

Drug Free Sport

November 2006

TO: NCAA Drug-Testing Site Coordinator
FROM: Michelle Dorsey
NCAA Drug-Testing Program Manager
SUBJECT: NCAA Year-Round Drug-Testing Program for Spring 2007

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.

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 Spring 2007. Log onto www.ncdfs.com to complete this information by **December 1, 2006**. 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, etc.) and delete any contacts no longer at your institution.

Complete a calendar for each of the following:

If your institution sponsors Division I or Division II football, you must update the football calendar. **If your institution does not sponsor Division I or Division II football**, you must update the academic calendar. In the calendar's comment section, please make note of any holidays and/or vacations your institution observes (e.g., Martin Luther King Day, President's Day, Spring Break, etc.).

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

As a reminder, the 2006-07 Drug-Testing Site Coordinator Manual is available at www.ncdfs.com or on the NCAA's web site at 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, 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: Ms. Mary Wilfert, NCAA