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MESSAGE FROM THE DIRECTOR OF ATHLETICS

Dear Student-Athletes,

Welcome to the Otterbein Athletics Department! Before you begin your experience this year, it is important that we take time to review some valuable information. This handbook contains the philosophies that govern your athletic participation as a NCAA Division III student-athlete as well as your experience at Otterbein. It is important to understand that as a student-athlete you represent Otterbein University, the Athletics Department, and your team at all times. These guidelines were put in place to guide your experience. As a student-athlete at Otterbein you are responsible for reading and abiding by the information in this handbook.

I wish you all of the best in the upcoming academic year and competitive season!

Go Cardinals!

Dawn Stewart
Director of Athletics

NCAA DIVISION III PHILOSOPHY STATEMENT

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students’ academic programs. They seek to establish and maintain an environment in which a student-athlete’s athletics activities are conducted as an integral part of the student-athlete’s educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff. To achieve this end, Division III institutions:

(a) Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels;

(b) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;

(c) Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance;

(d) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;

(e) Encourage participation by maximizing the number and variety of athletics opportunities for their students;

(f) Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;

(g) Assure that athletics participants are not treated differently from other members of the student body;

(h) Assure that athletics programs support the institution’s educational mission by financing, staffing and controlling
the programs through the same general procedures as other departments of the institution. Further, the administration of an institution’s athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;

(i) Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process;

(j) Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body;

(k) Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body;

(l) Provide equitable athletics opportunities for males and females and give equal emphasis to men’s and women’s sports;

(m) Support ethnic and gender diversity for all constituents;

(n) Give primary emphasis to regional in-season competition and conference championships; and

(o) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

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

**OHIO ATHLETIC CONFERENCE - PHILOSOPHICAL PURPOSE**

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

a. A proper balance between athletics and regular scholastic work of the college.

b. The development of high ideals of sportsmanship.

c. Standards of amateurism.

d. Presidential and faculty control of intercollegiate athletics.

e. Uniform eligibility rules for participants.

f. Satisfactory officials for athletic contests.

g. As fair and equal competition as is possible in the various sports among the member institutions.
MISSION STATEMENT
Otterbein University

The mission of Otterbein University is to educate the whole person in a context that fosters the development of humane values. Otterbein University is a private, church-related, coeducational university that sponsors traditional and continuing education programs of liberal arts and professional education at Baccalaureate and Master’s levels. Our commitment is to the liberal arts as the broad base of all learning.

MISSION
Athletic Department

“To Create Otterbein Pride through Academic and Athletic Excellence”

To provide an opportunity to participate in a competitive NCAA Division III intercollegiate athletics program that both complements and extends the student-athlete educational experience.

POLICY STATEMENT
Athletic Department

Otterbein University believes strongly in the educational values of athletics. The University maintains a program of intercollegiate athletics in which all students are urged to participate. Otterbein University believes that athletics must always be in harmony with the academic atmosphere of the university.

The welfare of the individual and that of the student body must be kept in clear focus, when determining what is best for the athletic department. Each student must meet the same standards of admission, financial assistance, and academic achievement.

Otterbein University athletics are supported as an educational activity in which participants may learn valuable lessons concerning sportsmanship, team play, high levels of competition and the development of the total liberal arts student. In addition, concentration is placed on the mental, physical, social, spiritual, and educational balance needed to become a well-rounded and diverse individual.

OPERATING PRINCIPLES
Athletic Department

1. Promote and ensure the balance of high academic achievement and athletic competition within the philosophies of Otterbein University
2. Encourage and maintain excellence in competitive athletics and demonstrate sportsmanship through properly organized and directed athletic competition furthering campus unity and morale
3. Provide quality educational leadership opportunities and programs to help the individual grow as a total person while embracing diversity and inclusion
4. Empower personal growth by having a strong commitment to local community outreach and global engagement
5. Offer institutional resources and educational opportunities to further diversify and foster a climate of inclusion

NCAA BYLAW 2.4
PRINCIPLES OF SPORTSMANSHIP AND ETHICAL CONDUCT

Intercollegiate athletics should promote the character development of participants, enhance the integrity of higher education and promote civility in society. Toward these ends, student-athletes, coaches and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program.
Students voluntarily enter into membership in the University community, and in so doing, assume obligations of performance and behavior reasonably agreed upon by that community for the purpose of furthering its missions, objectives, processes, and functions. Here are links to the Otterbein University Campus Life Handbook/Code of Conduct. We encourage you to read this material.

