

MUSKINGUM

U N I V E R S I T Y



Department of Intercollegiate
Athletics

Student-Athlete Handbook

2011-2012

STUDENT-ATHLETE HANDBOOK

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MESSAGE FROM THE DIRECTOR OF ATHLETICS

Dear Student-Athlete:

Muskingum University's student-athletes belong to a proud tradition that has been established by those before you and continued by each class, year in and year out. Muskingum's athletes have consistently demonstrated that competition can be combined with successful and rewarding educational experiences. Their achievements on the fields, courts, and in the classrooms continue to highlight Muskingum University as a premier academic institution both regionally and nationally. Student-athletes and coaches share in the commitment to maintain a high level of educational value in athletics while understanding that varsity athletes are, first and foremost, students.

Muskingum University has a rich and outstanding tradition of academic and athletic excellence that we strive to enhance each and every year. This handbook is designed for use by you as an aid in accomplishing that goal. It enumerates and explains the Athletic Department's policies and identifies key resources available to deal with your questions and concerns.

Please read and become familiar with this information so that if you have questions, they can first be answered by the materials provided in this handbook.

Constantly be aware that YOU represent the University, the Athletic Department, your family, and your teammates. Always strive for "Positive Attention." Upperclass student-athletes should consciously strive to serve as exemplary role models for new first year student-athletes.

On behalf of the athletic department, I want to welcome you to the 2011-12 academic /athletic year. We look forward to providing each of you with the finest athletic/academic experience possible.

Go Muskies!

**Larry Shank
Director of Athletics**

ATHLETIC DEPARTMENT DIRECTORY 2011 - 2012

<i>RESPONSIBILITY</i>	<i>CONTACT</i>	<i>PHONE</i>
Director of Athletics	Larry Shank	826-6109
Senior Women's Administrator	Beth Fox	826-8317
Administrative Assistant	Kathy Smith	826-8320
Recruiting Coordinator	Gail Partlow	826-4320
Title IX Coordinator	Jim Wilson	826-8113
Faculty Athletic Representative	Joe Wilson	826-8205
Head Athletic Trainer	Ken Blood	826-8327
Sports Information Director	Tom Caudill	826-8022
Intramural Director	Kari Hoying	826-8324
Campus > Fitness & Strength	Jim Kaser	826-8326

Athletic Training	Ken Blood	826-8327
Assistant Trainer	Alicia Wendell	826-8237
Graduate Assistant	Tyler Antonacci	826-6141
Graduate Assistant	Steve Figueiredo	826-6142
Baseball	Gregg Thompson	826-8318
Graduate Assistant	Dominic Winters	826-6108
Basketball - Men's	Gene Ford	826-8423
Assistant	Dave Kirby	826-8322
Basketball - Women's	Beth Fox	826-8317
Assistant	Amy Senefelder	826-8323
Cross Country	Jacob Gleason	826-8018
Graduate Assistant	Jessi Larrison	826-6107
Football	Al Logan	826-8216
Assistant	Shap Boyd	826-8311
Assistant	Jim Kaser	826-8326
Assistant	Matt Louis	826-8330
Assistant	Joe Montgomery	826-8329
Assistant	Matt Shaul	826-8213
Intern	Nick Harding	826-8316
Graduate Assistant	Andre Nash	826-8186
Graduate Assistant	Matt Deacon	826-6135
Golf - Men's	Dave Kirby	826-8322
Golf - Women's	Amy Senefelder	826-8323
Soccer - Men's	Seamus Reilly	826-8019
Soccer - Women's	Mary Beth Caudill	826-8319
Softball	Kari Hoying	826-8324
Graduate Assistant	Amanda Bradberry	826-6103
Tennis - Men's	Seamus Reilly	826-8018
Tennis - Women's	Mary Beth Caudill	826-8319
Track	Jacob Gleason	826-8018
Graduate Assistant	Jessi Larrison	826-6107
Volleyball	Dr. Elizabeth Zicha	826-8328
Graduate Assistant	Shannon Wells	826-6102
Wrestling	Joe Montgomery	826-8329

NCAA

DIVISION III PHILOSOPHY STATEMENT

Colleges and Universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletic activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff. (Revised 8-1-06)

To achieve this end, Division III institutions:

- a) Expect that institutional presidents and chancellors have ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference, and national governance levels. (Adopted 1-16-10 effective 8-1-10)
- b) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g. students, alumni, institutional personnel) than on the general public and its entertainment needs.
- c) Shall not award financial aid to any student on the basis of athletics leadership, ability, participation, or performance. (Revised 7-24-07)
- d) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel, and spectators.
- e) Encourage participation by maximizing the number and variety of athletics opportunities for their students.
- f) Assure that the action of coaches and administrators exhibit fairness, openness, and honesty in their relationship with student-athletes.
- g) Assure that athletics participants are not treated differently from other members of the student body.
- h) Assure that athletics programs support the institution's educational mission by financing, staffing, and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g. hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission. (Revised 1-9-06 effective 8-1-06)
- i) Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process. (Adopted 1-12-04 effective 8-1-04)
- j) Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body. (Adopted 1-9-06 effective 8-1-06)
- k) Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body. (Adopted 1-9-06 effective 8-1-06)
- l) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports.
- m) Support ethnic and gender diversity for all constituents. (Adopted 1-12-99)
- n) Give primary emphasis to regional in-season competition and conference championships; and
- o) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.



