## CWRU Student Athlete Handbook

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Dear CWRU Student Athletes,

Thank you for your commitment to represent CWRU as a member of one of our varsity athletic teams. We are very proud of our student-athletes who represent the university with integrity, determination and honor.

The athletics department faculty and staff members understand and respect the challenges that you face on the playing fields and in the classroom. Our aim is to assist you as you face these exciting challenges. This handbook describes some of the programs and services offered by the athletics department, and I encourage you to take advantage of the resources that are offered by our coaching faculty and our administrative staff.

Our common goal is to win UAA and PAC championships. This is a serious endeavor involving dedication and strong spirit. Such commitment is recognized and appreciated by the entire CWRU community. Your teamwork is a source of great pride for the campus. We want you to develop leadership skills, time management skills and the ability to resolve problems within the context of your teams as well as the university at large. Your commitment to your team also involves a commitment to the importance of inclusion, culture, equal opportunity and an obligation to compete with integrity and good sportsmanship. Along the way, I hope that you will develop lifelong friendships and cross-sport camaraderie.

Congratulations on your achievements and best wishes for an outstanding year.

*Compete Win Respect Unite*

Sincerely,
Amy Backus
Director of Athletics, Chair Physical Education & Athletics

Case Western Reserve University
Mission Statement

The Department of Physical Education and Athletics seeks excellence for the diverse community of students, faculty, and staff of Case Western Reserve University by providing the professional and community resources and support necessary to develop and maximize opportunities for engagement, learning, and respectful competition at the highest level. The department offers a broad range of athletics activities, including varsity teams, club sports, intramurals, and physical education courses, which support the educational mission of this prestigious research university to improve and enrich lives through active, creative, and continuous learning.

Standards of Honesty and Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sport (NCAA Division III Manual, 10.01.1).

Student-Athlete Conduct and Sportsmanship

At the very core of sports is the need for sportsmanship. Good sportsmanship is a more accurate reflection of a participant’s character and values than is the final score. CWRU student-athletes are representatives and ambassadors for the university. All student-athletes are expected to observe the rules, spirit, philosophy and customs of their sport, the athletics department and of the university.

Athletes engaging in disruptive or illegal behavior, including but not limited to; fighting, alcohol or drug abuse, sports wagering or continued poor sportsmanship and/or wittingly violating UAA, PAC or NCAA regulations or codes of conduct will be subject to disciplinary action by the Department of Athletics which may include warning, probation, suspension or dismissal from their team. In addition, each team may set additional rules and sanctions.

UAA Statement on Sportsmanship

The University Athletic Association is committed to principles of good sportsmanship. We believe that all student-athletes, coaches, and spectators should strive to represent the very best spirit and tradition of intercollegiate athletics. We request your cooperation by supporting the participants and officials in a positive manner. Profanity; sexist, ethnic, racial, or homophobic comments; or other intimidating actions directed at officials, student athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the site of competition.
Disciplinary Probation

CWRU students who are on disciplinary probation (sanctions) are ineligible for participation per institutional policy.

The student is notified that he or she is no longer in good social standing with the University and that further violation of University regulations during the probation will likely result in disciplinary separation. A file is maintained in Student Affairs. Students on disciplinary probation are generally ineligible to represent the University in inter collegiate activities, hold an elected or appointed office or committee chairmanship in any campus organization, or pledge a fraternity or sorority for a set period of time as set forth in the probation.

Student-Athlete Eligibility Requirements

Medical

Step 1
Please complete the following forms:

Insurance Information
Insurance Consent
Protected Health Information (PHI) Authorization
Medical Release
New or Interim Medical History
Sickle Cell Waiver (for incoming athletes only)

The forms can be found here:
http://athletics.case.edu/information/Sports_Medicine/index

Step 2
All forms must be electronically signed and completed by July 1 each year.

Phone: (216) 368-2863
Email: amg300@case.edu

Step 3
Physical Exam
After we receive all of the above items (upon review of the physical form we may request additional information), the student-athlete must complete the following:

1. Pass an extensive physical examination given by CWRU team physicians on your team's scheduled exam date. http://athletics.case.edu/information/Sports_Medicine/exam_dates
2. Complete any additional test(s) recommended by the medical staff. Student-athletes requiring diagnostic testing for the purpose of determining medical fitness for activity will be financially responsible for the billing of those services.

If you have any questions regarding the pre-participation procedures, please contact an athletic trainer at 216-368-2863.

**Academic**

In order to practice & compete for CWRU, all student athletes must be enrolled at all times in at least 12 credit hours.

**Full-Time First-Year Students and Transfer Students in the First Semester**

In order to maintain good academic standing at the end of the first semester at Case Western Reserve University, a full-time (i.e., enrolled in at least 12 credit hours at the end of the drop/add period) first-year student or new transfer student must:

- Earn a semester grade point average of 2.000 or higher AND
- Earn a minimum of 9 credit hours in that semester.

**Full-time Students after the First Semester**

Following the first semester of the first year, full-time students (i.e., those enrolled in at least 12 credit hours at the end of the drop/add period) will be in good standing provided they:

- Earn a semester grade point average of 2.000 or higher AND
- Earn a minimum of 12 credit hours in that semester.

* If you are enrolled in less than a full-time program, you are eligible to compete only if you are enrolled in the last term of your baccalaureate or graduate degree program and are carrying credits necessary to finish your degree requirements.

**Co-Ops**

If you are a student who is taking a co-op during a semester of eligibility, CWRU defines a student taking a co-op as a full-time enrolled student. Thus, as a student-athlete, you would remain eligible during that semester.

**Missed Exam Policy & Missed Class Due to Varsity Team Travel**

**Extracurricular Life and Class Attendance Resolution**

As a University, we value students’ total educational experience, including its curricular, co-curricular, and extracurricular components. The Student Life Subcommittee of the Faculty Senate Committee on Undergraduate Education encourages all Departments (academic and other) to minimize the scheduling during established class meeting hours of events at which student participation is required or desired, including but not limited to extra class meetings, athletics, arts programs, and other organized activities. When conflicts exist, all parties (students, faculty, and staff) should work together so that the student can meet his or her academic obligations and participate in extracurricular events. If an agreement about an appropriate accommodation cannot be reached, the student’s obligations to classes meeting on their posted schedules will take priority.

To facilitate planning, all courses (including ROTC, varsity sports, and music ensembles) should post, to the extent possible, the full set of meeting times in SIS before students register for their courses. This will allow students to work with their faculty to resolve conflicts before the start of the semester. Should it be impossible or impractical to record specific obligations in SIS before students register, a student should alert each of his or her instructors before the end of the
drop/add period of conflicts that will occur during the semester in order to develop a plan to resolve the conflicts, including the possibility of making adjustments to course enrollments.

A document signed by the athletic director and the coach is available to a student athlete traveling to athletic competition. This document is for the professor’s information to confirm travel. It does not excuse the student athlete from required attendance in the class.

Varsity athletic competition in the UAA does require extensive travel at times. The Athletic department works diligently to minimize missed class time due to this travel. However, there will be occasions when faculty members in Athletic department will need to administer exams for members of their teams while traveling to participate in competition. At the start of each semester, our coaching faculty emphasizes timely communication between team members and their instructors on any scheduling conflicts.

Guidelines for Administration of Exams at Off-Campus Locations

- Proctors are to remind students about expectations for academic integrity and specifically that students are to complete the exam independently. Students are not to communicate with any student on campus about the exam prior to or after taking the test.
- Exams are to be administered in an environment that duplicates the academic setting as much as possible. Students must have adequate space and are to be comfortably separated.
- Proctors should remain at the testing site and should focus their attention on monitoring the exam. Proctors should not make or receive communications (e.g. telephone calls, email) and are to be focused on the serious task of administering an examination.
- Exams are to be administered as close as possible in time when the exams are given on campus.
- All students taking a given exam at the off-site location should take the exam at the same time.
- Only full-time Faculty/Coaching staff members are permitted to proctor exams. Part-time assistant coaches, without faculty appointment, are prohibited from proctoring exams.

* See page 45 for test proctoring form
* See page 46 for missed class form

Physical Education Graduation Requirement

To graduate from the University, all students must complete two (2) semesters of physical education. Two (2) semesters of PHED 100 level or lower, physical education activities complete this requirement.

Students may substitute varsity sports to fulfill their physical education requirement.

Student athletes utilizing the varsity sport participation for Physical Education graduation credit MUST register via the Registrar Office (SIS) for their varsity sport course to receive physical education credit. It is recommended that student athletes register every semester their varsity sport course is offered during their playing career. Retroactive physical education credit may not be considered for student athletes failing to register for their varsity sport physical education courses.

NCAA Compliance Paperwork

All student athletes are required to complete the NCAA Drug Testing Consent Form as well as the Student Athlete Statement. At the start of each year, all athletes will be required to attend a seminar.
directed by the Director for Compliance or their representative. In that seminar, the Summary of NCAA Regulations will be reviewed and all pertinent information from that document will be shared. These documents must be completely filled out and submitted to the department, along with a successful completion of the sexual violence prevention education material, prior to the athletes’ participation in NCAA competition.

Amateurism - All Sports

You are not eligible for participation in a sport if after full-time collegiate enrollment you have ever:

(1) Taken pay, or the promise of pay, for competing in that sport;

(2) Agreed (orally or in writing) to compete in professional athletics in that sport;

(3) Competed on any professional athletics team (as defined by the NCAA) in that sport; or

(4) Used your athletics skill for pay in any form in that sport. (Prior to collegiate enrollment, an individual may accept prize money based only on his or her place finish or performance from the sponsor of an open athletics event, the United States Olympic Committee or the appropriate national governing body and actual and necessary expenses associated with the individual’s practice and competition on a professional team.)

You are not eligible in a sport if you ever have accepted money, transportation or other benefits from an agent or agreed to have an agent market your athletics ability or reputation in that sport.

You are not eligible in any sport if, after you become a student-athlete, you accept any pay for promoting a commercial product or service or allow your name or picture to be used for promoting a commercial product or service, unless:

(1) The individual became involved in such activities for reasons independent of athletics ability;

(2) No reference is made in these activities to the individual's involvement in intercollegiate athletics; and

(3) The individual’s remuneration under such circumstances is at a rate commensurate with the individual’s skill and experience as a model or performer and is not based in any way on the individual’s athletics ability or reputation.

(4) You are not eligible in any sport if, because of your athletics ability, you were paid for work you did not perform, or were paid at a rate higher than the going rate.

Practice and Competition Requirements

In order to be eligible to practice and/or compete in intercollegiate athletics a student athlete must be in good academic standing as defined by the institution, they must have completed all required medical paperwork including a physical. For competition only it is required that all student athletes must complete the mandated NCAA Compliance paperwork. If a student athlete is going to participate in a competition that is outside of the competition schedule for their sport an Outside Competition form must be completed and submitted to the Director for Compliance.
*Note on outside competition

Division III Legislation 14.7.1 Outside Competition

A student-athlete becomes ineligible for intercollegiate competition in that sport until eligibility is restored by the Committee on Student-Athlete Reinstatement if, after enrollment in college and during any year in which the student-athlete is a member of an intercollegiate squad or team, he or she competes or has competed as a member of any outside team in any non-collegiate, amateur competition (e.g., tournament play, exhibition games or other activity) during the institution's intercollegiate season in the sport.

