



2007-2008
NCAA Drug-Testing Programs
Site Coordinator Manual

**NCAA Drug-Testing Programs
Site Coordinator Manual**

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The National Center for Drug Free Sport, Inc.[®]

The National Center for Drug Free Sport, Inc. (Drug Free Sport) establishes and manages drug-prevention programs for athletic organizations truly committed to creating drug-free environments.

The National Collegiate Athletic Association (NCAA) has selected Drug Free Sport to administer all NCAA drug-testing programs. If you have any questions regarding NCAA drug-testing programs, please contact:

The National Center for Drug Free Sport

2537 Madison Avenue
Kansas City, Missouri 64108
Phone: 816.474.8655
Fax: 816.502.9287 or 816.285.1439
www.drugfreesport.com

The Resource Exchange Center[™]

Drug Free Sport has created an informational service center that is available for NCAA member institutions to keep student-athletes accurately informed about dietary supplements and banned substances.

Please direct questions about dietary supplements and other NCAA banned substances to the Resource Exchange Center (REC) at www.drugfreesport.com/rec

DI password: ncaa1
DII password: ncaa2
DIII password: ncaa3

The National Collegiate Athletic Association

In addition to its drug-testing programs, the NCAA offers drug-education programs to its members. To find out more about the drug-education and grant programs offered by the NCAA, contact:

The National Collegiate Athletic Association

Health & Safety
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317.917.6222
www.ncaa.org/health-safety

NCAA Drug-Testing Contacts:

Sherry Byler

NCAA Drug-Testing Assistant Program
Manager
816.474.8655 x120
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- Contact for NCAA Division I and II drug-testing notifications
- Scheduling of exit tests
- Assistance with www.ncdfs.com and NCAA institutional invoices.

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- Contact for NCAA year-round and championship events
- Collection crew issues
- Contact for NCAA medical exceptions

Kay Hawes

Director of Media Relations
816.474.8655 x125
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- Contact for media and public relations on drug-testing issues and questions.

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- Contact for NCAA Division III Pilot Program drug-testing notifications
- Assistance with www.ncdfs.com and drug-test results.

Eric Patterson

Director of the Resource Exchange Center
816.474.8655 x129
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- Contact for supplement and banned drug inquiries.

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- Contact for NCAA drug-testing results
- Contact for administration of NCAA drug-test appeals

Mary Wilfert

Associate Director of Education Outreach
317.917.6222
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- Contact for NCAA Speaker Grant questions
- Liaison to Drug-Education Drug-Testing subcommittee of CSMAS Committee

Committee on Competitive Safeguards and Medical Aspects of Sports (CSMAS)

The CSMAS is an association-wide committee and supervises the NCAA's drug-education and drug-testing program under the direction of the NCAA Executive Committee. The CSMAS committee is composed of athletics administrators, medical doctors, coaches, athletic trainers, exercise physiologists, researchers, attorneys, drug educators, secondary school representatives and other professionals representing member institutions. The committee is dedicated to serving the NCAA by (a) collecting and developing pertinent information regarding desirable training methods, prevention and treatment of sports injuries, utilization of sound safety measures at the college level, drug education and drug testing; and (b) disseminating such information to the attention of the Association's membership and adopting recommended policies and standards designed to further the above objectives. Drug Free Sport works closely with the CSMAS drug-education and drug-testing subcommittee to support the NCAA's dedication to fair and equitable competition and protection of the health and safety of student-athletes.

A complete list of the current members of the CSMAS may be found on the NCAA's website.



The following information should be used as a resource for institutional administrators for the NCAA year-round drug-testing program. The year-round drug-testing program encompasses testing during the academic year and summer months.

Drug-Testing Personnel and Responsibilities

The following individuals at your institution have key roles when NCAA drug testing is conducted on campus: **Director of Athletics, Director of Compliance and Site Coordinator.**

Prior to the start of the academic year

1. The **Director of Athletics** must appoint an NCAA drug-testing site coordinator. The site coordinator is an individual from the institution who is assigned to assist the NCAA drug-testing crew with the organizational aspects of the program and assist the crew chief on the day of testing.
2. The **Director of Athletics, Director of Compliance and Site Coordinator** must read the NCAA Drug-Testing Program Booklet 2007-08.
3. The **Director of Athletics, Director of Compliance and Site Coordinator** must review the squad list requirements on page 9 of this manual.
4. The **Director of Athletics, Director of Compliance and Site Coordinator** must view the NCAA Drug-Testing Video. They should make sure all student-athletes view the video as well.
5. The **Site Coordinator** will update their institution's contact information (address, phone and fax numbers, and email) and submit calendars of availability before each semester begins at Drug Free Sport's administrative web site, www.ncdfs.com. Site coordinators will be advised by Drug Free Sport when calendars must be submitted. The site coordinator can update the contact information anytime during the academic year.