**THE UNIVERSITY HANDBOOK SUPERSEDES THE ATHLETICS DEPARTMENT STUDENT-ATHLETE HANDBOOK**

http://www.otterbein.edu/clh/

**STUDENT-ATHLETE CODE OF CONDUCT**

There are special responsibilities and requirements that accompany being a student-athlete and representing Otterbein University. The Athletic Department places the highest priority on respect and integrity in all athletic endeavors and expects its student-athletes to conduct themselves, both on and off campus, in a manner which reflects positively on Otterbein University and its athletic teams. As such, student-athletes must be concerned with any behavior which might discredit themselves, their teams, and/or the University and shall act in a manner that respects opponents, coaches, administrators, fans, and officials, and confines the competitiveness of the game to the playing venue.

*The Athletic Department, Otterbein University, OAC and the NCAA encourage and promote good sportsmanship on and off the field. Student-athletes are expected to abide by core values of civility and respect. Profanity, racial, ethnic or sexual comments in any form or other intimidating, discriminating or harassing actions will not be tolerated and may be grounds for disciplinary actions.*

The Athletic Department and the University expects its student-athletes to train and strive for the highest degree of athletic excellence. The athletes should demonstrate academic honesty and integrity, and conduct themselves as responsible citizens. Student-athletes must abide by all Athletic Department, University, OAC and NCAA codes, rules, regulations and policies, in addition to adhering with all state and federal laws.

Student-athletes are subject to the rules and regulations specified by each head coach for team membership. A Head Coach or the Director of Athletics may at any time reprimand a student-athlete, suspend the student-athlete from the team, or impose conditions of probation on the student-athlete’s continued participation on the team, if the head coach or Director of Athletics believes the student-athlete has engaged in misconduct.
PROSPECTIVE STUDENT-ATHLETE - HOST EXPECTATIONS

1. Only 1 student host per day from Otterbein can serve as an official host for each Prospect.

2. An official visit shall not exceed 48 hours. Otterbein will provide meals to each Prospect during an overnight visit.

3. You may not use vehicles provided by or arranged by any coach or institutional staff member.

4. No cash may be given to the visiting Prospect or Prospect’s family members.

5. You may not transport the Prospect or anyone accompanying the Prospect more than 30 miles from campus.

6. Never allow the Prospect to drive your car.

7. Alcohol consumption by a student-athlete host and/or their assigned prospect while on a recruiting visit is a violation. Student-athletes should refer to the “Athletics Drug, Alcohol, and Criminal Behavior Policy” for additional information (see page 11).

ATHLETIC TRAINING

For information regarding any Athletic Training issues, please refer to:

http://www.otterbein.edu/healthsportsciences/atht-resources.asp

SOCIAL MEDIA

Student-athletes must be concerned with any behavior that might embarrass themselves, their teams, and/or Otterbein University. This includes any activities conducted online. The student-athlete should be aware they are responsible for the content of anything they post on Facebook, Twitter, Instagram, Snapchat, and/or any other type of social media site.

Pictures and information posted on the internet and/or social media are considered public information. Pictures and information from these sources brought to the attention of university officials reasonably suggesting a violation of department handbook, university policy/NCAA violation has taken place on campus or at a university function off-campus will be subject to further investigation and verification by the University. Any department handbook, university policy/NCAA violation documented as a result of such an investigation will result in appropriate disciplinary action by the Athletics Department, the University, and/or the NCAA. Before participating in any online community, understand that anything, including messages or photos, posted online are available to anyone, anywhere, and is out of your control the moment it is posted.

For the athlete’s safety, do not post home address, local address, phone number(s), birth date or other personal information, photos, or other items online that could embarrass you, your team, or Otterbein University. This includes information, photos and items that may be posted by others on your page.

The athlete should exercise caution as to what information is posted on their website about their personal activities or plans. You could be opening yourself up to predators.