OHIO ATHLETIC CONFERENCE



The Ohio Athletic Conference is the third oldest existing collegiate conference. Founded in 1902, the OAC is predated only by the Michigan Intercollegiate Athletic Conference and the Big Ten. The history of the OAC is the story of a successful search for the elusive principle of amateurism in intercollegiate athletics. Administratively, it is a record of 100 years on intelligent and democratic self-regulation. Institutionally, it is a history which has reflected the growing pains of organized intercollegiate sports in the United States.

PHILOSOPHICAL PURPOSE

The philosophical purpose of the Ohio Athletic Conference shall be control of intercollegiate athletics among the members of the Conference by maintaining:

- a. A proper balance between athletics and regular scholastic work of the college.
- b. The development of high ideals of sportsmanship
- c. Standards of amateurism.
- d. Presidential and faculty control of intercollegiate athletics.
- e. Uniform eligibility rules for participants.
- f. Satisfactory officials for contests.
- g. As fair and equal competition as is possible in the various sports among member institutions.

The Ohio Athletic Conference sponsors championships in 21 sports, 11 men's and 10 women's. The present Ohio Athletic Conference consists of 10 private, liberal arts colleges in Ohio:

Baldwin-Wallace College	Berea, OH
Capital University	Columbus, OH
Heidelberg University	Tiffin, OH
John Carroll University	University Heights, OH
Marietta College	Marietta, OH
University of Mount Union	Alliance, OH
Muskingum University	New Concord, OH
Ohio Northern University	Ada, OH
Otterbein University	Westerville, OH
Wilmington College	Wilmington, OH

STUDENT - ATHLETIC ADVISORY COUNCIL

“The mission of the National Collegiate Athletic Association Student-Athlete Advisory Council committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare, and fostering a positive student-athlete image.”

ORGANIZATION:

The Student-Athletic Advisory Council (SAAC) is made up of two varsity athletes from each intercollegiate team. The council members are appointed by the various head coaches for each sport. The organization will meet twice a month and members of the council are expected to attend all council meetings. Officers serve one-year terms and are elected by a majority vote. The council will have an advisor who will be a member of the University’s coaching staff. The advisor will meet with the Senior Women’s Administrator after each council session to discuss the previous meeting’s concerns, questions, and thoughts. The Senior Women’s Administrator will discuss issues with the Director of Athletics.

NCAA legislation mandates that all member institutions and member conferences have SAAC councils. The SAAC’s network from individual campus committees to the conference and/or national committees and is set up so councils can interact and support one another. SAAC helps to shape policies in intercollegiate athletics and enhance the student-athlete experience.

PURPOSE:

The purpose of this group (council) shall be to provide an effective communication link between varsity student-athletes and the Muskingum University athletic administrators. SAAC also facilitates communication and unity among and between varsity athletes and teams, raises community and campus awareness of athletics, and promotes programs that enhance the well-being of athletes academically, socially, and physically.

ATHLETIC DEPARTMENT'S POLICY STATEMENTS

Statement on Medical Eligibility and Care within Athletic Teams:

The Sports Medicine staff is made up of physicians, nurses, athletic trainers, and student aides. The health and well-being of each athlete is of utmost concern. Services provided by the athletic department training staff include injury prevention, evaluation, management, and rehabilitation. The staff provides coverage and medical care for Muskingum University athletes focusing primarily on practices and contests. The training staff also has a variety of medical specialists in the area that can assist in the care of serious injuries.

Each athlete shall obtain a screening through the University Wellness Center prior to participation in a sport. The screening is done free of charge. A physical from home may not substitute for this screening. The first year screening is performed by a Wellness Center physician. Unless circumstances dictate otherwise, each subsequent year the athlete shall obtain a screening update. This update is performed by the nurse in the Wellness Center. If any unusual findings are present, a college physician will determine final clearance.

Medical eligibility may change if an injury or illness occurs. If an athlete is under the care of a physician, that physician must release the athlete for participation. Athletes are responsible for making sure the coaches and athletic trainers are aware of any changes in health status.