Before the end of the academic year

The **Site Coordinator** (in combination with the **Director of Compliance**) will gather summer contact information for all student-athletes (e.g., summer address, home phone, cell phone).

When your institution is notified of NCAA drug testing

1. Drug Free Sport will notify the **Director of Athletics, Director of Compliance and Site Coordinator** of their institution's selection of NCAA drug testing.



2. Drug-testing information must be kept confidential at all times.
3. Notifications will be sent via email or fax, per the individual's request on www.ncdfs.com.
4. Institutions will be notified of drug testing no more than two days prior to the testing event. Often times, notification will occur the day prior to the testing event.
5. The **Director of Athletics, Director of Compliance and Site Coordinator** will access the NCAA drug-testing notification from Drug Free Sport's administrative web site at www.ncdfs.com.
6. The **Director of Compliance** will provide the **Site Coordinator** with the selected team's squad lists. The squad lists must be submitted to Drug Free Sport for student-athlete selection. The squad list must be current and accurate. The squad list must be an NCAA or conference approved form. Eligibility lists and team rosters are not acceptable (see Squad List Requirements on page 9).
7. The **Site Coordinator** must contact the NCAA crew chief assigned to the drug-testing event to discuss scheduling and other related items. The crew chief's information is included in the notification memorandum.
8. The **Site Coordinator** must select the facilities required for drug testing (see Testing Schedule and Facilities on page 10).
9. The **Site Coordinator** will provide fluids for student-athletes during the drug test (see Collection Station Beverages on page 9).
10. The **Site Coordinator** may be asked to receive drug-testing supplies from Drug Free Sport. Consult with the NCAA crew chief whether supplies will be sent to you.

If supplies are sent to you, review the delivery invoice to ensure the correct numbers of boxes were received. **Do not open supplies.**

11. The **Site Coordinator** or designee will receive the drug-testing roster via email from Drug Free Sport. Print a copy of the roster (including any revised rosters) and give to the NCAA crew chief on test day.

Please review the roster to ensure the student-athletes selected for testing are current members of the sport(s) teams with eligibility remaining.

Contact Drug Free Sport immediately if there are any problems with the roster and/or notifying student-athletes.

12. The **Site Coordinator** or designee will print year-round notification forms for each



student-athlete selected and record the date, time and location of the drug test on each form.

13. The **Site Coordinator** or designee will schedule **no more than 5-6** student-athletes every 20 minutes or per the NCAA crew chief's instructions. **Do not schedule all student-athletes to arrive at the same time.**
14. The **Site Coordinator** or designee will notify student-athletes of their selection for drug testing and have them read and sign the notification forms **prior to test day**.

The institution must notify student-athletes "in person or by direct telephone communication" of their selection for drug testing and the date, time and location of the drug test (NCAA Drug-Testing Protocol 5.7). The site coordinator must sign the notification form certifying the student-athlete was appropriately notified. The site coordinator can make a copy of the signed notification forms for the student-athlete to retain (optional). The original form must be given to the crew chief on test day. A copy of the year-round notification form is located in Section V of this manual and on www.ncdfs.com.

15. The **Site Coordinator** or designee must inform student-athletes to bring photo identification to the test site on test day. Also remind student-athletes to refrain from drinking a lot of fluids or using the restroom prior to reporting to the test

Day before the test

If requested, the **Site Coordinator** will meet with NCAA crew chief the day before the test. Provide him/her with the testing roster and drug-testing supplies (if necessary).

During the test

1. The **Site Coordinator** must be at the drug test and available to the NCAA drug-testing crew until the completion of the drug test. If the site coordinator cannot be available the whole time, a designee must be appointed during the site coordinator's absence.
2. The **Site Coordinator** must provide the signed notification forms to the NCAA crew chief prior to the start of the test.
3. It is recommended the **Site Coordinator** show the NCAA drug-testing video during the drug test.
4. The **Site Coordinator** may be asked to help maintain security, traffic flow and testing protocol in the testing room. **Do not hire security personnel for this task.**



