

Drug Free Sport

March 2007

TO: Summer Site Coordinators for NCAA Drug Testing

FROM: Michelle Dorsey
NCAA Drug-Testing Program Manager

SUBJECT: NCAA Summer Drug-Testing Program

Please read this letter in its entirety as some procedures have changed. The NCAA's Year-Round Drug Testing Program will continue to expand to the summer months for Division I and II member institutions and for Division III member institutions that sponsor Division I sports. This summer, drug testing will include Division I football and baseball as well as Division II football. However, please be reminded that all Division I and II student-athletes are subject to summer drug testing, whether they are on-campus or away from campus.

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 drug testing this summer, we are providing the following details and instructions your institution must follow to accommodate summer drug testing.

NCAA Summer Drug-Testing Specifics

1. Institutions to be drug tested this summer will be selected by Drug Free Sport.
2. Drug testing this summer will include Division I football and baseball and Division II football. However, all Division I and II student-athletes are subject to drug testing.
3. The sport(s) to be drug tested this summer will be selected by Drug Free Sport. Five (5) to ten (10) student-athletes may be selected for drug testing.
4. There is a chance your institution may be selected for drug testing more than once this summer. There also is a chance your institution may not be selected for testing at all this summer.

Administrative Responsibilities

Summer Site Coordinators are responsible for updating NCAA summer drug-testing contact information for your institution. This and other administrative tasks are to be completed on www.ncdfs.com.

Log onto www.ncdfs.com to review and update institutional contact information as well as your institution's sport sponsorship. Make sure you correct/update the information on www.ncdfs.com (e.g., address, phone numbers, president/chancellor, email). You are required to complete this information by May 25, 2007.

If you need Web site assistance, contact Sherry Thalmann at 816.474.8655 x120 or sthalmann@drugfreesport.com or Daniel Linhart at 816.474.8655 x101 or dlinhart@drugfreesport.com.

Summer Site Coordinators also are responsible for providing Drug Free Sport with your institution's summer academic calendar; providing Drug Free Sport with up-to-date NCAA Squad Lists for the sport(s) selected for drug-testing and notifying student-athletes who have been randomly selected for drug testing. Finally Summer Site Coordinators are responsible for maintaining summer contact information for all returning student-athletes (e.g., summer address, summer home phone number, summer cellular phone number, summer employment information). To help institutions gather this contact information Drug Free Sport has developed a Summer Drug Testing Contact Information Form, which can be found on www.ncdfs.com. Feel free to use this form if you would like but you are not required to do so.

In preparation for NCAA summer drug testing, make sure all returning student-athletes have signed a 2006-2007 drug-testing consent form. The 2006-07 NCAA Drug Testing Consent Form is effective until August 31, 2007.

Summer Drug-Testing Calendars

Complete a summer academic calendar for your institution on www.ncdfs.com for June and July. 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 you or a majority of athletics administrators may be off-campus (e.g., NCAA Compliance Seminar, NATA Convention). If at any time there is a change in your institution's summer academic calendar, log onto the Web site and update accordingly.

Notification of Summer Drug-Testing

If your institution is selected for summer drug testing, the director of athletics, primary summer site coordinator and secondary summer site coordinator will receive notification from Drug Free Sport no sooner than 48 hours prior to the test date. Institutions have the option to receive drug-testing notification via email or facsimile. Please indicate your preference at www.ncdfs.com.

When your institution is selected for drug testing, you must submit a current and accurate 2006-2007 squad list to Drug Free Sport for student-athlete selection.

PLEASE NOTE: After Drug Free Sport has selected student-athletes for drug testing, the summer site coordinator will receive the roster of selected student-athletes via email. For those student athletes who are on-campus or in your local community, the summer site coordinator is responsible for notifying them of their selection for drug testing. These student-athletes **must** be notified in person or via direct telephone/cellular phone. Voice messages, email communication or text messages **are not** acceptable forms of notification.

For student-athletes who are on campus or in the school's local community, the summer site coordinator is responsible for having them sign the NCAA Year-Round Drug-Testing Notification Form and informing them of the date, time and location to report for drug testing. The summer site coordinator must sign each notification form, verifying the student-athlete's notification of drug testing.

DO NOT NOTIFY student-athletes who are away from campus or outside the local community for the summer months. The summer site coordinator is responsible for providing their contact information to Drug Free Sport. Drug Free Sport will then be responsible for scheduling their drug test. Drug Free Sport or the NCAA collector will also be responsible for notifying these student athletes. In addition, the NCAA collector will be responsible for having the student athlete sign the NCAA Year-Round Drug-Testing Notification Form prior to the collection.

For more information on the NCAA year-round drug-testing program, refer to the Site Coordinator Manual and the NCAA Drug-Testing Program Booklet on the NCAA's Website at www.ncaa.org/health-safety. You can access the Site Coordinator Manual through www.ncdfs.com. Please be sure to read the manual so that your institution will be prepared for NCAA drug testing this summer.

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 Web site is www.drugfreesport.com/rec. The password for Division I institutions is **ncaa1**; Division II institutions is **ncaa2**; and Division III institutions is **ncaa3**.

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

Cc: Director of Athletics
Director of Compliance
Conference Commissioners