Remember that potential employers and internship supervisors may use these sites to screen candidates. Many graduate programs and scholarship committees now search these sites to screen applications.

We advise Otterbein student-athletes to exercise extreme caution in their use of social media web sites.
GAMBLING

Sports wagering includes placing, accepting or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. Participation in these activities by a student-athlete will result in a NCAA violation.

HAZING

Otterbein prohibits hazing by campus groups and/or individuals. The University’s Code of Student Conduct defines hazing as “doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, that causes or creates a substantial risk of causing mental harm or humiliation. Hazing is further defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Any questionable concerns relative to hazing should be brought to the attention of the individual’s head coach and the Athletic Director.

ALCOHOL POLICY
(as stated in the Campus Life Handbook)
effective July 1, 2016

The State of Ohio Liquor Control law prohibits the purchase, possession, or consumption of alcoholic beverages by persons under the age of 21 years. All members of the Otterbein community are required to follow the laws set forth by the City of Westerville, Franklin County, and the State of Ohio. This policy is intended to meet the provisions of the Student Right to Know and Campus Security Act (1990), and the Drug-Free Schools and Communities Act (1989). Through the programs and procedures listed throughout this policy, the Otterbein University Alcohol Policy seeks to accomplish the following:

1. Promote a safe and honest campus culture. The Otterbein University community functions on the basis of mutual trust and responsibility and is dedicated to educating the whole person. Otterbein will now recognize the right of choice of an individual to use or refrain from the use of alcoholic beverages on campus, if the individual is of legal drinking age.
2. To encourage compliance with the laws of the City of Westerville, the State of Ohio, and Federal Law relative to the possession, consumption, and serving of alcohol.
3. To provide educational wellness programing that appropriately and accurately addresses the potential dangers of alcohol consumption and recreational drug use. This programming will speak to Otterbein’s core values and the institution's commitment to lifelong, progressive and holistic learning.

Policy Overview

Otterbein recognizes the right of choice of individuals to use or refrain from the use of alcoholic beverages, and believes that the choice to consume alcohol should be properly exercised in a responsible manner. Otterbein University has based the Alcohol Policy on the recognition that:
- The majority of Otterbein University students cannot legally consume alcohol;
- a number of students who are of legal age to consume alcohol choose not to do so;
- and alcohol abuse is a health concern on University campuses around the country.

Given these facts, the University acknowledges the desire of those students who are of legal age to consume alcohol responsibly while also ensuring the social life of the campus does not revolve around an activity in which a majority of the students cannot participate. Otterbein University neither forbids nor encourages members of its community
regarding drinking alcoholic beverages. Otterbein University students are expected to abide by University policies, and the laws of the City of Westerville, the State of Ohio, and Federal Law relative to the possession, consumption, and serving of alcohol. Students are expected to comply with university staff and city officials, including, but not limited to, the Westerville Police Department, the Westerville Fire Department, the Otterbein Police Department, Resident Assistants, and Student Affairs staff members. This expectation includes that students will show identification, discontinue concerning behavior when requested, and will grant entry to room, house and/or facility to Student Affairs staff addressing complaints or potential policy violations.

OTTERBEIN ATHLETICS DRUG, ALCOHOL, AND CRIMINAL BEHAVIOR POLICY FOR STUDENT-ATHLETES

The Athletics Department expects student-athletes to behave in a manner that brings pride to our program and gives them the optimum chance at success both as students and as athletes. Drug and alcohol misuse and/or criminal or other serious forms of misbehavior are not consistent with the philosophy and goals of our program or the lifestyle of a committed, dedicated student-athlete. The following policy applies to all student-athletes:

General Policies

- All student-athletes should report any drug, alcohol-related, and/or misconduct/criminal incidents or other serious forms of misbehavior to their coach(es) immediately regardless of the status of the season of competition.

- The Athletics Department may impose sanctions in addition to those imposed by the University, and/or any local or state agency.

- Student-athletes are subject to the same policies and laws affecting any other student at Otterbein University (this includes all University, local, state, and federal standards).

- Teams may have their own policies that may be stricter and carry heavier sanctions than those of the Athletics Department.