Division III Legislation 14.7.1.1 Additional Restriction – Wrestling

In wrestling, a student-athlete may compete outside of the institution’s intercollegiate season as a member of an outside team in any non-collegiate, amateur competition, except during the period between the beginning of the institution’s academic year and November 1. In addition, there are limits to the number of student-athletes from the same institution. Please Ask!

**14.7.2.5 – Competition as Individual/Not representing Institution. – Still must fill out and return form to Compliance. It is permissible for a student-athlete to participate in outside competition as an individual during the academic year in the student athlete’s sport as long as the student-athlete represents only himself or herself in the competition and does not engage in such competition as a member of an outside team or receive expenses from an outside team or wear the uniform in your sport.

EXCEPTIONS Per NCAA bylaw 14.7.3, student-athletes may participate in the following
1. One high school alumni game
2. Olympic Games official tryouts and competition
3. Pan American Games official tryouts and competition
4. National team tryouts and competitions
5. Official World Championships, World University Games, and World Cup tryouts and competition.
6. Multisport Events
7. Triathlons- may compete as an individual or part of a team at any time during the calendar year

Seasons of Participation – All Sports.

a. A student-athlete must count a season of participation when he or she practices or competes during or after the first contest following the student-athlete’s initial participation at that school.

b. A season of participation shall not be counted when a student-athlete participates in a preseason scrimmage or preseason exhibition conducted prior to the first contest in the traditional segment following the student-athlete's initial participation at that school, or when a student-athlete participates in the one date of competition during the nontraditional segment in baseball, field hockey, lacrosse, soccer, softball and women's volleyball. [Bylaw 14.2.4.1.1]

c. A season of participation shall not be counted when a student-athlete practices in the nontraditional sports segment.
Student athletes are eligible to compete in four seasons in any given sport, however each student athlete is allotted 10 semesters (equal to 5 years) to complete those four seasons of eligibility. Your academic clock only stops if you are not enrolled full time at the start of any given semester.

**Use of Alcohol, Tobacco and Other Drugs**

Regarding the health and well-being of the student-athlete: any student-athlete in violation of this handbook may be subject to corrective disciplinary actions and penalties. The use of alcohol, tobacco and other drugs while participating in any practice, competition and travel is prohibited. In addition, any varsity team may establish guidelines pertaining to the use of these substances in relation to participation on that specific team. Teams on foreign tours shall abide by the guidelines for all students in CWRU Education Abroad programs unless more restrictive team rules are in place. For reference: [https://case.edu/international/education-abroad/health-and-safety#alcohol](https://case.edu/international/education-abroad/health-and-safety#alcohol)

**NCAA Banned Drugs**

*It is your responsibility to check with the appropriate or designated athletics staff before using any substance.*

The NCAA bans the following classes of drugs:

1. Stimulants.
2. Anabolic Agents.
3. Alcohol and Beta Blockers (banned for rifle only).
4. Diuretics and Other Masking Agents.
5. Narcotics
6. Cannabinoids
7. Peptide Hormones and Analogues.
8. Anti-estrogens; and

**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:**

2. Local Anesthetics (under some conditions).
3. Manipulation of urine samples.
4. Beta-2 Agonists permitted only by prescription and inhalation.
5. Tampering of urine samples

NCAA Nutritional/Dietary Supplements Warning:
Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!

1. Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.

2. Student-athletes have tested positive and lost their eligibility using dietary supplements.

3. Many dietary supplements are contaminated with banned drugs not listed on the label.

4. Any product containing a dietary supplement ingredient is taken at your own risk.

*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 a supplement.*

**Some Examples of NCAA Banned Substances in Each Drug Class:**

1. Stimulants: Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, "bath salts" (mephedrone) etc. *Exceptions:* phenylephrine and pseudoephedrine are not banned.

2. Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17- androstenetrione): Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; ostarine, stanozolol; stenbolone; testosterone; trenbolone; etc.

3. Alcohol and Beta Blockers (banned for rifle only): Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc. 2014-15 NCAA Banned Drugs

4. Diuretics (water pills) and Other Masking Agents: Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

5. Cannabinoids
Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)

6. Peptide Hormones and Analogues:
Growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

7. Anti-Estrogens :
Anastrozole; tamoxifen; formestane; ATD, clomiphene etc.

8. Beta-2 Agonists:
Bambuterol; formoterol; salbutamol; salmeterol; etc.

Additional examples of banned drugs can be found at www.ncaa.org/drugtesting. 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 877/202-0769 or www.drugfreesport.com/rec password ncaa1, ncaa2 or ncaa3.

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

Consequences for a Positive Drug Test.

1. A student-athlete who tests positive for a banned drug other than a "street drug" shall be withheld from competition in all sports up to 365 days from the drug-test collection date and shall lose a year of eligibility. A student-athlete who tests positive for a "street drug" shall be charged with the loss of competition during a minimum of 50 percent of a season in all sports (at least the first 50 percent of all contests or dates of competition in the season following the positive test);

2. A student-athlete who tests positive has an opportunity to appeal the positive drug test;

3. A student-athlete who tests positive a second time for the use of any drug other than a "street drug" shall lose all remaining regular-season and postseason eligibility in all sports. A combination of two positive tests involving street drugs (e.g., marijuana, THC or heroin), in whatever order, will result in the loss of an additional year of eligibility;

4. The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug; and

5. If a student-athlete immediately transfers to a non-NCAA institution while ineligible because of a positive NCAA drug test and competes in collegiate competition within the prescribed penalty at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for the entirety of the prescribed penalty.

Ohio Underage Drinking Law (in brief)

In Ohio, these are first-degree misdemeanors, for which you may be arrested:

Drinking, buying or possessing an alcoholic beverage if you are less than 21 years of age. If you are under 21, it is illegal to drink alcohol on public and private property and you may not even carry a closed container of alcohol. These laws are commonly called "underage drinking" or "prohibitions." Providing an alcoholic beverage to anyone under 21, whether you sell it to them or give it to them. Using false identification to obtain alcoholic beverages.

Following is a minor misdemeanor, for which you can be issued a citation:
Having an open container of an alcoholic beverage in your possession while you are on public property, regardless of your age and whether or not you actually drink any of it. This is commonly called the "open container law."

**NCAA Tobacco Policy**

The NCAA prohibits the use of any tobacco product by all game personnel* and all student-athletes** during practice and competition.

*NCAA Bylaw 11.1.5 Use of Tobacco Products

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

**NCAA Bylaw 17.1.8 Use of Tobacco Products

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

**Hazing Laws**

The CWRU Department of Athletics and Physical Education has a zero tolerance policy on hazing. Ohio is one of 44 states that has an anti-hazing law. Individuals may be held criminally or civilly liable. The Ohio Revised Code provides:

2903.31 Hazing.

(A) As used in this section, “hazing” means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

(B)(1) No person shall recklessly participate in the hazing of another.

(2) No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

(C) Whoever violates this section is guilty of hazing, a misdemeanor of the fourth degree.

2307.44 Hazing civil liability

Any person who is subjected to hazing, as defined in division (A) of section 2903.31 of the Revised Code, may commence a civil action for injury or damages, including mental and physical pain and suffering that result from the hazing. Then action may be brought against any participants in the hazing, any organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other educational institution, an action may also be brought against any administrator, employee, or faculty member or the school, university, college, or other educational institution who knew or reasonably should have known of
the hazing and who did not make reasonable attempts to prevent it and against the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then notwithstanding Chapter 2743. Of the Revised Code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institution, it is an affirmative defense that the school, university, college or other institution was actively enforcing a policy against hazing at the time the cause of action arose.

Gambling Policy

The NCAA opposes all forms of gambling — legal and illegal — on college sports and specifically prohibits coaches, administrators and student-athletes from gambling on any sports event or providing information to anyone gambling on sports. Sports’ gambling threatens the well-being of student-athletes and the integrity of the game. The NCAA works to preserve sportsmanship and to provide every student-athlete the opportunity to win fairly. The NCAA defines gambling on sports as putting something at risk – such as an entry fee or a wager – in return for the opportunity to win something. NCAA sports wagering rules apply to all student-athletes, coaches, conference staff members, athletics administrators and non-athletics staff members who work with athletics departments.

What are some important terms to know about sports gambling?

- A point spread is used to even the odds when the favorite team is matched against an underdog. Gamblers bet on a team’s final score rather than on who will win the game. A winning team covers the point spread when it wins by more than the expected number of points.
- An over/under bet is a wager on the total points scored by both teams.
- Point shaving usually involves a gambler and athletes on the team favored to win a game. The gambler bribes the athletes to ensure their team will not win by more than the expected point spread. The gambler then bets the winning team will not cover the point spread.
- A sports pool is an organized form of gambling in which participants put in money to wager on the outcome of a large number of games.
- Fantasy leagues are games in which participants build teams to compete against other fantasy team “owners” using statistics generated by actual athletes. Fantasy leagues become a form of gambling when participants pay an entry fee to win a prize at the end of the season.

Types of gambling activities that are not allowed by the NCAA

- Wagering on any athletic contest at any level
- Participation in Fantasy sports where an entry fee is required in order to win a prize at the end of the season
- Participation in a pool where an entry fee is gathered to be placed in a “pot” for the winner i.e. March Madness Bracket pools or other types of similar wagering, Super Bowl pools, etc...
Program Evaluation

Your experience as a student-athlete at CWRU is extremely important. You will have several opportunities to provide the department with both formal and informal feedback. Your active participation in completing the online survey ensures that you have an avenue of input. Sport surveys will be sent to you at the completion of your sophomore season as well as your senior season. These surveys are confidential and the answers cannot be attributed to you. They will, however, be compiled by sport. The surveys will be used as professional development tools as well as a segment of coach/faculty evaluations.

In addition, 2 seniors will be chosen at random to speak with an athletic department administrator in a personal exit interview. In developing your leadership skills, we encourage you to speak directly to your captain and or coach to resolve any issues or discuss concerns you may have. As a young adult, learning to have these conversations yourself, rather than your parents is a positive learning outcome of your participation. Should either of those two avenues fail to provide you with resolution, you may speak to the athletic director.

CWRU Non-Discrimination Policy Statement

Case Western Reserve University does not discriminate in recruitment, employment, or policy administration on the basis of race, religion, age, sex, color, disability, sexual orientation or gender identity or expression, national or ethnic origin, political affiliations, or status as a disabled veteran or other protected veteran under U.S. Federal law. In addition, the university expects all employees, students, vendors, and associates to comply with the policy of non-discrimination. The university intends to maintain an environment free of sexual harassment and will not tolerate any form of harassment of its employees, faculty or students. Retaliation against persons raising concerns about discrimination, sexual harassment or harassment of any kind is prohibited and will constitute separate grounds for disciplinary action up to and including discharge or expulsion from the university.

NCAA Transgender Policy

As a member of the NCAA, we agree to abide by the NCAA transgender policy which follows:

Two areas of NCAA regulations can be impacted by transgender student-athlete participation: use of banned substances and mixed team status.

A mixed team is a varsity intercollegiate sports team on which at least one individual of each gender competes. (Revised: 5/8/06). NCAA Bylaw 18.02.2 for purposes of meeting the required minimums set forth in Bylaws 18.2.3 and 18.2.4, a mixed team shall be counted as one team. A mixed team shall count toward the minimum sponsorship percentage for men's championships.

