseball assistants – Adam Howard – 5941
Basketball, men’s – Duane Sheldon – 2115
Basketball, men’s assistants – Jon Carroll - 2115
Basketball, women’s – Cheri Harrer – 3299
Basketball, women’s assistants – Sean Strickland – 3433
Cross Country – men and women – Bill Taraschke – 3322
Assistant –Eric Schmuhl - 2009
Football –John Snell – 2069
Football assistants –Adam Howard-5941
 Zachary Fletcher - 2237
 Ron Cosby-5942
Golf, men’s – Chris Kibler – 2183
Golf, women’s –Sean Strickland – 3433
Soccer, men’s – Reid Ayers– 3839
Soccer, women’s – Reid Ayers – 3839
Softball –Tom Spencer – 3398
Swimming, men’s and women’s – Sara Gildea – 2387
Tennis, men’s – Brian Rector – 216-689-8718
Tennis, women’s –Jack Bethlenfalvy – 5931
Track, men and women – Bill Taraschke – 3322
Assistant – Eric Schmuhl - 2009
Volleyball – Vicki Brault – 3254
Wrestling –Rich Fleming - 3258

Support Staff

Athletic Trainers

Jason Cruickshank-8570
Karyn Gentile -3463
Brad Kimble -2186
Shannon Markuz - 8561
Andrea Rugley -8051
Jill Schubert -3439
Higgins training room -3475
Stadium training room – 3567
Ursprung training room -6523

Equipment Manager

Jerry Zemelka – 2095
Stadium – 8053

Pager – 216-591-3562

Secretaries

Marcy James– 2184

Sports Information Director

Kevin Ruple – 2327
TBD - 2327

Stadium

Duane Smith – 2195 (pager 216-591-3599)
(cell 440-479-6992)