Policies Specific to Alcohol Misuse

In addition to violations of Otterbein University or local/state regulations/policies, Athletics considers the following as offenses:

- consuming alcohol within 48 hours (even if the student-athlete is of legal age) prior to a contest (teams may be more restrictive).
- alcohol consumption by a student-athlete host and/or their assigned recruit while on a recruiting visit (it is also a violation for a student-athlete host to allow a recruit to consume alcohol). – Violations of these rules while hosting a recruit will elevate the penalty to the next level of offense.
- consumption of alcohol on Otterbein Athletics sponsored road trips by any student-athlete (irrespective of age).
- property destruction, violent or abusive behavior, loss of motor control, DUI, or loss of consciousness are defined as forms of alcohol related violence.

(Athletics will treat any violation reported by the coach of the program and/or those supported by other convincing evidence, and/or admission as documented offenses.)

Athletics Sanctions for Alcohol Violations

Sanctions for alcohol violations (i.e. possession/consumption in residence halls, misrepresentation of age to obtain/consume alcohol, underage possession and/or consumption, etc.) accumulate for an academic year. However, all offenses will be
documented to monitor the wellness of the student-athlete.

The minimum sanctions that will be imposed by the Athletics will be as follows:

1st Offense

- Warning or up to 10 hours of community service

2nd Offense

- Suspension from at least 1 contest or 20 hours community service (if out of season), possible parental notification, and an alcohol assessment (in the case of alcohol abuse)

3rd Offense

- Additional suspension of at least 3 contests or possible removal from team. Additional community service may also be enforced.

Athletics Sanctions for Illegal Drug Usage, Criminal Behavior or Other Misconduct Including Harassing Behavior

Athletics maintains the following sanctions for student-athletes involved in illegal drug usage, criminal behavior, or other serious forms of misconduct:

Misdemeanor (not including minor traffic violations) charges, and felony investigations will be left to the discretion of a committee including (of at least) the Director of Athletics, Assistant Director of Athletics and Faculty Athletics Representative. A coaching representative may also be included.

- When the notification of the misconduct occurs, the student-athlete will be immediately held from athletic related activities until further notice. At this time, the status of the student-athlete’s immediate participation in their sport program will be determined by the committee outlined above.

- Misdemeanor convictions will result in minimum of a loss of 2 total competitions for that sport, with committee discretion.

- A felony charge will result in indefinite suspension, term of which will be determined by the committee.

- A felony conviction will result in removal from team.

Appeal of Athletics Division Sanctions

Student-Athletes may appeal decisions regarding Athletics sanctions in writing to the Director of Athletics. The appeal must occur within seven calendar days of the decision.

DRUG TESTING POLICY

Each student-athlete is required to sign a NCAA Participation form and an Otterbein Consent to Perform Student Athlete Drug Testing form prior to competition. Upon completion of these forms, each student-athlete agrees that they can be randomly tested for alcohol and any NCAA banned substance (http://www.ncaa.org/2018-19-ncaa-banned-drugs-list). Random tests can be performed at any time during the academic year. Student-athletes will be randomly selected using the Employer Services with OhioHealth.

A university athletic trainer will notify the student-athlete that they have been randomly selected for a drug test. The student-athlete will report to the WorkHealth Center at OhioHealth at 300 Polaris Parkway before 12:00 PM the following day to provide a urine sample. Most drug screens will be completed within 24-48 hours. The Director of Athletics will be notified of the results and will communicate with the student-athlete and head coach. Positive results may take longer due to conformation testing.
POSITIVE DRUG TEST RESULTS

Otterbein University Administered Drug Test

An Otterbein University student-athlete who tests positive for a banned substance, shall be suspended immediately from practice and competition for a minimum of 10% of the season. The suspension will last until the student-athlete receives a negative test.

A student-athlete has 24 hours from when they are notified of the positive drug test to produce a new sample as means of appeal. A second positive sample will result in a suspension determined by the head coach and athletic department administration.

Student-athletes that test positive for substances will agree to the appropriate counseling and educational sessions. These must be documented and approved by the athletic administration and head coach.

Failure to submit or produce a sample for a test will be considered a positive test. Student-athletes will be suspended until they produce a negative test.