• NCAA rules state that a male participating in competition on a female team makes the team a “mixed team.” The mixed team can be used for sports sponsorship numbers (provided other conditions, such as being an acceptable NCAA sport, outlined in Bylaw 20.9 (Division I), 20.10 (Division II) and 20.11 (Division III) are met) and counts toward the mixed/men's team minimums within the membership sports-sponsorship requirements. Such a team is ineligible for a women's NCAA championship but is eligible for a men's NCAA championship.
• A female on a men’s team does not impact sports sponsorship in the application of the rule the team still counts toward the mixed/men’s numbers. Such a team is eligible for a men’s NCAA championship.
• Once a team is classified as a mixed team, it retains that status through the remainder of the academic year without exception.

NCAA Bylaw 31.2.3 identifies testosterone as a banned substance, and provides for a medical exception review for demonstrated need for use of a banned medication. It is the responsibility of the NCAA institution to submit the request for a medical exception (see www.ncaa.org/drugtesting) for testosterone treatment prior to the student-athlete competing while undergoing treatment. In the case of testosterone suppression, the institution must submit written documentation to the NCAA of the year of treatment and ongoing monitoring of testosterone suppression.

NCAA Policy on Transgender Student-Athlete Participation

The following policies clarify participation of transgender student-athletes undergoing hormonal treatment for gender transition:
1. A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA competition may compete on a men’s team, but is no longer eligible to compete on a women’s team without changing that team status to a mixed team.
2. A trans female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NCAA competition may continue to compete on a men’s team but may not compete on a women’s team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.

Any transgender student-athlete who is not taking hormone treatment related to gender transition may participate in sex-separated sports activities in accordance with his or her assigned birth gender.
• A trans male (FTM) student-athlete who is not taking testosterone related to gender transition may participate on a men’s or women’s team.
• A trans female (MTF) transgender student-athlete who is not taking hormone treatments related to gender transition may not compete on a women’s team.

Additional Considerations

The student’s responsibilities
1. In order to avoid challenges to a transgender student’s participation during a sport season, a student athlete who has completed, plans to initiate, or is in the process of taking hormones as part of a gender transition should submit the request to participate on a sports team in writing to the director of athletics upon matriculation or when the decision to undergo hormonal treatment is made.
2. The request should include a letter from the student’s physician documenting the student-athlete’s intention to transition or the student’s transition status if the process has already been initiated. This letter should identify the prescribed hormonal treatment for the student’s gender transition and documentation of the student’s testosterone levels, if relevant.
**Ticket/Admission Policy**

The Department of Athletics currently only charges admission fees to Football games as well as a few other select tournaments sponsored by our programs, the admission policy and fees for those events are below:

- **Adults (over 18)** $5
- **Children (under 18)** $3
- **Guest of a CWRU student, faculty or staff ID holder** $3
- **Guest of a CWRU Community ID Card holder** $3
- **Valid Student ID card from non-UAA opponent** - Free with ID
- **Valid CWRU Student, Faculty or Staff ID** Free with each ID
- **Valid CWRU Community ID card** Free with each ID
- **Children under 2** Free
- **Valid Student ID card from fellow UAA member institution** - Free with ID
- **Listed on players pass list** Free

Ticket and pass list policy for UAA and NCAA Championships can vary depending on the sport and its championship. CWRU Athletics will strictly follow the guidelines and protocols set in place for these championships and will provide those details to our teams when they compete in those events. Typically for NCAA Championships there is a cost for all fans to attend the contest, when that is the case there will be no pass list provided for any team.

* Tickets are available at the event gate. There is no pre-sale.

** Admission to all other athletic events is free unless otherwise noted

Varsity Athletes at CWRU are allotted four (4) complimentary tickets for each home football game. If a student athlete is not going to use their allotted tickets for any given game they are able to allow a teammate to use those tickets. Prior to each game a list will be provided to the teams to fill out the names of those that they wish to be given complimentary admission to the contest. Anyone that is using another team member allotted tickets must place their guests names in the space allotted for the teammate that they are receiving the additional tickets from.

**Team Conduct and Travel Policy**

Student-athletes are expected to know and observe the rules, spirit and customs of their sport in both practice and competition and should wear only those articles of equipment issued by the University or approved by the coach. They should maintain cordial relations with opponents, officials, spectators and members of the press. All trips begin when the team leaves campus and end upon return to campus. The following are a few items of importance:

**Dress Code** - There is no specific dress code for student-athletes on trips, except for those established by their coach. Student-athletes should always be aware of their status as representatives of CWRU and dress accordingly.

**Lodging** - Charges for hotel rooms and tax are the responsibility of the University; incidental expenses such as telephone, room service and pay movies must be paid by the room occupants and are not allowed to be charged to hotel rooms and/or the master team bill.
Remaining at Site – Student-athletes who wish to remain at any away site of competition or depart to another destination other than that scheduled for the team must have a written statement of approval from their parent or guardian and must request approval from the head coach.

Property Damage and Theft during both home and away contests will be the financial responsibility of the individual(s) involved. In addition, violators will be subject to University disciplinary action. When individuals cannot be identified for such action, the entire team may be held accountable.

Team Uniforms and Equipment will be issued during the course of the season. Athletes should notify the equipment staff of any problems with or loss of uniforms or equipment immediately upon discovery. All equipment and uniforms damaged or not returned at the end of the season will be billed to the individual.

Team Travel - Teams traveling to games off campus will primarily travel on a 55- passenger charter bus. However, in some cases, the number of student-athletes plus coaches and the length of the trip may dictate travel in either a mini-van or other vehicle. The limit of passengers in a 15 person van is 9 including the driver. Staff members and/or student-athletes must take and pass the University driver awareness and safety course for approval to drive vehicles as a representative of the University.

**Varsity Letter Award Policy**

First-year student-athletes receive a varsity letter certificate. Second-year participants in the program receive a letter jacket with a choice of the fleece or the traditional wool. Third-year participants in the program receive a backpack. Seniors who have participated in the program a minimum of three years will receive a blanket. Any senior who is a two-year participant would receive a jacket. Sports medicine students who have completed the minor and who are not student-athletes are awarded a jacket. Aside from the certificate, any multi-sport student-athlete receives one department award for the year.

**Sports Medicine Guidelines, Policies, & Procedures**

I. Introduction

This document contains policies and procedures for the Sports Medicine division of the Department of Athletics at Case Western Reserve University. All faculty and staff in the department should familiarize themselves with these policies and procedures and are expected to follow and enforce these policies. Please see the Director of Athletics or Head Athletic Trainer for clarification of any policy.

II. General Policy Statement

The sports medicine team consists of team physicians, certified athletic trainers, student aides, and other medical and allied health professionals. Consultants and specialists within the university and community are utilized on a referral basis. Certified athletic trainers, working in conjunction with the team physicians, must be involved in the care of all illnesses, injuries and/or conditions of student-athletes. The sports medicine staff has responsibility for the treatment programs, rehabilitation protocols and criteria for return to participation. The student-athlete is responsible for reporting all injuries and illnesses to the sports medicine staff. If outside physicians, programs, and/or treatment services are utilized, the sports medicine staff must be informed to support the student-athlete.
III. Pre-Participation Policies and Procedures
   A) Pre-Participation Examinations
       1.) Every incoming student desiring to participate in varsity athletics must be examined and cleared by one of CWRU's team physicians before he/she is permitted to participate in any varsity team work out, practice or competition. A sports physical completed by any other doctor will not be accepted, unless this is a doctor associated with University Health Services (when a student athlete missed the initial PPE)
       2.) A pre-participation exam will be provided to all student-athletes at the beginning of each academic year.
       3.) All pre-existing injuries or medical conditions must be reported to the sports medicine staff at the time of the pre-participation exam. The Department of Athletics is not financially responsible for any bills incurred due to pre-existing conditions.
       4.) The sports medicine staff, in accordance to the NCAA Sports Medicine Guidelines, provides that “the team physician has the final responsibility to determine when a student-athlete is removed or withheld from participation due to an injury, an illness or pregnancy. Furthermore, clearance for that individual to return to activity is solely the responsibility of the team physician or that physician's designated representative.” Therefore, the CWRU team physician(s) will have the final say in clearing a student-athlete for participation.
       5.) Student-athletes requiring diagnostic testing (e.g., x-rays, laboratory work) for the purpose of determining medical fitness for activity will be financially responsible for the billing of those services.
   B) Forms
       In addition to the pre-participation exam, there are forms required to be on file with the sports medicine staff prior to a student-athlete’s participation in varsity athletics. These forms may be completed during the pre-participation exam process, but preferably will be on file prior to the student’s arrival on campus. Required forms are identified on the Case website at and can also be provided by the sports medicine staff. 
       http://studentaffairs.case.edu/athletics/medicine/preparticipation.html
   C) Student-athletes will not be cleared to participate in any team workouts, practices or competitions and will not be issued equipment or lockers until he/she has completed all requirements of the pre-participation examination and all required forms are on file with the sports medicine staff.

IV. Insurance Policies and Procedures
   A) NCAA rules prohibit the Department of Athletics from providing coverage or paying bills for expenses related to illnesses or injuries that are not a direct result of participation in the intercollegiate sports program. Specifically, pre-existing conditions and non-athletic injuries are not covered.
   B) All student-athletes must carry health insurance through a legal guardian or the student medical plan offered by CWRU.
   C) The CWRU Department of Athletics has insurance for the student-athlete’s protection in the event of an injury during a sports competition or supervised practice. The insurance is a secondary policy and is subject to limitations. For a comprehensive version of the athletic departments secondary policy please refer to our website at: http://studentaffairs.case.edu/athletics/medicine/insurance.html
Insurance Policy Coverage

Every student-athlete at CWRU must carry health insurance. If you are enrolled in your own insurance plan or the CWRU Student Medical Plan, it is your responsibility to understand the policies/procedures and limitations of the primary insurance plan. CWRU offers a secondary insurance plan (Athletic Sports Plan) for the protection of student-athletes in the event of an injury during a supervised practice or competition that also includes a varsity team foreign tour for practice and competition only. All student-athletes are eligible for this coverage when approved by the sports medical staff.

The Sports Plan is secondary coverage and will pay for services rendered to injured student-athletes after the copays and deductibles have been met. The Sports Plan will pay the coinsurance portion of the bill and is subject to the following limitations:

1. Medical expenses will only be covered when CWRU Sports Medicine staff approves it. Services received but not referred by the sports medical staff may not be covered by the Sports Plan.
2. NCAA rules prohibit CWRU from providing coverage or paying bills incurred for expenses related to illnesses or conditions that are not a direct result of participation in intercollegiate sports programs. This includes preexisting conditions and non-athletic injuries.
3. The Plan will not pay for testing required while obtaining clearance at the time of physical exams.
4. Only injuries sustained in a competition or supervised practice will be covered. This excludes any captain’s practices, open gym workouts, or any activity prior to the first official practice.
5. If the primary insurance plan is a part of an HMO (Health Maintenance Organization) or a PPO (Preferred Provider Organization), you must see an authorized medical provider as designated by your insurance plan. Primary insurance policy rules must be followed before the Sports Plan will pay as secondary coverage.
6. Once the bills have been paid by the primary insurance policy and copayments and deductibles have been met, the balance can be sent to the Sports Plan for payment. All claims eligible for payment under the secondary plan will be covered for 104 weeks from the date of injury as documented by the sports medical staff.

Secondary Insurance Claims Processing

Please review your insurance policy regarding "out of state and/or out of area coverage" prior to your arrival at CWRU. Many standard insurance plans (especially HMOs) do not provide adequate coverage for non-emergency medical attention while attending college out of state.