5. The **Site Coordinator** may be asked to help certify student-athletes identity.

After the test

1. The **Site Coordinator** must submit the collection crew evaluation at www.ncdfs.com.
2. The **Site Coordinator** may submit an institutional drug-testing invoice for drug-testing related expenses (optional). **The site coordinator honorarium is only available during the summer months.**

NCAA Collection Crews

1. Drug Free Sport provides the collection crews for each NCAA drug-testing event.
2. Collection crews are comprised of a crew chief and crewmembers, who assist the crew chief.
3. Crew chiefs are trained and certified sports drug-testing collectors. Each crew chief is responsible for training the collection crew.
4. The crew chief will make travel and lodging arrangements for his/her crew and may ask the site coordinator's assistance in selecting suitable accommodations. Crews will provide their own transportation.
5. Transportation of specimens to the laboratory and any supplies to Drug Free Sport are the responsibility of the crew chief. The crew chief may ask the site coordinator to return supplies to Drug Free Sport, if necessary.

Student-Athlete Selection

1. Student-athletes competing in any Division I and II sports are subject to year-round drug testing according to the provision of NCAA Drug-Testing Protocol 4.1.1.
2. Student-athletes may be selected on the basis of position, athletics financial-aid status, competitive ranking, playing time, an NCAA-approved random selection or any combination thereof.

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 during the academic year.



2. If an institution sponsors DI football, 18 football student-athletes plus eight student-athletes from at least one additional sport will be selected for drug testing.
3. If an institution does not sponsor DI 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. In addition to football, four student-athletes from at least one additional sport will be selected for drug testing. An institution may be selected for testing more than once during the academic year.
3. Institutions not sponsoring DII football will be selected at least once every two years.
4. If your institution sponsors a Division I sport, that sport(s) is subject to drug-testing under the Division I criteria. Therefore, eight (8) student-athletes from the Division I sport 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 (8) student-athletes from the Division I sport will be selected for drug testing.

Division III Institutions participating in the Pilot Program

1. Every DIII institution selected for the drug-testing component of the pilot program will be drug tested at least once during the academic year. An institution may be selected for testing more than once.
2. Twenty (20) student-athletes from the institution will be selected for drug testing.
3. The twenty student-athletes selected may come from one sport (e.g., 20 football student-athletes) or may be selected from multiple sports (e.g., 10 baseball and 10 field hockey student-athletes).
4. If your institution sponsors a sport(s) at the Division I level, that sport(s) will not be drug tested as part of the pilot program.



Squad List Requirements

1. The NCAA Squad List Form is used to make random student-athlete selections for drug testing. The NCAA squad list is required unless your conference office is using its own squad list form. This is the only exception to the NCAA squad list form.
2. Prior to sending the squad list to Drug Free Sport, the institution must designate on the squad list any student-athlete who falls into the following categories. This designation can be completed by the director of compliance.

C	=	cut/dismissed from the team
E	=	exhausted eligibility
G	=	graduated
M	=	medical exemption for career-ending injuries
W	=	withdrew from institution/not enrolled
Q	=	quit team

If the letter "O" (other) is designated on your institution's squad list, please provide Drug Free Sport an explanation or assign the student-athlete with one of the above designations.

3. In addition to current and eligible student-athletes, the following student-athletes also are subject to NCAA drug testing:
 - Academically ineligible
 - Freshman and transfers
 - Injured student-athletes (non career-ending injuries)
 - Non-qualifiers and partial qualifiers
 - Red shirts
 - Walk-ons
4. Institutions must ensure information on the squad list is current and accurate prior to submitting to Drug Free Sport for student-athlete selections.

Collection Station Beverages

1. NCAA drug-testing protocol states that liquids consumed in the collection station must be from previously unopened containers. Further, beverages must be free of caffeine, carbonation, alcohol and/or any NCAA banned substances (NCAA Drug-Testing Protocol 6.2.3).
2. All drinks must be provided in individual containers (bottles or cans). The NCAA crew chief will not allow gallon jugs or large containers of liquids in the collection station. Do not provide cups or any other drinking materials. They will be discarded.



3. The site coordinator will be asked to supply the beverages for drug testing. Discuss fluid needs with the NCAA crew chief prior to the testing event.
4. The site coordinator should provide no more than one to two, 12-ounce servings of fluid per student-athlete tested. The beverages are for those student-athletes having difficulty providing a specimen.

Site coordinators/institutions will be reimbursed up to \$1.20 per student-athlete tested. The institutional drug-testing invoice and collection crew evaluation **must be received within 30 days of the test date** in order to receive reimbursement.