Athletes are also responsible for completing all necessary paperwork as required by the athletic training staff. Such paperwork includes a medical history, insurance and emergency contact information, and any required waivers or releases. Incomplete or incorrect medical information may be grounds for temporary or permanent medical disqualification.

Statement on supplement, alcohol, drug , and tobacco use within Athletic Teams:

The NCAA has gone to great lengths to ensure the overall health and safety of participating athletes as well as insuring a level playing field. To that end, the NCAA has listed banned substances. In addition, the NCAA tests for banned substances during championship tournaments.

Athletes sign a consent for testing at the beginning of their season. Muskingum University does not routinely test student-athletes.



2011 - 2012 NCAA Banned Drugs

The NCAA bans the following classes of drugs:

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers (banned for rifle only)
- d. Diuretics and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens
- h. Beta - 2 Agonists

NOTE: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

- a. Blood Doping
- b. Local Anesthetics (under some conditions)
- c. Manipulation or Urine Samples
- d. Beta - 2 Agonists permitted only by prescription and inhalation
- e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

NCAA Nutritional / Dietary Supplements Warning:

Before consuming any nutritional / dietary supplement product, review the product with your athletics department staff!

- * Dietary supplements are not well regulated and may cause a positive drug test.
- * Student-athletes have tested positive and lost their eligibility using dietary supplements
- * Many dietary supplements are contaminated with banned drugs not listed on the label.
- * Any product containing a dietary supplement ingredient is taken at your own risk.

IT IS YOUR RESPONSIBILITY TO CHECK WITH THE APPROPRIATE ATHLETICS STAFF BEFORE USING ANY SUBSTANCE.

**Note to Student-Athletes: There is NO complete list of banned substances.
Do not rely on this list to rule out any supplement ingredient.**

Check with your athletics department staff prior to using any substance.

Some Examples of NCAA banned Substances in Each Class:

Stimulants:

amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; Fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); Phentermine (Phen); synephrine (bitter orange); methylhexanamine, etc. exceptions : phenylephrine and pseudoephedrine are not banned

Anabolic Agents:

(sometimes listed as a chemical formula, such as 3,6,17 - androstenedione); boldenone; clenbuterol; DHEA (7-Keto); nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc

Alcohol and Beta Blockers (banned for rifle only):

Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc

Diuretics (water pills) and Other Masking Agents:

bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs:

heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. Spice, K-12, JWH-018, JWH - 073)

Peptide Hormones and Analogues:

growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO);

Anti-Estrogens:

anastrozole; tamoxifen; formestane; 3, 17-dioxo-etiochol-1,4,6-triene (ATD), etc.

Beta-2 Agonists:

bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional / dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or www.drugfreesport.com/rec password ncaa3

Muskingum University abides by the NCAA banned list. Disciplinary actions surrounding the use of such agents rests with the University.

Student-athletes should also realize that many commonly purchased medications and supplements may contain banned substances. Before purchasing or using any such item, the athlete should contact a member of the athletic training staff to ensure use of an item will not inadvertently disqualify a student-athlete from participation.

Statement on Alcohol:

While alcohol use (among legally consuming adults) is not banned by the NCAA, use may violate a team rule. Players should consult with individual team policies. From a fitness standpoint, alcohol use does not enhance performance and detracts from overall health of the body.

Statement on Supplements:

There are many nutritional supplements available through a variety of sources. Some contain banned substances. Many do not. The use of any supplement, unless prescribed by a physician, is not recommended by the coaching staff or athletic training staff. The routine use of vitamins is not covered by this policy.

Statement on Tobacco:

The NCAA highly discourages the use of all forms of tobacco, including cigarettes and smokeless tobacco because they are contrary to the rules and ethical principles of athletics competition. Tobacco products are also detrimental to a student's health and overall performance. The use of tobacco products may violate a team rule so it is important to be aware of team rules and team policies. The coach or coaches will handle any disciplinary actions that need to be taken in violation of tobacco use rules.

Statement on student-athlete pregnancy within Athletic Teams:

Athletes need to be aware of certain risks involved in participating in a sport during a pregnancy. The NCAA outlines some of the benefits and risks of exercise during a pregnancy. Muskingum College abides by the NCAA rules, standards, and regulations which states that a pregnant student-athlete may compete in a sport as long as they are aware of the risks and are cleared by their obstetrician with a signed statement to that affect. The student-athlete must inform the coach and a certified athletic trainer on the Sports Medicine staff as to their condition as soon as they know about it.

The certified athletic trainer must be kept up to date on the condition of the student-athlete during the pregnancy and be notified if there is any change in their status of participation ordered by the supervising obstetrician. If the student-athlete does not participate in their sport for reasons of pregnancy, NCAA rules permit a one year extension of the five year eligibility rule.