In order to provide the best treatment and to minimize problems (such as denial of treatment or payment), it may be beneficial to explore the possibility of purchasing the CWRU Student Medical Plan coverage to ensure access to coverage while away from home.

When seeking care for an injury, the student-athlete is responsible for supplying the medical provider with their health insurance information.

The student-athlete needs to verify the sports medical staff has documented their injury and this information has been reported for eligibility of coverage under the Sports Plan.
Once the student-athlete’s primary insurance has paid and deductibles and copays have been met, the balance will be submitted to the Sports Plan secondary policy. The student-athlete must submit the following to the insurance coordinator:

a. The billing statements from the medical providers
b. The explanation of benefits (EOB) from the primary insurance company.

The Sport Plan document is on file at the Athletic Department.

V. Confidentiality Policy

A) The student-athlete’s protected health information (PHI) is regulated by federal guidelines under the Health Information Portability and Accountability Act (HIPAA) and/or the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). The student-athlete’s PHI may not be disclosed without the student-athlete’s authorization under HIPAA or consent under the Buckley Amendment.

B) Authorization/Consent Form For the Use and Disclosure of Student-Athlete PHI:
   • This form allows the sports medicine staff to use and disclose a student-athlete’s PHI, and to communicate with coaches, parents/guardians, other medical professionals, and insurance companies to facilitate medical treatment of the student-athlete.

C) In accordance with federal laws and regulations regarding confidentiality and PHI all faculty and staff in the Department of Athletics will be asked to honor the following guidelines:
   1.) Coaches will be informed of conditions that preclude activity or affect athletic participation unless there is written authorization/consent signed by the student-athlete.
   2.) Faculty and staff must avoid talking about specific cases they have seen in the athletic training environment.
   3.) Faculty and staff may not release any information regarding a student-athlete’s medical condition or status to any persons unless written authorization/consent from the student-athlete is verified.

D) If the athlete is over 18 years old then PHI cannot be released to the parents/guardians unless written authorization/consent from the student-athlete is verified. Inquiries from parents/guardians who are questioning the care or condition of the athlete should be directed to the assigned athletic trainer for that student-athlete's sport.

VI. Non-Varsity Athlete Treatment Policy

A) The sports medicine staff is not responsible for any non-varsity (e.g., club sports, intramural programs) participants.

B) In the event of an emergency situation to a non-varsity participant, the athletic training staff can only provide basic first aid and emergency care.

VII. Visiting Team Treatment Policy

A) Varsity student-athletes on visiting teams competing at CWRU will be treated.

B) The sports medicine staff will not provide any medications (including over-the-counter) to visiting student-athletes.

C) When a Certified Athletic Trainer is not traveling with the visiting team, visiting student-athletes that require therapeutic modalities (electrical stimulation or ultrasound) must have written documentation from his/her sports medicine staff that includes the student-athlete’s name, injury, modality to be provided, and the therapeutic parameters for treatment.

D) If CWRU is the visiting team at another school:
1.) The athletic training staff will prepare a medical kit for the team to use while traveling. The Head Coach or designated Sports Medicine representative is responsible for taking the provided medical kit to away contests and returning it to the athletic training room upon return to campus.

2.) The coach is responsible for taking emergency medical information to away contests.

3.) If a student-athlete requires therapeutic modalities while visiting another school, the athletic training staff will provide the student-athlete with a letter or other documented correspondence allowing the host medical staff to provide such modalities.

4.) If the team is traveling without a Certified Athletic Trainer and a student-athlete is injured while competing at another school, the host athletic trainer or team physician will have the final say in clearing the student-athlete to return to participation. The Head Coach will report to the athletic training staff injuries and/or concerns specific to return to play status of the student-athlete.

5.) It is the Head Coach’s responsibility to contact a CWRU athletic trainer and inform them of the situation PRIOR to returning to Cleveland. The athletic trainer will guide them on obtaining documentation, etc. prior to returning to CWRU.

VIII. Medical Referrals

A) The certified athletic trainers will determine if a student-athlete is referred to the team physicians. Coaches and teammates should NOT refer a student athlete for medical care without consulting a staff athletic trainer first.

B) If the student-athlete seeks consultation without a referral from the team physician or athletic trainer, the student-athlete will assume full responsibility for medical costs.

C) The team physicians can refer student-athletes requiring consultation for a specialist or special diagnostic testing, to an appropriate medical provider. When a student-athlete is referred for diagnostic testing by a team physician the following process will occur:
   1.) The athletic training staff will work with the student-athlete to schedule the necessary appointments. All insurance pre-certifications will be done prior to scheduling appointments.
   2.) The student-athlete is responsible for providing his/her primary insurance information at the time of service.
   3.) Once the student-athlete follows proper primary insurance policy, athletic training staff will then refer all intercollegiate varsity related medical care to secondary insurance review. Secondary insurance provider will review the claim submitted by the athletic trainers, and will have ultimate decision on whether or not that claim is accepted. Contingent upon the decision, the secondary insurance provider will decide what percent of the remaining cost will be covered. Student-athlete is responsible for any remaining costs preceding primary and secondary insurance coverage.
   4.) The test results are retrieved by the team physician who will then communicate the results and treatment plan with the athletic trainer. The athletic trainer will notify the student-athlete and his/her coach.

D) All adjunct therapies (e.g., sport psychology, massage therapy, chiropractic care, nutrition counseling) must be arranged through the sports medicine staff. Adjunct therapies are not to be initiated without the permission of the team physician and/or athletic trainer.

E) If a student-athlete seeks treatment outside of the CWRU’s sports medicine network, the treating physician must provide the athletic training staff with a written document stating the diagnosis, treatment plan, referral for treatment, participation status and/or return to participation criteria. The student-athlete will not be allowed to return to participation until that physician has medically cleared the student-athlete to play. After clearance is
received from the physician, CWRU’s team physicians must clear the athlete to return to participation.

IX. Medical Clearance
A) The sports medicine staff at CWRU adheres to the NCAA Sports Medicine Guidelines, which states, “The team physician has the final responsibility to determine when a student-athlete is removed or withheld from participation do to an injury, an illness or pregnancy. Furthermore, clearance for that individual to return to activity is solely the responsibility of the team physician or that physician’s designated representative.” Therefore, the CWRU team physician(s) have the final say in clearing a student-athlete for participation.
B) Any student-athlete who receives treatment from a medical provider outside CWRU’s sports medicine staff must receive medical clearance from that provider. However, CWRU’s team physicians maintain the ultimate decision on the student-athlete’s participation in varsity athletics.

X. Second Opinions
A) All injuries resulting from athletic participation should be cared for by the sports medicine staff at CWRU. This includes, but is not limited to, athletic trainers and team physicians. If the student-athlete and/or parent are not satisfied with the diagnosis or treatment of any athletic injury, another medical opinion may be obtained.
B) The second opinion by a physician of the student-athlete’s choosing must be shared with the athletic training staff for history and treatment.
C) Should the student-athlete decide on a treatment plan contrary to that of the team physician, CWRU’s team physician(s) will have the final say as to whether or not the student-athlete continues participation in CWRU’s varsity athletics.
D) Any and all expenses incurred with the second opinion will be the responsibility of the student-athlete. The athletic department will not assume financial responsibility for these additional consultations.

XI. Student-Athletes Roles and Responsibilities
A) All illnesses and injuries resulting from athletic participation, which includes supervised practices, competitions, conditioning sessions and team travel, must be reported immediately or within 24 hours to the athletic training staff.
B) Non-athletic injuries should be reported to the athletic training staff in the same manner as they may affect future treatments of athletic injuries or the student-athlete’s ability to participate.
C) In the case of a life-threatening illness or injury, student-athletes should not hesitate to dial 911 (or Case Security if on campus 368-3333) or proceed directly to the hospital. The student-athlete should contact the athletic training staff as soon as possible. Copies of all tests, physician notes and discharge summaries from the hospital should be submitted to the athletic training staff.
D) Student-athletes are responsible for being considerate and respectful of other student-athletes, medical staff and visitors at all times.
E) The student-athlete is responsible for giving complete and accurate information regarding his/her health, medical history, current medications, allergies, and any other information regarding his/her health to the sports medicine staff.
F) The student-athlete must report all current medications or changes in medication that he/she is taking to the sports medicine staff immediately.
G) The student-athlete must notify the sports medicine staff of any ergogenic aids or nutritional supplements he/she is taking.
H) The student-athlete is responsible for following instructions. The student-athlete will assume all responsibilities if he/she chooses not to follow instructions.
I) The student-athlete is responsible for seeking additional information or clarification regarding his/her treatment if he/she does not understand the treatment plan.

XII. Athletic Training Room Rules
A) To allow for appropriate evaluation and treatment student-athletes must be dressed in appropriate attire (shorts, t-shirt, and shoes) at all times.
B) Profanity or obscene language is not permitted in the athletic training room.
C) Student-athletes may not wear cleats or spikes in the athletic training room.
D) Equipment and bags should not be brought into the athletic training room.
E) No tobacco products or sunflower seeds will be allowed in the athletic training room.
F) All student-athletes are required to shower prior to receiving treatment in the athletic training room.
G) All student-athletes must shower prior to using the whirlpools. Student-athletes with lacerations, abrasions, and rashes are not allowed to use the whirlpool.
H) Student-athletes are required to be courteous to the sports medicine staff.
I) There will be no horseplay or fighting allowed in the athletic training room. Such activities will result in the student-athlete being removed from the room and not allowed to re-enter until the athletic training staff allows.
J) Student-athletes may not self-administer any therapeutic modalities at any time.
K) Items may not be removed from the athletic training room without permission

XIII. Equipment
A) All equipment provided by the athletic training staff and issued to the student-athlete or department staff are expected to be returned when it is no longer needed.
B) The athletic training staff will not provide equipment/braces for preventative use (such as ankle braces). These items may be ordered through the athletic training staff, but will be paid by the student, his/her insurance, or from the specific sport's budget (Head Coach’s approval required).

XIV. Documentation & Medical Charts
A) Head Coach Reports
   1.) The athletic training staff will communicate injury status issues with the Head Coach of each team on a daily basis while in season.
B) A written injury report (electronic) will be given to the Head Coach when changes occur.
C) Access to medical charts is restricted to the sports medicine staff and the Director of Athletics and/or his/her designee.
D) The release of student-athlete medical records and/or medical information will only be done upon written permission from the student-athlete.

XV. Sports Medicine Staff Coverage & Athletic Training Facility Hours
A) Each staff athletic trainer will be assigned teams. The assigned athletic trainer of each team is responsible for making sure practices and competitions are adequately covered.
B) Certified Athletic Trainer Coverage
   1.) Every attempt will be made to have a Certified Athletic Trainer available on campus for all supervised, in-season practice sessions.
   2.) A Certified Athletic Trainer will be on site for all competitions.
   3.) Travel for Certified Athletic Trainers will be based on availability after home events and/or practices are covered or as determined by the Head Athletic Trainer.
4.) If a certified athletic trainer is not traveling with a team, the host sports medicine staff will be contacted and notified of any medical needs the team will require.

C) Team Physician Coverage
1.) A team physician and a team orthopedic physician will be on site for all home football and basketball games.
2.) Every attempt will be made to have a team physician on-site or on-call for all other home events.

D) Sports Medicine Minor Student Aides
1.) The advisor for the sports medicine minor will assign students to cover events and practices. Student coverage will be dealt with on an individual basis and is determined by the qualifications of the student aide.
2.) In the event a student is covering an event or practices without direct supervision of a certified athletic trainer, he/she may only act in the role of a first aid and emergency responder (See Section XIX below for clarification).