Invoices received by Drug Free Sport more than 30 days after the testing event will not be processed. A copy of the invoice is in Section V.

5. Liquids consumed prior to the student-athletes arrival to the testing site are not the responsibility of the drug-testing crews.
6. NCAA crew chiefs may permit student-athletes to drink directly from drinking fountains.

Testing Schedule and Facilities

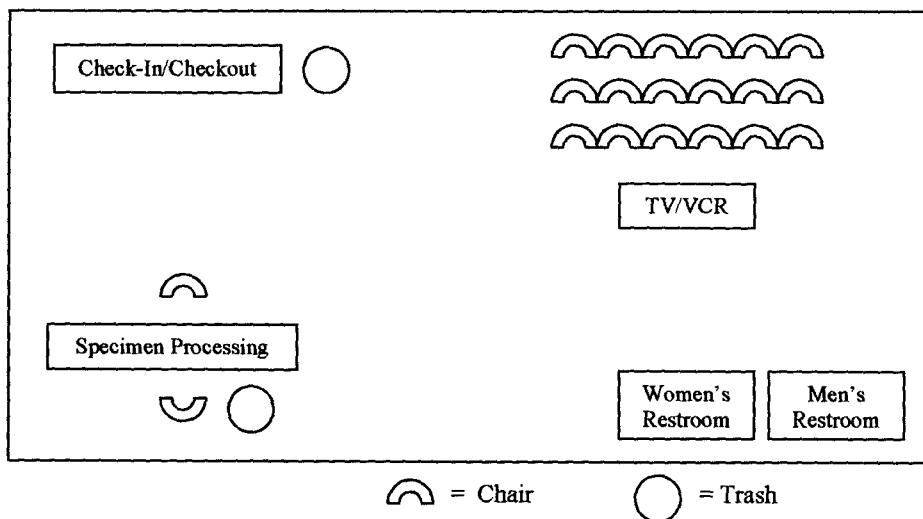
1. The site coordinator and NCAA crew chief must **mutually agree** on the testing time. The best time for testing is in the early morning (e.g., 6 or 6:30 am). However, testing may occur in the afternoon of the test date or the evening prior to the test date.

Schedule drug testing with the NCAA crew chief at the student-athletes' academic convenience. **However, do not expect collection crew to extend the testing more than a few hours.**

2. Although most student-athletes provide a specimen in less than 20 minutes, adequate time should be given for facility reservation in the event testing takes longer than expected.
3. The site coordinator is responsible for selecting the site for drug testing. Please consult with the NCAA crew chief or Drug Free Sport to make sure the facility and location are adequate.
4. The site coordinator must ensure the security of the room(s). The testing area must have controlled access. Only those authorized by the NCAA crew chief will be allowed in the testing room. **Do not hire security personnel for this task.**
5. The room(s) should be available the evening before the event so the drug-testing crew can assemble the supplies if necessary. **During the testing event, the room(s) cannot be used for any function other than drug testing.**



6. Following set up, the room(s) should be locked with access restricted to the site coordinator and drug-testing crew only.
7. The space should be able to accommodate the movement of at least three crewmembers, student-athletes and the site coordinator.
8. The site coordinator will supply the following materials for the testing area. The number of student-athletes being tested will determine the number of each item.
 - Two to three 6-8ft. tables
 - Chairs
 - Beverages
 - Three to four large trash containers
 - TV and VCR (recommended)
9. Prior to the start of testing, the site coordinator should verify the setup with the crew chief.
10. The only access to the drug-testing area should be through the check-in/check-out area.
11. Fully equipped restrooms (for male and females) should be in the testing area or close by. These restrooms must be secure and closed to others. Access to shower facilities is helpful.
12. The following drug-testing facility diagram should be used as a guide for the site coordinator.