Statement on Hazing within Athletic Teams:

Muskingum University does not condone hazing by athletic teams or their individuals members. The state of Ohio defines hazing as doing any act or coercing another, including the victim, to do any act of initiation to any student that causes or creates a substantial risk of causing mental or physical harm to any person. No person shall participate in the hazing of another. Mutual respect and understanding for others and a high standard of conduct is at the foundation of intercollegiate athletics. If you do not understand what hazing is, please see your coach, Senior Women's Administrator, or the Director of Athletics immediately.

Statement on Gambling: “Don't Bet On It”

In clear, simple language, here is what the rule means: You may not place any bet of any sort on any college or professional sports event. You may not give information to anyone who does place bets on college or professional sports.

That Means . . .

- * No wagers for any item (cash, shirt, dinner) on any professional or college sports event, even those that don't involve your college.
- * No sports "pools," even those run by your friends in the dorm.
- * No internet gambling on sports events.
- * No fantasy leagues that award a prize and require a fee to participate
- * No sports wagering using "900" numbers.
- * No exchange of information about your team with anyone who gambles. In other words, no information about injuries, new plays, team morale, discipline problems, or anything else.

The Consequences . . .

NCAA rules are clear. The minute you are discovered to have made a bet of any kind on any college or professional sport . . . OR . . . to have given information to someone who does gamble . . . You are declared ineligible to compete in college sports.

Statement on Internet Social Networking:

Internet sites such as Facebook.com, Twitter.com, My Space.com, and others provide individuals with an opportunity to interact and chat with a large network of people and connect with current friends. Postings on personal profiles, groups, and chat rooms are in public domain and easily accessible by anyone including parents, coaches, teammates, groupies, fellow students, prospective employers, and graduate school admission officials. Once information is posted, it can be accessed by computer savvy individuals even after it has been deleted.

The Department of Athletics does not prohibit student-athletes involvement with social networking sites. However the high standard of honor and pride that is expected by all members of the Muskingum University Athletic Department should encompass comments and postings made to the internet sites.

It is highly recommended that you review any internet websites you may have posted on the internet to ensure that the postings are consistent with University, Department, and team rules and that they present you in away you want to be portrayed. Remember to always strive for “Positive Attention” for yourself, teammates, and the team. You really never know who is reading the post!

Statement on Conduct and Disciplinary Action:

Student-athletes are subject to the rules, regulations, and procedures set forth in the Muskingum University Catalog and Student Handbook. In addition, student-athletes are subject to all rules and regulations that are required for individual participation on a specific team. A coach has the discretion to take disciplinary action for any disrespect, breaking of team rules, or insubordination.

STUDENT - ATHLETE RESPONSIBILITIES

It is the philosophy of the Muskingum University Athletic Department that athletes representing Muskingum University are here to achieve a complete collegiate experience. The most important aspect of that experience is the earning of their undergraduate degree. Participating and representing Muskingum University through intercollegiate athletics is a secondary yet vital part of the total college experience for the student-athlete.

Muskingum University student-athletes are expected to exhibit appropriate behavior at all times when associated with college activities. Specific expectations are listed in the college handbook. Student-athletes are expected to know the standards of behavior required as a member of the community and are personally responsible for conducting themselves in ways appropriate to those standards. Key = "Positive Attention"

We recognize that student-athletes hold a special position on the Muskingum University campus. They have an obligation beyond that of the student who chooses not to participate in extra-curricular activities. General responsibilities include:

Character
Positive action and words
In the public eye - you must consider your team
You represent Muskingum University, your team, and your family
Be a positive influence
Positive Attention

Intercollegiate Academic Eligibility

Generally speaking, a student-athlete is eligible to participate in the athletic program as long as they are making the academic progress necessary to be enrolled as a full-time student. A coach does have the right to enforce more strict academic requirements (either on an individual basis or as a team policy) if they so choose.

If a student-athlete has a question about his or her eligibility status (whether it involves a rule interpretation, an appeal for hardship, etc.) the question should be taken to the head coach. The head coach, in turn , will confer with the Director of Athletics.