E) Non-traditional season
1.) If CWRU is hosting a non-traditional season competition, an athletic trainer will be on site and a team physician will be on-call. Coaches must notify the sports medicine staff of non-traditional season competitions at least one month prior to the event.
2.) Non-traditional season practices may not be covered by an on-site certified athletic trainer.
3.) Student-athletes that need medical care during his/her non-traditional season are advised to make an appointment with an athletic trainer during normal athletic training room hours. In the event of an emergency, student-athletes are advised to go to the emergency room and then follow-up with the sports medicine staff.

F) Athletic Training Facility Hours
1.) The main athletic training facility (in Veale Center) is open from 11:30 am to 6:00 pm Monday through Friday, and by appointment. It is closed on the weekends except for practice and event coverage.
2.) The athletic training facility at The Village at 115th will only be open for practice and event coverage.
3.) The Veale Center Athletic Training Room is closed during the winter and summer breaks, unless specific arrangements are made with the sports medicine staff.
4.) Athletic Training Room hours are subject to change based on practice and event coverage.
5.) The sports medicine staff must approve any access to the athletic training facilities outside of normal operating hours. Student Athletes are NOT allowed unsupervised access to any of the sports medicine facilities.

XVI. Sports Camps/Non-CWRU Athletic Events
A) If a coach wishes to provide sports medicine coverage for a sports camp that is using the CWRU Athletic Facilities, that coach should notify the CWRU athletic training staff at least one month prior to the start of camp. Outside sports medicine coverage can only be used if CWRU’s athletic training staff is not available or willing to provide coverage.
B) The coach in charge of the camp will pay the sports medicine staff a stipend for the services provided. The stipend is to be negotiated with the athletic trainer who is covering the camp prior to the start of camp.
C) The students enrolled in the sports medicine minor at CWRU are not to provide sports medicine coverage for a sports camp/event unless a certified athletic trainer is supervising the medical coverage for that camp/event.
D) If a CWRU athletic trainer is not available or willing to cover a sports camp, the coach may seek outside medical coverage. Any medical provider utilized should be certified and/or licensed and will provide care under his/her own liability.

E) Outside medical providers will have access to the athletic training facilities, but may have to provide medical supplies. The outside medical provider or the coach in charge of the camp must ensure that they respect the CWRU facilities and maintain their cleanliness on a daily basis. The same policies and procedures apply for outside vendors that rent CWRU’s Athletic Facilities for non-CWRU athletic events.

XVII. Sports Medicine Minor Student Aides

A) Students enrolled in the Sports Medicine Minor are unlicensed persons and will be referred to as student aides.

B) The State of Ohio regulates the capacity in which unlicensed persons can provide athletic training services. CWRU’s Sports Medicine will comply with all state legislation in regards to unlicensed persons detailed in Chapter 4755-46 of the Ohio Revised Code.

C) All students shall be supervised by an Ohio licensed athletic trainer. Supervision involves daily visual and audible contact at all sites at which the student provide services. If direct supervision is not possible, the student aide may only function in the role of a first aid responder.

D) Student aides shall not interpret licensed practitioner referrals, perform evaluative procedures, initiate or adjust treatment procedures, or plan patient care.

E) Student aides may only perform prophylactic taping when delegated by a certified athletic trainer. Student aides may not tape a student-athlete without prior approval from a certified athletic trainer.

F) If a student aid is traveling with a team without a certified athletic trainer, he/she should seek assistance from the host athletic trainer in the event of an injury or illness to a student-athlete. The student aid is not to make any return to play decisions or recommendations.

G) Student aide coverage will be determined by the sports medicine minor advisor and will be based on the qualifications of each student aide.

H) If a student-aid travels with a team, he/she is expected to follow all rules established by the Head Coach of that team (e.g., curfew, dress code).

I) A student aide handbook will be given to each student prior to starting the sports medicine minor. All student aides are expected to follow the guidelines and rules established in the handbook. A copy of this handbook is found in Appendix B or can be obtained from the sports medicine advisor.

XVIII. First Aid, CPR, Lifeguard Certifications

A) Due to the physical nature of intercollegiate athletics, all full-time coaches are required to be certified in first aid, CPR and AED, NCAA By-Law 11.1.6. The sports medicine staff will periodically offer courses on campus.

B) The swimming and diving coaches should be certified lifeguards.

C) Re-certifications may be done on an individual basis if a coach holds a current certification. Such arrangement should be made individually with the athletic training staff.

XIX. Medications

A) Student-athletes are required to report all current medications or changes in medications to the sports medicine staff immediately.

B) Team physicians will be consulted relative to all medications that the student-athletes are taking and will inform the student-athlete of medical concerns and NCAA rules regarding the use of the medication.
C) Medical necessity of NCAA banned substances:

1.) Case Western Reserve University athletics are governed by NCAA rules and regulations. Therefore, the following guidelines from the NCAA Drug Testing Program will be followed:

- “The NCAA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA allows exceptions to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta blockers, diuretics and peptide hormones” (Bylaw 31.2.3).

- Procedures for Exceptions:
  - Alternative non-banned medications for the treatment of various conditions exist and should be considered before an exception is pursued.
  - In the event that the student-athlete and the physician (in coordination with sports medicine staff) agree that no alternative to the use of the banned substance is available, the decision may be made to continue the use of the banned stimulant, beta blocker or diuretic. However, the use of peptide hormone must be approved by the NCAA before the student-athlete is allowed to participate while taking these medications.
  - The sports medicine staff will document the use of pre-medication in the student-athlete’s medical record. The documentation will consist of a letter or copies of medical notes from the prescribing physician that includes:
    - A medical history that demonstrates the need for regular use of the drug.
    - Indication that alternative non-banned substances have been considered.
    - The specific diagnosis (including appropriate verification documentation).
    - Student-athlete’s medical history.
    - The dosage information
  - If a student-athlete tests positive for a substance in which he/she desires exception, the Director of Athletes may request an exception by submitting an appropriate waiver.

- If the prescribing physician is not one of CWRU’s team physicians, the prescribing physician will forward all information listed above to the athletic training staff for review by the athletic team physician(s).

- A list of NCAA banned substances can be found at www.ncaa.org/health-safety.

XX. Ergogenic Aids and Nutritional Supplements

A) Case Western Reserve University conforms to NCAA guidelines with respect to nutritional supplementation.

B) All products used by student-athletes must meet NCAA regulations and must be approved by the sports medicine staff.

C) Student-athletes may purchase nutritional supplements for their own use; however these products may contain ingredients that may be banned by the NCAA. Therefore, student-athletes are required to inform the sports medicine staff prior to consumption.

D) The sports medicine staff and coaches will not distribute nutritional or dietary supplements.
E) Permissible non-muscle building nutritional supplements are identified according to the following classes: carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters, and vitamins and minerals.

XXI. Disordered Eating & Weight Control Policy
A) Should a student-athlete be identified as potentially having disordered eating, the following procedural steps should be taken:
   1.) The staff member should meet confidentially with the concerned individual and then refer the individual to one of the Certified Athletic Trainers.
   2.) The athletic trainer will arrange to meet with the student-athlete to discuss the concerns raised regarding his/her potential disordered eating behavior. Based on the information gathered by the athletic trainer, the following steps may be taken:
      • No direct intervention will be taken; however, monitoring may occur.
      • Referral of the student-athlete to be evaluated by a team physician. The team physician will determine one of the following:
          - The student-athlete is not in any immediate risk. If medical clearance is recommended, the athletic trainer will be notified.
          - The student-athlete may be at risk physically or emotionally. Temporary suspension from participation in intercollegiate athletics may be instituted pending further medical intervention.
      • If a student-athlete is diagnosed by a medical doctor to have a disordered eating pattern, an intervention team will be assembled to develop a formal medical plan and written compliance for the student-athlete. The intervention team should include, but not limited to:
          a) Student-athlete
          b) Student-athlete’s chosen representative (e.g., coach, friend)
          c) Athletic Trainer
          d) Team Physician
          e) Nutritional support personnel
          f) Counseling clinician
          • The team physician will have the ultimate decision on the student-athlete’s participation status in intercollegiate athletics. His/her decision will be based on physical and mental status of the student-athlete and the student-athlete’s compliance with his/her intervention plan.

B) Weight Control Policy
1.) The goal of the sports medicine staff is to encourage healthful weight control while adhering to NCAA regulations. If weight control is an issue for a student-athlete, the following guidelines will be followed:
   • The team physician and athletic trainer will meet with the student-athlete to review his/her medical and weight control history and determine if the student-athlete’s weight goal is reasonable.
   • If weight loss is desired, it should be achieved at a rate no faster than one-percent per week.
   • If needed, the team physician and athletic trainer will meet to review the athlete’s body composition and goals for weight control for the year.

C) Sports Nutrition and Dietitian Referral
1.) The sports medicine staff may refer student-athletes to a nutritionist for dietary consultation.
2.) Referral to a dietitian will be determined following consultation with an athletic trainer or team physician. A team approach based on sound physiological principles should be employed when determining optimal body composition for a student-athlete.

3.) The dietitian will report back to the athletic trainer or team physician.

XXII. Emergency Action Plans
A) Emergency Personnel Roles & Responsibilities
1.) Certified Athletic Trainer and/or Team Physician
   - Responsible for directing emergency situation until EMS arrives.
   - Delegates tasks to by-standers to aide in the emergency situation
   - Notifies team physician of situation (if not already on site) as soon as possible.
   - Notifies parents/guardians as soon as possible.
   - Coordinates follow-up care.
   - Documents situation as soon as possible.
   - Notifies Director of Athletics when appropriate.

2.) Head Coach
   - Responsible for directing emergency situation and administering first aid in the event an athletic trainer or team physician is not available.
   - In the event a student-athlete is injured in a pool and requires assistance in getting out of the pool, the Head Coach (or another certified lifeguard) is responsible for removing the student-athlete from the pool. The certified athletic trainer will be responsible for the emergency situation once the student-athlete is out of the water.

XXIII. Severe weather/Lightning Procedures
A) The following steps are recommended by the NCAA and National Severe Storms Laboratory (NSSL) and will serve as the sports medicine policy relative to severe weather and lightning procedures:
   1.) The athletic trainer providing coverage for the event or practice will monitor threatening weather and will make the decision to remove a team or individual from an athletic site or event.
   2.) Athletic trainers, coaches and athletic administrators should be aware where the closest shelter is located. In the absence of a safe shelter, any vehicle with a hard metal roof and rolled-up windows can provide safety.
   3.) The athletic trainer will monitor how close lightning is occurring with the use of electronic system.
   4.) When the flash-to-bang count is 30 seconds or less, or the distance of occurrence of lightening is 8 miles or less, all individuals must leave the athletic site and should get to a shelter area immediately.
     1.) In the event that a team must tarp the field, this act should commence when the flash-to-bang count is 45 seconds, or lightning is 9 miles away. The tarp must be completed within this time lapse as the athletic site must be completely cleared by the above time
   5.) Athletic activity will not resume until 30 minutes after the last flash of lightning or sound of thunder. This determination will be done with the assistance of a computer program called Weather Sentry which is linked to provide notifications to the Certified Athletic Trainers mobile phones.
Concussion Management Policy

As excerpted directly from the CWRU Sports Medicine Faculty Policies and Procedures

XXIV. Head Injuries
   A) Select student-athletes will receive a baseline ImPACT assessment during the pre-participation process.
      1.) A computerized, ImPACT, neuropsychological test.
   B) Concussion Management
      1.) A certified athletic trainer (or team physician) will perform an initial exam to determine the status of a student-athlete.
      2.) If a student-athlete shows any symptoms or signs of a concussion:
          • The student-athlete will not be allowed to return to play in the current game or practice,
          • The student-athlete must see a team physician
          • The student-athlete will complete a daily symptom score sheet
          • Consultation with Dr. Christopher Bailey or Dr. Phillip Fastenau
          • Return to Play Protocol
          • The return to play process must follow a medically supervised stepwise process.
          • Post-injury tests will be repeated in accordance to Dr. Bailey or Dr. Fastenau’s guidelines.
          • Following a concussion the student-athlete is to be withheld from activity. Complete rest may be required. Once the student-athlete is asymptomatic he/she will be re-evaluated by a team physician and neuropsychologist and progression towards activity will proceed as follows:
              - Light aerobic exercise such as walking or stationary cycling without resistance training.
              - Sport specific exercise.
              - Non-contact training drills.
              - Full contact training only after clearance from team physician.
              - Full participation.
          • Progression will only occur if the student-athlete remains asymptomatic throughout each activity.

