

**Drug Free Sport**

THE NATIONAL CENTER  
FOR DRUG FREE SPORT, INC.  
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Kansas City, Missouri 64105

## MEMORANDUM

November 2005

**TO:** Division I and II Drug-Testing Site Coordinators.  
Selected Division III Drug-Testing Site Coordinators.

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

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

Thank you for your continued assistance with the NCAA's drug-testing programs. As your institution's designated site coordinator, you play a vital role in the success of these programs and The National Center for Drug Free Sport (Drug Free Sport) certainly appreciates your cooperation. Please be reminded that the NCAA's drug-testing program applies to all sports for Division I and II.

As a member of the NCAA, you are required to update your institution's drug testing contact information and complete the drug-testing calendars for January through the end of May 2006 (June 2006 if applicable). Therefore, to schedule NCAA drug-testing on your campus for Spring 2006, log onto [www.ncdfs.com](http://www.ncdfs.com). You must complete this information by **December 2, 2005**. If your institution was drug tested during the fall semester you are still required to complete this information. Please make sure you correct/update the information on your institution's home page (e.g., address, phone numbers, fax numbers, president, etc.).

Complete a calendar for each of the following:

**If your institution sponsors football, you must update the football calendar.**

**If your institution does not sponsor football, you must update the academic calendar.**

**If you need assistance or have any questions, contact Sherry Thalmann at 816-474-8655 x120 or at [sthalmann@drugfreesport.com](mailto:sthalmann@drugfreesport.com). If you no longer serve as your institution's site coordinator, please advise Sherry of the change and your replacement.**

As a reminder, the 2005-06 Drug-Testing Site Coordinator Manual is available at [www.ncdfs.com](http://www.ncdfs.com) or on the NCAA's web site at [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety). As the site coordinator, you must be knowledgeable of the specifics in this manual.

The Resource Exchange Center (REC) continues to be a resource for you, your coaching staff and your student-athletes. The REC's web site, [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec), is password protected. Division I institutions will use the password **ncaa1**; Division II institutions will use the password **ncaa2**; and Division III institutions will use password **ncaa3**. Please be sure to inform your student-athletes and coaches of the password for your institution.

If at any time you have a question or concern about the NCAA drug-testing programs, please feel free to contact Drug Free Sport at 816-474-8655.

cc: Division I and II Directors of Athletics  
Selected Division III Directors of Athletics  
Ms. Mary Wilfert, NCAA