Academic Support:

INDIVIDUAL RESPONSIBILITIES:

- 1) ***Attend every class*** - There will be times that you will be excused from class due to an athletic contest. The number of athletic absences you may need are not granted on top of un-excused absences allowed by your individual professors. Except in an extreme case (s), an athlete should not have to miss a class more than the allowable number of times. Your goal should be to miss no other classes than the ones you must miss for athletic contests. The student-athlete is responsible for communicating with his/her professors on work and/or tests that are to be made up before they are absent from a class.
- 2) ***Communicate with your advisor*** - The academic advisor is there to assist you and make recommendations. The student-athlete has a responsibility to communicate with the advisor of his/her participation on intercollegiate teams and of his/her needs.
- 3) ***Written verification of absence*** - If you need to miss class (s) due to an athletic contest, make sure you communicate with your professors by giving them written notification from your coach. Timely (at least one week in advance) notice to professors is expected. Rescheduled contests due to weather may be the exception to this rule. No professor may deny a student the opportunity to make up classwork missed for an athletic contest as long as timely notice is received. Try to stay in class as long as you can, even if you can go for only half the time before leaving.
- 4) ***Rapport*** - Develop a good rapport with your professors - Remember that your professors do care. Always be polite in class, prepared for class, and attentive in class. A good impression goes a long way.
- 5) ***Winning in the Classroom*** :
 - Attend Class
 - Ask Questions - be an active participant in your learning
 - Read the Course Syllabus
 - * Use your planner
 - * List due dates for projects and papers
 - * List test dates
 - Communicate with the Professor
 - Manage your time
 - Use tutors

CAMPUS SUPPORT:

Athletes finding themselves in need of academic help have four places where they can find assistance. These places include:

- 1) **Course professor** - athletes should talk with their individual professor of the class where they need additional help to see if the department offers tutoring. Many departments have specific tutoring hours scheduled each week. Upperclass students serve as tutors for these departments
- 2) **Coach** - athletes should seek advice and help from their respective coach if they are having a difficult experience in class. Your coach will know how to handle tutoring and will have suggestions for success. Communicate with your coach.
- 3) **Center for Advancement of Learning** - athletes can go to the Center to receive information on time management and organizational strategies. There is no tutorial support offered from the Center unless the student is enrolled in the Learning Strategies Resource Program (LSR) or the PLUS program.
- 4) **Writing Center** - athletes can use the "Writing Center" which is a part of the Center for Advancement of Learning. The center will proofread your paper, help with your organization, check spelling errors, help with any sentence fragments, and help with the structure of your paper. You must work on their time table and be prepared in advance. Do not take your paper over and expect next day coverage. Give the Center time to help you by being ahead of the game.

Hosting of Prospective Student-Athletes:

Selected student-athletes may have the opportunity to serve as student hosts for prospective student-athletes. If selected by your coach to become a student host, you will be responsible for abiding by all University policies. When hosting a prospective student-athlete, student-hosts are expected at all times to exhibit appropriate behaviors, as stated in the student handbook. Serving as a student host is an important responsibility and must be taken seriously. If you are serving as a campus day host or an overnight host, remember that you are representing Muskingum University, your teammates, and your coaches. You and the prospective student-athlete are to abide by all university policies governing residence life, and the student handbook. Hosts and prospects are not to be involved in the use of drugs and alcohol. Students who are of legal age ARE NOT to purchase or consume alcohol while serving as a host or visiting with prospects.

MUSKINGUM UNIVERSITY

Insurance Coverage Provisions

Student - Athletes

Sports-related injuries can occur while participating in athletics at Muskingum University. As an NCAA institution, Muskingum University provides required insurance coverage for all student-athletes. The coverage is in place for injuries that occur while a student-athlete is participating during the regular (in-season) and non-traditional sport seasons.

This document provides an overview of the coverage provided and how that coverage will interact with any additional insurance coverage you might have.

HOW THINGS WORK:

If an injury occurs that requires care off-campus (emergency room visit, seeing a specialist, etc) the injured student-athlete should be aware of the following steps:

Your own insurance (through yourself or parents) is used first. This called “primary coverage.”

The university offers a “secondary coverage.” After your insurance has paid, if a balance remains, the following needs to be sent to the Wellness Center:

- 1) an itemized bill from your provider
- 2) the Explanation of Benefits (EOB) from your insurance company that shows what they paid on the original bill. You can have the medical provider send the itemized bill directly as well.

Susan Fracker (Wellness Center Director) will file any balance owed through our insurance programs. This will be done in the following sequence:

- 1) First, we will file a claim through the \$500 accident policy that covers all full-time Muskingum University students.
- 2) If the \$500 policy is exhausted, a claim will be filed on the athletic department policy. This policy covers up to \$90,000.
- 3) If a catastrophic injury were to occur, the NCAA has a policy to cover claims beyond \$90,000.

INSURANCE COVERAGE: continued

WHAT IF I PURCHASED PART 2 OF THE COLLEGE?

Part 2 of the University insurance, purchased by many students, does not apply to any injury that occurs to a student-athlete while participating in-season or in a non-traditional season. Part 2 would apply to injuries that occur outside of varsity athletic participation (for example intramurals, off-season weight training).

WHAT IF THERE IS NO COVERAGE THROUGH PARENTS?

If a student-athlete doesn't have any coverage other than through the university, then bills are filed through the Wellness Center. The university policies become the primary coverage.