Team Physicians and Clinic Hours

Head Team Physician:
Dr. Shana Miskovsky

Assistant Team Physicians:
Dr. Susannah Briskin
Dr. Amanda Weiss-Kelly
Dr. Mary Solomon
Dr. Scott Kleppe

Clinic Hours (Team Physicians Evaluations): Tuesday at 5 p.m.
Sports Information Department

Comprised of the university's sports information director, assistant sports information director and student-assistant staff, the sports information department strives to publicize and promote the achievements of the CWRU student-athlete. That promotion includes, but is not limited to:

- Media relations
- Daily maintenance of the university’s official athletics website (athletics.case.edu)
- Daily management of the university's athletic social media accounts
- News and feature stories
- Action and portrait photography
- Live streaming video
- Video highlights and features
- Statistics
- Publications
- University Athletic Association weekly award nominations
- Capital One Academic All-America® program nominations
- Corporate sponsorships

Contact Information:

Jon Schwartz  
Associate Athletic Director/Sports Information Director  
(216) 368-6517  
jon.schwartz@case.edu  
athletics.case.edu

Kevin Hulsmann  
Assistant Sports Information Director  
(216) 368-4360  
Kevin.hulsmann@case.edu

CWRU Athletics Social Media Accounts

Twitter.com/caseathletics | Facebook.com/caseathletics | #BlueCWRU

Being Smart on Social Media

Social media provides a great opportunity for student-athletes to engage with community and campus members, media and fellow student-athletes. However, social media can lead to compromising situations when not used appropriately.

To avoid those compromising situations, remember the following:
You Represent Your School 24/7, 365
Whether you like it or not, you are held to a different standard as a student-athlete. In many ways, you are the face of your institution. Thus, always remember when you post to social media that you are representing not only yourself, but your team, coaches, administrators and university community.

Potential Employers are Watching
Many companies have begun to screen the social media accounts of employment candidates. What you post to social media reveals a lot about your character and maturity level. Always keep this in mind as a negative comment, picture or video could cost you an employment opportunity.

Social Media is Forever
Once you hit send, a social media post never truly goes away. Even if you hit delete, someone still had the opportunity to view your post and copy it.

Remember Your Audience/Keep it Clean
Don’t post a comment, video or photo that your parents or coaches would not approve of. If a parent or coach does not approve, there is likely a good reason, and you will likely keep yourself out of trouble. Avoid profanity and inappropriate images/videos.

Take a Step Back
If you hesitate to post anything to social media, there is a reason for that. Don’t post anything when you are in an emotional state. Social media should not be a forum for you to voice your frustrations. Don’t allow yourself to get caught up in social media debates or arguments.

Remember the Law
The laws of the real word apply on social media. Evidence of underage drinking, harassment, hate crimes or cyber-bullying are all taken into account, even if they only occur on social media.

Avoid Controversial Subjects
There are many important topics of debate in the world today, but social media is not the best place to voice your opinions. Consider topics like sexual orientation, race, religion and politics to be controversial and ones that you should avoid.

Sportsmanship
The same rules that apply during competition should be applied via social media when communicating with opponents and their school.

University Athletic Association (UAA)
For 32 years, the University Athletic Association has served as a bold statement of what college athletics can and should be - that it is highly desirable and possible for a group of committed institutions to conduct a broad-based program of intercollegiate athletics for men and women; to compete with like academic institutions spread over geographically expansive areas; and to seek excellence in athletics while maintaining a perspective which holds the student-athlete and the academic mission of the institution as the center of focus.
The UAA is a significant expression of the principle that the provision of a high-quality college athletic experience is worth the commitment required of an institution. It is worthwhile not only because it benefits the student-athletes, but also because it benefits the entire campus community and, in turn, the institution itself. Perhaps more importantly, the UAA is a strong statement that the success of intercollegiate athletics is wholly dependent upon institutional integrity and the ability of institutions to complete the full integration of athletics into the academic fabric of higher education.

Members of the UAA share the belief that academic excellence and athletic excellence are not mutually exclusive. Implicit in this belief are several sets of assumptions. The first is that the academic enterprise is the primary element. Student-athletes are just that - students first and athletes second. The second set of assumptions has to do with athletic excellence. Athletic excellence is not to be confused with a win-at-all-costs attitude. It properly relates to the caliber of experience offered to students who participate in intercollegiate athletics. Athletic teams should have the benefit of qualified coaching - capable individuals chosen for professional competence and commitment to putting the welfare of the student first. They should play and practice in first-rate facilities at reasonable times. Their equipment should be safe, of high quality, and conducive to the best performance possible. A consistent and challenging level of athletic competition should be provided to both women and men.

The final assumptions concern what might be termed a proper athletic emphasis. Athletic programs are extracurricular activities conducted for students and should be given consideration similar to that accorded other such institutionally sponsored activities. They should not only complement the academic experience, but should also reflect the quality of the academic environment within which they exist. Division III is an approach to athletics - not a synonym for third-rate.

**University Athletic Association Members**
- Brandeis University (Waltham, Massachusetts)
- Carnegie Mellon University (Pittsburgh, Pennsylvania)
- Case Western Reserve University (Cleveland, Ohio)
- University of Chicago (Chicago, Illinois)
- Emory University (Atlanta, Georgia)
- New York University (New York City)
- University of Rochester (Rochester, New York)
- Washington University in St. Louis (St. Louis, Missouri)

**Presidents’ Athletic Conference (PAC)**

The Presidents’ Athletic Conference (PAC), formally organized in 1955 by Western Reserve University, John Carroll University, Case Institute of Technology, and Wayne State University, celebrated its 60th anniversary throughout the 2014-15 academic year.

The PAC and its membership continue its original, defining mission of promoting intercollegiate athletics and the pursuit of academic excellence.
Currently comprised of 10 select private institutions – Bethany College, Chatham University, Geneva College, Grove City College, Saint Vincent College, Thiel College, Thomas More College, Washington & Jefferson College, Waynesburg University and Westminster College – the PAC remains a unique organization in this day of high pressure intercollegiate athletics. With academics at the center of each member’s philosophy, the PAC is built on the principle that an athletic program is a part of college life, but not an entity in itself.

The PAC expanded its membership to seven members in 2005 with the addition of Thomas More, formerly a NCAA Division III independent. Saint Vincent, a former NAIA member, joined the conference in 2006 as it began its reclassification to NCAA Division III status. Another former NAIA member, Geneva, became the conference’s ninth member and began league play in 2007 as it started its NCAA Division III reclassification. Chatham became the league’s 10th member, also in 2007.

In 2012, the PAC Presidents’ Council voted to add Carnegie Mellon University and Case Western Reserve University as affiliate members in the sport of football beginning with the 2014 season.

**CWRU Fight Song**

“Fight On”

Words and music by: John F. Anderson - Case Institute of Technology ’33

Fight on, you men of Case Reserve
Make foemen fear your strength and verve
Display the old unflinching nerve—
Go, Case Reserve, fight on!
In days of yore in annual bout
Across the fence, we fought it out
The fence is down, today we shout:
Go, Case Reserve, fight on!
The blue and white team we’ll uphold
Old Case Reserve will never fold
So, on to vict’ries yet untold
Go, Case Reserve, fight on!

**CWRU Alma Mater**

“Shine On, Case Western Reserve”

Words and music by Scott R. Miller, BA 1990, JD 1993

Shine on, forever, Case Western Reserve.
Loyal and true are we.
Your brave sons and daughters,
Your knowledge we use to make our mark on history.
Our school days we’ll cherish forevermore,
A lifetime of friends from the start.
Shine on, forever, Case Western Reserve.
You’ll be forever in our hearts.

**Directions to CWRU Athletic Facilities**
Veale Center/Horsburgh Gymnasium/Veale Natatorium  
2138 Adelbert Road  
Cleveland, OH 44106

From the East:

Take I-90 to Martin Luther King Drive exit. Head south on MLK until you come to Euclid Avenue. Turn left onto Euclid and get over to the lane that is second from the right. Turn right at the third light, Adelbert Road. Follow Adelbert until just before a three-way stop. Park in the Veale Center Parking Tower, which is located at the three-way stop. The Veale Center is behind the parking garage.

From the West/South (Airport):

Take I-71 into downtown. Follow signs for I-90 East until you come to Chester Avenue exit. Take Chester exit and turn right onto Chester Ave. Drive approximately five miles until you come to Euclid Avenue. Turn left onto Euclid and get over to the lane that is second from the right. Turn right at the third light, Adelbert Road. Follow Adelbert until just before a three-way stop. Park in the Veale Center Parking Tower, which is located at the three-way stop. The Veale Center is behind the parking garage.

DiSanto Field/Nobby’s Ballpark/Mather Park  
1610 East 118th Street  
Cleveland, OH 44106

From the East:

Take I-90 to Martin Luther King Drive exit. Head south on MLK until you come to Euclid Avenue. Turn left onto Euclid and pass five traffic lights until you come to East 118th Street. Turn left onto E. 118th. Parking is available in lot 46, located on the left after the turn. It borders the multi-purpose athletic complex to the south.

From the West/South (Airport):

Take I-71 into downtown. Follow signs for I-90 East until you come to Chester Avenue exit. Take Chester exit and turn right onto Chester Ave. Drive approximately five miles until you come to Euclid Avenue. Turn left onto Euclid. Head east on Euclid and pass five traffic lights until you come to East 118th Street. Turn left onto E. 118th. Parking is available in lot 46, located on the left after the turn. It borders the multi-purpose athletic complex to the south.

Carlton Courts

From the East:

Take I-90 to Martin Luther King Drive exit. Head south on MLK until you come to Euclid Avenue. Turn left onto Euclid and get over to the lane that is second from the right. Turn right at the fourth light, Cornell Road. Stay on Cornell past the hospital and it will continue up the side of a hill. At the top of the hill, turn right at the stop sign onto Overlook Road. Follow Overlook to Carlton Road which will be on your right. The tennis courts will then be visible from Carlton on the left.
From the West/South (Airport):

Take I-71 into downtown. Follow signs for I-90 East until you come to Chester Avenue exit. Take Chester exit and turn right onto Chester Ave. Drive approximately five miles until you come to Euclid Avenue. Turn left onto Euclid and get over to the lane that is second from the right. Turn right at the fourth light, Cornell Road. Stay on Cornell past the hospital and it will continue up the side of a hill. At the top of the hill, turn right at the stop sign onto Overlook Road. Follow Overlook to Carlton Road which will be on your right. The tennis courts will then be visible from Carlton on the left.

