

# Drug Free Sport

July 2007

**TO:** Brad Anderson  
NCAA Drug-Testing Site Coordinator

**FROM:** Michelle Dorsey  
NCAA Drug-Testing Program Manager

**SUBJECT:** NCAA Year-Round Drug-Testing Program

The National Center for Drug Free Sport (Drug Free Sport) is the official administrator of the NCAA's drug-testing programs. Therefore, in preparation for NCAA drug testing, we are providing the following details and instructions your institution must follow to accommodate NCAA year-round drug testing.

Site coordinators are responsible for updating NCAA drug-testing contact information and providing Drug Free Sport with available dates from which we may schedule year-round drug testing for your institution. This and other administrative tasks are to be completed on [www.ncdfs.com](http://www.ncdfs.com).

As the site coordinator, your user login and password information is provided below. Please keep this information confidential.

**Login ID:** [REDACTED]  
**Password:** [REDACTED]

Log onto [www.ncdfs.com](http://www.ncdfs.com) to review and update institutional contact information, your institution's sport sponsorship and drug-testing calendars. Please make sure you update the information on your institution's home page (e.g., address, phone numbers, president, etc.) as well as any contacts that changed. Please delete any administrators who are no longer affiliated with your institution.

In addition, site coordinators are responsible for completing drug-testing calendars from which Drug Free Sport may schedule year-round drug testing for your institution. If your institution **sponsors football**, you must update the football calendar. If your institution **does not sponsor football**, please update the academic calendar. When completing the calendar, select at least nine days per month your institution is available for drug testing. If your institution is not available nine days each month, please select as many as possible. Do not omit dates you (the site coordinator) are not available. A proxy can assume the site coordinator role in your absence. In the comments section of the calendar, indicate days your institution is closed for federal/local holidays or school breaks. Also include events in which athletic administrators may be off-campus (e.g., conference meetings). **This information must be completed by August 3, 2007.**

If you need assistance with [www.ncdfs.com](http://www.ncdfs.com), please contact Sherry (Thalman) Byler at 816.474.8655 x120 or [sbyler@drugfreesport.com](mailto:sbyler@drugfreesport.com). You also may contact Daniel Linhart at 816.474.8655 x108 or [dlinhart@drugfreesport.com](mailto:dlinhart@drugfreesport.com). If you no longer serve as your institution's site coordinator, please notify Sherry or Daniel of the change. If at any time there is a change in institutional demographics, contact information or drug-testing availability, please log onto [www.ncdfs.com](http://www.ncdfs.com) and update accordingly.

## NCAA Drug-Testing Specifics

### Division I Institutions

1. Every Division I institution will be drug tested at least once each academic year. An institution may be selected for testing more than once each academic year.
2. If your institution sponsors football, 18 football student-athletes plus eight student-athletes from at least one additional sport will be selected for drug testing.
3. If your institution does not sponsor football, eight student-athletes from at least one sport will be selected.

### Division II Institutions

1. Every Division II institution is subject to drug testing.
2. Every Division II institution sponsoring football will be drug tested at least once each academic year.
3. If your institution sponsor football, 12 football student-athletes plus four student-athletes from potentially one additional sport will be selected for drug testing.
4. If your institution does not sponsor football, institutions will be randomly selected for drug testing at least once every two years.
5. If your institution sponsors a Division I sport, that sport(s) is subject to drug testing under the Division I criteria. Therefore, eight student-athletes from the Division I sport(s) are subject to drug testing.

### Division III Institutions sponsoring Division I sports

1. Every Division III institution sponsoring a Division I sport is subject to drug testing.
2. Eight student-athletes from the Division I sport your institution sponsors will be selected for drug testing.
3. If your institution is participating in the Division III drug-testing pilot program, your Division I sport will not be drug tested as part of the pilot program.

## Notification of Drug-Testing

In preparation of NCAA year-round drug testing, make sure all student-athletes have signed the student-athlete statement and the drug-testing consent form pursuant to Bylaws 14.1.3.1 and 14.1.4.1.

If your institution is selected for year-round drug testing, the director of athletics, site coordinator and director of compliance will receive notification from Drug Free Sport no sooner than two days prior to the test date. In most cases, institutions may receive only one-day notice.

A squad list for each sport must be completed and on file at your institution by the first day of competition (Bylaw 14.10.2). If your institution is selected for drug testing, your institution must submit a current and accurate squad list to Drug Free Sport for student-athlete selection. However, if your institution has not held its first competition, Drug Free Sport will accept a team roster.

After Drug Free Sport has selected student-athletes for drug testing, the site coordinator or designee will receive the roster of selected student-athletes. The site coordinator or designee is responsible for notifying the student-athletes of their selection for drug testing and having them sign the NCAA Year-Round Drug-Testing Notification Form. Student-athletes must be notified in person or via direct telephone or cell phone contact. Voice messages, text messages and/or email communication are not acceptable forms of

notification. The site coordinator or designee must sign each notification form, verifying the student-athlete's notification of drug testing.

Institutions who fail to provide information to Drug Free Sport, such as a current and accurate squad list when requested, fail to notify selected student-athletes for drug-testing or fail to respond to other administrative requests made by Drug Free Sport, may be found in violation of Bylaw 30.5.

Any student-athlete who refuses to sign the notification form or signature form, fails to arrive at the collection station at the designated time without justification, fails to provide a urine sample according to protocol, leaves the collection station before providing a specimen according to protocol or attempts to alter the integrity of validity of the urine sample and/or collection process will be considered as if they were positive for a banned substance other than a street drug as defined in Bylaw 31.2.3 (NCAA Drug-Testing Protocol 6.8).

A student-athlete who tests positive for a banned substance, as set forth in Bylaw 31.2.3., shall be declared ineligible for further participation in regular and post-season competition in accordance with the ineligibility provision in Bylaw 18.4.1.5.1.

For more information on the NCAA year-round drug-testing program, refer to the NCAA Drug-Testing Site Coordinator Manual and the NCAA Drug-Testing Program booklet on the NCAA's website at [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety). You can also access the Site Coordinator Manual through [www.ncdfs.com](http://www.ncdfs.com). The 2007-08 editions of the site coordinator manual and program booklet will be available in late July.

### Resource Exchange Center

The Resource Exchange Center (REC) continues to be a resource for you and your student-athletes. The REC is a free, confidential source of information available to NCAA member institutions. The REC answers inquiries regarding dietary supplements and other NCAA banned substances. The REC's website is [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec). The password for Division I institutions is **ncaa1**; Division II institutions is **ncaa2**; and Division III institutions is **ncaa3**. Enclosed is information on the REC.

If at any time you have a question or concern about the NCAA drug-testing program, please feel free to contact Drug Free Sport at 816.474.8655.

Enclosure

cc: Ms. Mary Wilfert, NCAA  
Director of Athletics  
Director of Compliance  
Conference Commissioners