AN IMPORTANT EXCEPTION:

Some physicians charge beyond what is 'usual and customary'. The university insurance will not pay beyond the 'usual and customary' charge for services. You would be responsible for paying these expenses.

WHAT YOU NEED TO DO:

If a university policy is to be used, the student-athlete should contact the Wellness Center to arrange completion of the necessary insurance documents. Our Athletic Training Staff will also help facilitate the documentation needed to submit any insurance paperwork.

If you have any questions about how policies work, feel free to contact Susan Fracker at the University's Wellness Center. If the medical providers have any questions, they can call Susan as well.

INSURANCE COVERAGE: continued

IMPORTANT CONTACT INFORMATION:

Susan Fracker, Director
Wellness Center
740-826-8150
sfracker@muskingum.edu

Ken Blood
Head Athletic Trainer
740-826-8327
Kblood@muskingum.edu

Mailing Address: Muskingum University
163 Stormont Street
New Concord, Ohio 43762

THE EASIEST SOLUTION:

When your son/daughter is being seen by a specialist, have the provider list Muskingum University as the secondary coverage. That way after the primary insurance has paid their part, the residual balance will automatically be sent to Susan Fracker at the University Wellness Center. By doing this you will not have to collect information and forward it on to the University. The billing information that the provider should use is:

For 2011 - 2012 the Group / Policy is # CHH8018712

ID # is the student athlete's SNN or Muskingum student ID #

The University files claims through:

Pierce Administration
PO Box 2407
Florence, SC 29503

Providers should provide a bill including appropriate diagnosis and procedure codes and any Explanation of Benefits from primary coverage to:

Muskingum University Wellness Center
163 Stormont Street
New Concord, OH 43762

The provider can call Susan Fracker with any questions @ 740-826-8150

IN-SEASON / OUT-OF-SEASON EXPLANATION

The NCAA recognizes the uniqueness of athletic participation at the Division III level. You are a student first and a student-athlete only while you are in-season. The NCAA permits many teams to also host a non-traditional season. For the sake of this document, you will be considered “in-season” when participating during either the traditional or non-traditional seasons.

The NCAA requires participating schools to provide insurance coverage up to \$90,000 per injury occurrence while “in-season.” Muskingum University provides this coverage in the following manner: All full-time students are provided a \$500 accident policy. The university also has purchased a policy to supplement any additional coverage (or in the absence of coverage) from the \$500 up to \$90,000. For example, we would supplement coverage that you have through personal insurance or parent coverage. Any deductibles or co-payments would be filed on the University policy. Your out-of-pocket costs will only include what insurance doesn’t cover. This usually occurs when a physician charges beyond the normal and customary fees for services.

It is important, that should you incur an injury during participation in our athletic program, you report the injury to the Athletic Trainer immediately. There is a time limit for filing claims and documentation of how and when the injury happens is critical to the claims process. Medical expenses incurred, due to a covered injury, are eligible for payment for up to two years from the date the injury occurred.

When you are participating with a team during the in-season, you are covered by the insurance policies purchased for athletes as well as catastrophic insurance purchased by the NCAA. When not in-season, these policies are no longer in effect for you. Therefore, when you are not in season, any injury you suffer is covered only by the \$500 accident policy and whatever insurance you personally purchase or is made available through your parent or guardian.

While in-season, coaches can, within NCAA rules, mandate your participation in events, practices, meetings, and conditioning. When you are not in-season any strength training or conditioning is completely VOLUNTARY. Any risk associated with voluntary workouts is a risk that you must accept yourself. If you have any illness or injury that puts you at risk for further injury or illness, then you are responsible for choosing whether or not to participate.

CONCUSSION MANAGEMENT PLAN

Muskingum University in accordance with the NCAA policy to establish a concussion management plan has taken steps to help protect our student-athletes. The NCAA states that “institutions shall have a concussion management plan on file such that a student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be removed from practice or competition and evaluated by an athletics healthcare provider with experience in the evaluation and management of concussion.” Muskingum University has taken the following steps to protect our student-athletes:

- 1) All athletes will submit a personal medical history to the athletic training staff. The history will include questions regarding any history of head injuries and care. The information submitted will become part of the athlete’s file in the athletic training department.**
- 2) All incoming athletes will undergo a sports physical examination by a University physician prior to participation in any Muskingum University athletics. Only athletes approved and cleared by the examining physician will be allowed to participate.**
- 3) All student-athletes will be provided with educational material regarding concussions.**
- 4) All athletes will sign a wavier indicating their responsibility for reporting any injury or illness to the athletic training staff even if the athlete sought medical evaluation and care from individuals or facilities outside of Muskingum University.**
- 5) A neuro-cognitive examination will be conducted using the IMPact Test on athletes participating in certain sports. This test will serve as a baseline for any later post-concussion comparisons. A baseline assessment should be recorded for each student-athlete prior to the first practice in the sports of baseball, basketball, football, pole vaulting, soccer, softball, and wrestling. The athletic training staff may also utilize a variety of other products available for such purposes.**
- 6) All university coaches will be provided with information regarding concussions including signs, symptoms, and care.**

In the instance that a concussion does occur while a student-athlete is participating in a sport during a practice or competition, guidelines will be followed to make sure that the student-athlete returns to participation healthy.