Squire Valleevue Farm
37125 Fairmount Boulevard
Hunting Valley, OH 44022

From Campus:

Take Cedar Avenue east from campus, then veer right onto Fairmount Boulevard. Continue east on Fairmount then look for the farm entrance three quarters of a mile past S.O.M. Center Road on the left side of the road. The drive normally takes 20-40 minutes depending on traffic.

From the South:

Take I-271 north to the Chagrin Boulevard exit. Turn right on Chagrin and head east until you reach the traffic circle at Lander Road. Go three quarters of the way around the circle then turn right onto Lander so that you are heading north. Follow Lander north until you reach the next traffic circle, then go one quarter of the way around the circle and turn right onto Fairmount. Look for the farm entrance three quarters of a mile past S.O.M. Center on the left side of the road.

From the Northeast:

Take I-271 south to the Brainard exit. Turn left onto Brainard, cross Cedar, then turn left onto Fairmount. Go east on Fairmount then look for the farm entrance three quarters of a mile past S.O.M. Center on the left side of the road.
Faculty/Staff Athletic Advisor Program

Faculty and staff advisors provide an important support role for CWRU student-athletes and coaches. The faculty/staff advisor serves as an advocate for students competing in varsity athletics and provides a valuable link between the student-athlete and the CWRU faculty.

In addition, the faculty/staff advisor may develop a broader involvement in the student-athlete experience and contribute to other individual and team programs and activities. The team Faculty/Staff Advisor program will facilitate integration of the intercollegiate programs into the undergraduate experience of Case Western Reserve University.

Men's Varsity Athletic Teams
Baseball - Gary Pillar
Basketball - Lynmarie Hamel, JD
Cross Country - David Matthiesen, Ph.D.
Football - Jim Hurley
Soccer - TBA
Swimming - Christopher Butler
Tennis - Wojbor A. Woyczynski
Track (Indoor, Outdoor) - John Lewandowski
Wrestling - TBA

Women's Varsity Athletic Teams
Basketball - Megan Holmes
Cross Country - David Matthiesen
Soccer - TBA
Softball - James Chmiel, M.D.
Swimming - Jennifer Butler
Tennis - Leena Palomo
Track (Indoor, Outdoor) - John Lewandowski
Volleyball - Alan Levine

Hosting Prospective Student-Athlete Guidelines

An Overnight Host must...
- Have a positive attitude and be a good representative of Case Western Reserve, the Department of Athletics, and the varsity team
- Be enthusiastic about Case Western Reserve University and the opportunities we provide student-athletes
- Follow the guidelines outlined in the Department of Athletics’ Student-Athlete Handbook

Overnight Hosting Expectations:
- Overnight Hosts may not consume alcohol, even if of-age, when hosting prospective students
- Prospective students should never consume alcohol during a campus visit
- Overnight Hosts may not possess or provide illegal drugs to prospective students.
• Prospective students are not allowed to be in the same room as illegal drugs
• Overnight Hosts should provide a room or suite for the prospective student
• Prospective students are not permitted to sleep in open common areas such as study lounges or lobbies
• At all costs, try to keep prospective students from sleeping on hard floors. Please try to provide a bed, couch, or air mattress whenever possible
• Never leave a prospective student unattended
  • If you need to separate from your prospective student, for any reason, there must be someone you entrust with the visiting student
• Contact your head coach and/or your RA if any problems arise that need immediate attention.

**Equipment Issue**

As a varsity athlete you will be issued team uniforms, warm-ups and other various pieces of apparel or equipment depending on your sport. Prior to your season, coaching staff will set up an equipment issue date with the Equipment Manager. On your teams equipment issue day you should go to the location told to you by your coach for pick up.

**Inventory and Issuing**

All items are numbered based on size for inventory purposes—no athlete should mark on any item issued to them. All pieces of equipment issued to you will be recorded and you will be held accountable for them until equipment collection at the end of your season. All size issues or equipment trades should be told to your team's equipment manager so it can be recorded accordingly.

*Athletes are accountable for the items listed on their equipment manager inventory record.

**Intermediate Equipment Collection**

Depending on the team, athletes may be required to turn in equipment to their designated equipment manager after each home and away contest to be washed, inventoried and re-issued. If your team is required to have equipment immediately collected, you will be informed at your initial equipment issue which pieces of equipment need to be turned in after each contest and which you are able to keep until the end of the season collection. Teams who are required to have equipment immediately collected should have all required items turned in to a location designated by the equipment manager directly after home contests and within 24 hours of return from away contests.

**End of Season Equipment Collection**

By the end of your season, teams coaching staff will set up an equipment collection date. On this designated date you should turn in all equipment issued to you prior to the season, including your laundry loop. All items will be inventoried and coaches will be alerted of missing items. If an athlete loses an item issued to them they will be charged for all missing items.

**Laundry Loops**

All varsity athletes are issued a laundry loop at the start of each academic year to have practice gear laundered. Loops will be distributed to the coaching staff OR the athletes individually by the equipment manager or facility staff. Each team has an assigned laundry loop color and each loop is
numbered for inventory purposes. Each team has a designated loop bin in their locker room space—dirty loops should be placed in that bin for facility staff will wash and return to the same locker room space.

**Locker Room and Towel Policies**

**Location of Team Locker Room**
All varsity teams have a designated locker room space. For teams who practice and compete on the north side of campus (Baseball, Football, Men’s Soccer, Softball, Women’s Soccer) your locker rooms are in the lower level of House 7 (in the Village at 115). Teams who practice and compete on the south side of campus (Men’s Basketball, Men’s Cross Country, Men’s Swimming and Diving, Men’s Tennis, Men’s Track and Field, Volleyball, Women’s Basketball, Women’s Cross Country, Women’s Swimming and Diving, Women’s Tennis, Women’s Track and Field, Wrestling) your locker rooms are in the Veale Athletic Center.

**Locker Assignment**
Coaching staff will inform their team on where their locker room space is. Those athletes who are in the shared ‘Varsity Locker Room’ in the Veale Athletic Center should reserve their locker within their team space at the Issue Desk if not assigned to you by your Coach.

* The Veale Athletic Center shared ‘Varsity Locker Room’ should be used for the athletes primarily stationed in the facility. Varsity athletes who are primarily stationed in the locker rooms in the lower level of House 7 may have a free locker at the Veale Athletic Center but it must be in the General Locker Room.

**General Locker Room Use Policies**
- For safety and security, all lockers and locker room doors should be shut and locked when not in use.
- All personal items should be kept in assigned locker. There should be no items left on the floor, benches or shower area.
- All lockers must be cleared and cleaned out by June 30 of each year. Any items left in the locker will be bagged and disposed of.

**Towel Service**
All varsity athletes receive complementary towel service. To receive a towel at the Veale Athletic Center, athletes should give their CWRU-ID to the Issue Desk staff. Once the towel is returned to the ‘towel return bin’ outside the Issue Desk, the athlete will get their CWRU-ID back.

**Student Employment Opportunities**
The Department of P.E. and Athletics offers a wide variety of student employment opportunities that help CWRU students gain a variety of skill sets that can be applied to any future profession. Our student employees serve as the front line of our facility operations, provide great service to our patrons and help us spread the word that health, wellness and CWRU pride is an important part of the campus community!
All entry level student employees are paid $9.20 per hour and must qualify for work-study through their financial aid package.

**CUSTOMER SERVICE ASSOCIATE (CSA)**
Provide excellent customer service. Including but not limited to: greeting patrons; answering questions in person or by phone, facility tour/orientations, issuing equipment, performing various set-up and tear-downs, and helping to keep the facility safe and clean. CSA's are stationed in the Veale Recreation and Athletic Center (at the front control desk, issue desk and around the facility), the Wyant Athletic and Wellness Center (at the front control desk) and in Adelbert Gym (at the front control desk). CSA's are paid $9.20 per hour.

**ROCK WALL ATTENDANT (RW)**
Rock Wall Attendants are responsible for keeping the Rock Wall a safe, clean and fun experience for all patrons. Duties include but are not limited to: Maintaining constant surveillance of patrons in the Rock Wall; Ensure policies and procedures are being followed and equipment is being used properly; Ensure all climbers have filled out a waiver this year and it is on file; Be belay certified and able to belay climbers; update routes and plan programs as instructed by supervisors; perform various cleaning and maintenance duties of the wall and equipment. Rock Wall staff also provides great customer service by greeting patrons when they enter and coaching/instructing them while climbing if necessary. Rock Wall Attendants are stationed in the Veale Recreation and Athletic Center Rock Wall and are paid $9.20 per hour.

**INTRAMURALS SUPERVISOR (IS)**
Intramural Supervisors are the on-site supervisors of intramural events. Duties include but are not limited to: Setting up and tearing down competition space; checking in participants; ensuring all participants and teams are engaging in safe play practices; enforcing rules and policies; and submitting post event summaries (rosters, scores, issues, etc.) Intramural Supervisors are stationed at Van Horn Field, DiSanto Field, Veale Recreation and Athletic Center and Horsburgh Gym,— depending on the league/event-- and are paid $9.20 per hour.

**GAME DAY OPERATIONS STAFF (GD)**
Game Day Staff is responsible for set-up, tear-down and operation of varsity athletic competitions. Duties include, but are not limited to: set-up and tear-down of various varsity athletic competitions; side-line duties; running game music; operating the scoreboard; filming; and ticket sales. Game Day Staff is stationed at DiSanto Field, Nobby’s Ballpark; Mather Park; Horsburgh Gym, Adelbert Gym; Veale Recreation and Athletic Center Indoor Track and the Veale Natatorium—depending on the sport-- and are paid $9.20 per hour.

**NRV OPERATIONS STAFF (NRV)**
NRV Operations staff is responsible for assisting the Facilities Coordinator and the Equipment Manager with varsity athlete practice laundry and prepping varsity game day uniforms and travel bags. NRV Operations staff is stationed in the basement of House 7 (in the village at 115 on the north side of campus) and are paid $9.20 per hour.

**SPORTS INFORMATION ASSISTANT (SIA)**
Student-Assistants in the sports information department support the efforts of the Assistant Athletic Director/Sports Information Director as well as the Assistant Sports Information Director in
publicizing the achievements of CWRU student-athletes and coaches. Student-Assistants are expected to keep 2-4 regular office hours per week and serve in various event coverage roles. Typical tasks include but are not limited to: clerical work, sports writing, statistics, athletic photography, athletic video and maintenance of athletics.case.edu. No formal training is required, but interest and/or knowledge in sports is preferred. Additional consideration will be given to students with specific skills in photo/video editing, Adobe Photoshop, Adobe InDesign and Microsoft Excel. Sports Information staff is stationed in the Veale Recreation and Athletic Center along with various home competition venues around campus (depending on sport) and are paid $9.20 per hour.

**BUILDING MANAGER (BM)**

Building Manager’s serve as the point of contact when facilities and operations professional staff are not in the building. Responsibilities include but are not limited to: be a leader and role model to other student staff; follow all opening and closing procedures for the facility; ensure the facility is safe by enforcing all policies and procedures; supervise all student staff, programs and events held in the facility; efficiently enact emergency action plan when necessary; handle all customer service issues including providing information on the department, membership and conflict management. Building Managers are stationed in the Veale Recreation and Athletic Center and are paid $10.20 per hour.

**UNDERGRADUATE ASSISTANT OF OPERATIONS (UGA)**

Undergraduate Assistants will be self-motivated individuals with positive attitudes and will share general responsibilities for leading other undergraduate student employees and providing a positive and safe experience for all facility users. More specifically the Undergraduate Assistant will be involved in the day to day operations of athletic and recreational facilities including managing and providing leadership to the student staff and great customer service to those using our facilities. Undergraduate Assistant of Operations is a one year commitment and works under the guidance of a professional staff member. UGA’s are stationed primarily at the Veale Recreation and Athletic Center and are paid $11.20 per hour.

**How to Apply**

Interested applicants can receive an application in two ways:

1.) For a hard copy, visit the Issue Desk in the Veale Athletic Center
2.) For an electronic copy, email Rebecca at rebecca.copeland@case.edu
Case Association of Student-Athletes

The purpose of the Case Association of Student-Athletes (CASA) is to enhance the experience of student-athletes who are members of intercollegiate athletic programs at Case Western Reserve University.

Mission Statement
The mission of the Case Association of Student-Athletes (CASA) is to provide student-athletes with a means of improving visibility within the campus community through community service, communication between student-athletes and the administration, and increased community involvement. CASA will also provide insight and feedback on Department of Athletics issues, and NCAA matters and legislation.

CASA consists of the following roles and representatives:

- Executive Board
  - President—Mellissa Cuellar in charge of all CASA activities.
  - PR Chair—Nicole Carty, in charge of the meeting minutes as well as the CASA Facebook group.
  - Service Chair—Kiera Olson & Jenna Ruccolo, in charge of Case for Community day and other volunteer projects.
  - Social Chair—Sean Twoomey & Kevin Tay, in charge of athlete BBQ and athlete formal. They will be joint chair members this year.
  - Wellness Chair—Cara Giannuzzi, in charge of wellness Wednesdays
- Two or more representatives from each sport to be selected each year.

- Advisors
  - Doug Milliken – Head Swimming & Diving Coach

CASA projects/programs

- Speakers
  - Each year, we try to bring in a speaker on a topic on value to our student-athletes. CASA has sponsored speakers on the topics of nutrition, self-defense, and sports psychology.
- Safe Zone Training
  - In conjunction with Case Western Reserve University's LGBT Center, CASA sponsors Safe Zone training designed specifically for our student-athletes.
- Student-Athlete Banquet
  - CASA sponsors the year-end student-athlete banquet to honor the accomplishments of both the athletic teams and individuals.
- Senior Recognition Event
  - CASA, in conjunction with the Office of the Vice President of Student Affairs and the Spartan Club, hold an annual senior student-athlete sendoff during Senior Week.
- Student-Athlete Formal
  - Each year, CASA holds a student-athlete formal to celebrate the end of the year and the successes of our athletic programs.
- UAA Student-Athlete Advisory Committee Annual Meeting
  - Each year, the University Athletic Association holds a meeting for representatives and advisors at a member institution campus. This meeting provides an opportunity for representatives and advisors to compare notes and learn conference wide best practices. It is also an opportunity to work together on association wide initiatives.
## Campus Resources

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Student Affairs</td>
<td>110 Adelbert Hall</td>
<td>368-2020</td>
</tr>
<tr>
<td>Office of Student Conduct &amp; Community Standards</td>
<td>Thwing Center, lower level</td>
<td>368-3170</td>
</tr>
<tr>
<td>Career Center</td>
<td>229 Sears</td>
<td>368-4446</td>
</tr>
<tr>
<td>Educational Services for Students</td>
<td>470 Sears</td>
<td>368-5230</td>
</tr>
<tr>
<td>University Counseling Services</td>
<td>201 Sears</td>
<td>368-5872</td>
</tr>
<tr>
<td>Residence Life and Services</td>
<td>309 Thwing Center</td>
<td>368-3780</td>
</tr>
<tr>
<td>Greek Life</td>
<td>250 University Center</td>
<td>368-1051</td>
</tr>
<tr>
<td>Center for Civic Engagement and Learning</td>
<td>Thwing Center, lower level</td>
<td>368-6960</td>
</tr>
<tr>
<td>Multicultural Affairs</td>
<td>450 Sears</td>
<td>368-2904</td>
</tr>
<tr>
<td>Student Activities and Leadership</td>
<td>Tinkham Veale</td>
<td>368-2679</td>
</tr>
<tr>
<td>LGBT Center</td>
<td>11038 Bellflower Rd.</td>
<td>368-1237</td>
</tr>
<tr>
<td>University Health Service</td>
<td>2145 Adelbert Road</td>
<td>368-2450</td>
</tr>
<tr>
<td>International Student Services</td>
<td>143 Tomlinson Hall</td>
<td>368-2517</td>
</tr>
<tr>
<td>Office of Undergraduate Studies</td>
<td>357 Sears</td>
<td>368-2928</td>
</tr>
<tr>
<td>SOURCE</td>
<td>451 Sears</td>
<td>368-2180</td>
</tr>
<tr>
<td>Safe Ride</td>
<td></td>
<td>368-3000</td>
</tr>
<tr>
<td>Campus Security</td>
<td>1689 E. 115th</td>
<td>368-3300</td>
</tr>
<tr>
<td>Title IX Office</td>
<td>318 Thwing Center</td>
<td>368-3066</td>
</tr>
</tbody>
</table>
Dept. Physical Education and Athletic Staff Directory

Athletic Director/Chair PE  Amy Backus  ext. 0848  axb775@case.edu
Assoc. AD /SWA Karen Farrell  ext. 0364  klc3@case.edu
Assoc. AD Director/Compliance Pat Kennedy  ext. 3874  pdk@case.edu
Associate AD Facilities and Ops. Rebecca Copeland  ext. 5329  rxcp93@case.edu
Associate Athletic Director/SID Jon Schwartz  ext. 6517  jxs1341@case.edu
gtp@case.edu
Assistant AD/Development Gary Pillar  ext. 3992  mxn292@case.edu
Associate AD/Business Ops Missy Ackerman  ext. 5097  mxa618@case.edu
Mgr.Operations & Memberships Jeffrey Kingery  ext. 3699  jxk1046@case.edu
Assistant Sports Information Kevin Hulsmann  ext. 4360  lmb147@case.edu
dxc476@case.edu
Assistant Intramural Director Dan Conway  ext. 2191  dxc476@case.edu
Facility Coordinator Kate-Lynn Urgo  ext. 4839  kxu33@case.edu
Department Assistant Sybilla Waltrip  ext. 2867  sxw751@case.edu
equipment manager Tyler Young  ext. 4839 clb145@case.edu
Senior Building Manager Otto Penicka  ext. 2868  ofp@case.edu
Head Athletic Trainer Aaron Gunther  ext. 2863  amg300@case.edu
Assistant Trainer Taylor Jurczynski  ext. 2863  tmj29@case.edu
Assistant Trainer Alex AbouAbdallah  ext. 2863 ama282@case.edu
Assistant Trainer Tianna Cobb  ext. 2863  tac113@case.edu
Team Physician Shana Miskovsky,MD  844-1178  shana.miskovsky.UH.ORG

COACHES

Baseball Matt Englander  ext. 5379  mde19@case.edu
Asst. Baseball Nick Callahan  ext. 5379  njc33@case.edu
Men's Basketball Todd McGuinness  ext. 2865  mlf85@case.edu
Men's Assistant Basketball Mike Fitzpatrick  ext. 3220  jfer@case.edu
Women's Basketball Jen Reimer  ext. 5165  klm196@case.edu
Women's Assistant Basketball Kelly Muffley  ext. 3626  klm196@case.edu
Men’s & Women's XC Kathy Lanese  ext. 5280  gdd@case.edu
Football Greg Debeljak  ext. 2864  gdf@case.edu
Asst. Football Ben Lolli  ext. 0548  gbl13@case.edu
Asst. Football Warren Miller  ext. 6053  wmm32@case.edu
dms42@case.edu
Men's Soccer Brandon Bianco  ext. 5236  bxb318@case.edu
Women's Soccer Tiffany Crooks  ext. 2192  tlc23@case.edu
Softball Josie Henry  ext. 5685  jlh195@case.edu
Asst. Softball TBA  ext. 5685  dem82@case.edu
Men’s & Women’s Swimming Doug Milliken  ext. 2894  kep118@case.edu
Assistant M&W Swimming Kristy Kinzer  ext. 3133  nir4@case.edu
Men's Tennis Todd Wojtkowski  ext. 2421  keg59@case.edu
Women’s Tennis Kirsten Gambrell  ext. 2421  ess71@case.edu
Men & Women's Track Eric Schmuhl  ext. 2419  klrc3@case.edu
Volleyball Karen Farrell  ext. 0364  das274@case.edu
Wrestling Danny Song  ext. 5166

FACILITIES

Veale Center Fax # 368-5475
Issue Room (reservations for courts) 368-2868
Sports Clubs 368-2191
NRV Fax # 368-3056
Facility Reservations 368-5329
Intramural Office 368-2191
TEST PROCTORING FORM

Part 1: To be completed by the instructor:

Course number and name: ________________________________

Date and time exam will be administered on campus: _____________

Time limit for the exam: _____________

During the exam, students are permitted to use: Textbooks: ______
(答 yes/no for each)

Class notes: ______

Calculators: ______

Other (describe): ______

Any other instructions: ________________________________

________________________________________________________________________

Name                                        Signature                                       Date

================================================================================================

Part 2: To be completed by the proctor:

Date and time exam was administered: _________________________________

I certify that the student(s) listed below completed this exam in accordance with the University’s expectations for academic integrity and the instructions above:

__________________________________________

Name                                        Signature                                       Date

================================================================================================

Part 3: To be completed by the student(s):

By signing below, I certify that I have completed this exam in accordance with the University’s expectations for academic integrity and the instructions above:

__________________________________________

Name                                        Signature                                       Date

__________________________________________

Name                                        Signature                                       Date

(Please use the reverse side for additional student name(s) and signature(s))

*RETURN COMPLETED FORM TO DIRECTOR OF ATHLETICS
Title IX

What is Title IX?
Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and activities. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment (which includes sexual violence and assault) is a form of sex discrimination and therefore a violation of Title IX. Specific behaviors that are prohibited by Title IX include rape, sexual assault, sexual battery, sexual exploitation, and other forms of non-consensual sexual activity; stalking; and relationship violence that is gender-based. Many behaviors that violate Title IX also constitute crimes. Title IX also prohibits discrimination of pregnant and parenting students.

There are several resources for more information on our campus. You may visit the following website for contacts, definitions and tips to help yourself or others should a potential concern arise.

http://case.edu/title-ix

In addition, you may contact our department’s Deputy Coordinator: Karen Farrell for a confidential resource. Karen is Associate Athletic Director and Head Volleyball Coach. Her email is karen.farrell@case.edu phone number: 216-368-0364
Missed Class Form

Date: August 24, 2016
To: Professor
From: Amy Backus
       Athletic Director
Re: Student Absence

The Student holding this note is participating in a Varsity
Athletic Contest. Contest and Traveling Information:

Sport: Golf
Opponent: San Diego
Date: 8/25/2011
Time: 7:00 PM

The Team will leave on:

Date: 8/25/2011
Time: 7:00 AM
Coach: Brian Smith
Phone: 216-368-0000

Your cooperation in attending to this student’s absence is appreciated

Amy Backus                  Date
Athletic Director