- a) Any athlete that suffers a concussion will not be permitted to return to participation on the day of the injury. All athletes may return to participation after cleared by a physician or designee.**

CONCUSSION MANAGEMENT: continued

- b) Injured athletes will be provided with “take-home” papers after suffering a concussion. The paper will include an overview of concussions and warning signs that would indicate the need for emergency care.**
- c) The medical staff (which may include the athletic trainer) will monitor the concussed athlete to gauge progression or regression of symptoms. This policy understands that there are occasions when athletes leave campus for care including going to their homes. The medical staff is only responsible for reasonable monitoring in those circumstances.**
- d) Criteria for return to participation should include that athlete being symptom free. In addition neuro-cognitive testing should indicate that the athlete has returned to the baseline established or that serial testing indicates stable and normal brain function.**
- e) Athletes should return to activity gradually and without any recurrence symptoms. Any athlete suffering recurrent symptoms shall be removed from activity. Any subsequent attempt to return should be gradual and without symptoms.**
- f) All concussion care will be documented according to appropriate standards of practice.**

Muskingum University athletic training department in accordance with the Concussion Management Plan has also established an Emergency Plan that includes the emergency management of head injuries.

The University will continue the practice of hiring athletic trainers who report to the Director of Athletics and Team Physician. The University also directs that medical decisions regarding participation rest solely with the University medical staff. NO coach is permitted to overrule a medical disqualification.

ATHLETIC

Weight Room

The Athletic Weight Room is located on the first level of John Glenn Gym is set-up and designed active rosters of current varsity teams. The purpose and the use of this facility is to make our varsity athletic programs stronger, faster, and competitive. This takes coordination and cooperation among all TEAMS.

As a student-athlete at Muskingum University, we must take pride and ownership with this facility. This is a facility that each student-athlete must take that ownership and translate that attitude into the following:

BASIC POINTS:

- 1) After finishing your workout, return all weights to the proper racks.
- 2) Please take the time to wipe down with disinfectant any benches you or your teammates might have used during your workout session.
- 3) Return all benches to proper stations and also return the bars to their racks.
- 4) Return all dumbbells to the dumbbell racks.
- 5) **DO NOT** drop weights on the floor unless you are using one of the platforms.
- 6) Keep all free weights off the walls. Avoid the glass areas.
- 7) Do not re-arrange any of the equipment in the facility.
- 8) If the windows are opened for ventilation, please close the windows and lock them if you are the last student-athlete to leave the weight room.
- 9) Use the hand lotion (disinfectant) when beginning and ending your workout.

WEEKDAY PRIORITY SCHEDULE:

6:30 am to 8:00 am	Faculty, Staff
8:00 am to 2:00 pm	Classes
2:00 pm to 7:00 pm	Active Team Roster Student-Athletes
7:00 pm to 9:00 pm	Open Time - must have ID Cards

GUIDELINES:

- 1) **SAFETY FIRST!** Make sure you have adequate spotters when handling heavy weights. If you are not sure, ask for help. Pay attention to the athletes in the room lifting and help them when needed. You must be omnipresent in the room!
- 2) Encourage others to return and replace items when they are finished lifting. **NO** maid service available!
- 3) The weight room becomes very busy at times, be patient and courtesy to others while they are lifting. We are all trying to accomplish the same goal, to get stronger and more competitive.
- 4) If you have or see any issues/problems with equipment, report those concerns to Coach Jim Kaser or Coach Nick Harding immediately.
- 5) Encourage others to follow the basic points and guidelines.

TAKE PRIDE IN THE WEIGHT ROOM

ATHLETIC AWARD SYSTEM

GENERAL PROVISIONS:

- 1) **Varsity letters are awarded for varsity competition only by the head coach of that particular sport according to the *Letter Award Policy* set forth by the athletic department.**
- 2) **The head coach shall have the power to award a letter if, in his/her opinion, a student-athlete would have normally qualified for a letter, but was prevented from doing so by an athletic injury.**
- 3) **If they have never lettered before, a student-athlete who has been loyal and a helpful member of the team may be awarded a letter as a senior even though he/she may not qualify under # 1 or #2.**
- 4) **A student-athlete who, for any reason other than illness or injury, fails to complete a sports season as a member of the squad shall forfeit his/her right to an athletic award in that sport for that season.**
- 5) **Two sport athletes shall receive only one jacket and/or watch. However, they would be eligible to receive two plaques.**
- 6) **Head Coaches have the option of awarding or withholding awards due to special circumstances with the approval of the Athletic Director.**



LETTER AWARD POLICY:

Baseball / Softball

Position Players = average one plate appearance per game (at bat, walk, sac, and/or hit with a pitch), or appear in 50 % of the regular season games.

Pitchers = pitch in 1/10 of all available innings

Basketball

Men's & Women's

Appear (participation) in 50% of total halves available

Cross Country

Men's and Women's

Score in the Ohio Athletic Conference Championship meet or place in the top seven of our team's results at 65% of scheduled meets.

Football

Non-speciality = participate in 50% of the total quarters

Speciality players = to be determined by the head coach

Golf

Men's and Women's

Must participate in 50% of all scheduled matches

Soccer

Men's and Women's

Participation in 50% of total halves

Tennis

Men's and Women's

Participation in 50% of all scheduled matches

Track

Men's and Women's

Must score in 40% of all scored meets

Volleyball

Participation in 50% of all games

Wrestling

Participation in ten of the sixteen varsity dates

ATHLETIC AWARDS FOR LETTERING:

<i>First Letter:</i>	Certificate
<i>Second Letter:</i>	Jacket
<i>Third Letter:</i>	Plaque
<i>Fourth Letter:</i>	Watch

AWARDS FOR CHAMPIONSHIPS

The following is the Muskingum University and the Muskingum University Athletic Department's policy on championship awards.

Team championship rings will be purchased by the university for those who have lettered on a team that wins an Ohio Athletic Conference team championship. If a sport declares both a regular season champion and a tournament champion, the regular season champion receives a ring unless the tournament is considered the conference champion for that particular sport. The tournament champion receives plaques. If a team wins both championships, they receive a ring only. A team that does not win an Ohio Athletic Conference championship but advances to the NCAA "Final Four" in their respective sport would be awarded a ring. A team winning both an OAC and a NCAA Championship would receive only one ring. Team members who have not qualified for a ring based on the department's letter award policies, will have the option of purchasing a ring.

When a team championship is won for the first time, the ring will be a lustrum, standard issue ring (with both a male and female style) designed for the athletic department. If a team wins another championship within a four year period of time, the style will change to avoid duplication. Any team that goes four years without winning another championship will start over again with the lustrum standardized ring.

Athletes who win an individual Ohio Athletic Conference Championships will be awarded a plaque.

DEPARTMENTAL AWARDS:

The following awards are given out each year at the annual Sports Award Luncheon

WILLIAM G. MOORE - “Outstanding Senior Male Athlete Award”

The William G. Moore Award is given each year to the “Outstanding Senior Male Athlete” at Muskingum University who best exemplifies the qualities that Coach Moore looked for in a Muskie: academic standing, leadership, and athletic skill.

BARBARA STEINER - “Outstanding Senior Female Athlete Award”

The Barbara Steiner Award is given each year to the “Outstanding Senior Female Athlete” at Muskingum University

GREG RIGGAR - “Dedication to Sport Award”

The Greg Riggarr Memorial, “Dedication to Sport Award,” is presented to the senior athlete(s) at Muskingum University who shows excellence in associated areas of dedication to sport: leadership and practice habits. The athlete must have participated for all four years of his collegiate career, be held in high esteem by his fellow teammates and also exhibit the qualities of loyalty and discipline.

ANN WHITE - Female > “Strive for Excellence Award”
ROY “RED” TURNER - Male > “Strive for Excellence Award”

The “Strive for Excellence Award” requires the athlete to be involved with two sports in some manner and can be awarded in any year of participation. It recognizes the unselfish athlete who overcomes obstacles and adversity to contribute to the athletic program.

WILLIAM F. LANGE - “Outstanding Female and Male Freshmen Awards”

The William F. Lange award is presented to the male and female freshman athlete who have had the most outstanding first year accomplishments.

CLYDE LAMB - “Scholar-Athlete Awards”

The Clyde A. Lamb Scholar-Athlete Awards are annually presented to the top male and female scholar-athletes in the Ohio Athletic Conference. Each of the ten Ohio Athletic Conference institutions are represented by a male and a female Clyde Lamb Award winner for their respective institutions.

Muskingum’s Clyde Lamb Award winners are announced at the Annual Award Luncheon, and are also honored at the Ohio Athletic Conference Banquet each spring. At the OAC Banquet, Muskingum’s Clyde Lamb award winners will be honored by the conference commissioner, along with the other Clyde Lamb winners from OAC institutions.