Institution and Student-Athlete Notification

1. Institutions will receive **no more than two-days notice** (often times only one-day notice).
2. Notification memorandums will be sent to the **Director of Athletic, Director of Compliance and Site Coordinator** via fax or email, as indicated by the institution on www.ncdfs.com. The notification memorandum will provide information regarding the upcoming drug-testing event, as well as indicate the sport(s) randomly selected for testing.
3. **Institutions must submit a current and accurate squad list to Drug Free Sport for random student-athlete selection** (see Squad List Requirements on page 9).
4. After Drug Free Sport selects the student-athletes, Drug Free Sport will email the Drug-Testing Roster (containing the names of selected student-athletes) to the roster recipient as indicated by the institution on www.ncdfs.com.
5. After institutions receive the Drug-Testing Roster, they must contact Drug Free Sport **immediately** to report any problems. **Do not wait until the test day.** All student-athletes selected must appear for drug testing unless other arrangements are made with Drug Free Sport prior to the test date.
6. Site coordinators **must** assign testing times after conferring with the NCAA crew chief. In most cases, 26 student-athletes can be processed in about two hours. **Institutions MUST schedule no more than five to six student-athletes every 20 minutes.** Selected student-athletes **should not** arrive at drug testing at the same time. If all student-athletes report at the same time, the NCAA crew chief will not allow all of them into the testing room.
7. The site coordinator or designee must notify selected student-athletes “in person or by direct telephone communication” of their selection for drug testing and the date, time and location of the drug test (NCAA Drug-Testing Protocol 5.7).
8. DI and DII student-athletes selected for drug testing must sign a Year-Round Student-Athlete Notification Form. Student-athletes selected for the DIII pilot program must sign the DIII Pilot Program Student-Athlete Notification Form. A copy of the notification form may be given to the student-athlete as a reminder of the test.
9. Remind student-athletes to bring photo identification to the test site.
10. **Warn your student-athletes that over-hydrating will increase the time they spend in drug testing.** The crew tests the specific gravity of the specimen; dilute specimens will delay the process. Too many fluids may cause a student-athlete to be dilute and he/she will remain in drug testing until an acceptable specimen is provided.



Invoicing and Crew Evaluation

Institutional Drug-Testing Invoice (optional)

1. After an NCAA drug test, expenses may be submitted to Drug Free Sport using a drug-testing invoice. The invoice can be completed and submitted at www.ncdfs.com.
2. The invoice **must be received within 30 days of the test date**. Invoices received by Drug Free Sport more than 30 days after the testing event will not be processed.
3. The site coordinator should use this invoice to record expenses for beverages (if applicable) and other drug-testing related expenses.
4. Drug Free Sport **will not** reimburse the site coordinator or the institution for the following during year-round testing:
 - Site coordinator honorarium
 - Courier/escort honorarium
 - Transportation
 - Set-up
 - Security
 - Food purchases
 - Parking passes for drug-testing crew
5. Upon approval by Drug Free Sport, payment will be issued to the site coordinator and/or institution (as directed by the site coordinator) approximately 30 days from receipt of invoice.
6. **The site coordinator must complete and submit a collection crew evaluation to Drug Free Sport before payment is issued.**

Collection Crew Evaluation

1. The site coordinator (or designee) must complete the evaluation at www.ncdfs.com. **Drug Free Sport must receive this evaluation before drug-testing related expenses are disbursed.**
2. You are encouraged to address any issues regarding the collection crew. **At no time will the collection crew receive a copy of the complete evaluation, although your concerns will be addressed.**



The following information should be used as a resource for institutions hosting an NCAA post-season championship.

Drug-Testing Personnel and Responsibilities

The following individuals have key roles when NCAA drug testing is conducted at the championship your institution/organization is hosting: **Tournament Manager and Site Coordinator**.

After hosting bid is accepted

1. The **Tournament Manager** must appoint an individual to serve as the **Site Coordinator**. The site coordinator is an individual from the host institution or sponsoring organization who is assigned to assist the NCAA drug-testing crew with the organizational aspects of the program and assist the crew chief during the drug test.

The site coordinator at an NCAA championship cannot concurrently serve in any other capacity during the championship (e.g., director of medical coverage).

2. The **Tournament Manager** will meet with the **Site Coordinator** to explain drug-testing duties and discuss the proposed budget for the championship drug-testing event.
3. The **Tournament Manager** and **Site Coordinator** must discuss drug-testing facility requirements in the event drug testing occurs (see requirements on page 17).
4. If necessary, the **Tournament Manager** and **Site Coordinator** must plan for student-athletes' local transportation to and from the event site to the drug-testing area and back to the site or student-athletes' hotel. Vans are ideal for these situations.
5. The **Tournament Manager** and **Site Coordinator** must plan for an attendant to secure the entrance to the drug-testing station and to monitor access.
6. The **Tournament Manager** and **Site Coordinator** must discuss volunteers to serve as couriers (individual championship) or escorts (team championship). See courier requirements on page 23 and escort information on page 25.

When your institution/organization is notified of NCAA drug testing

1. The **Tournament Manager** and **Site Coordinator** must keep testing information confidential at all times.
2. The **Tournament Manager** and **Site Coordinator** will receive the drug-testing notification memorandum via email from Drug Free Sport.



3. The **Tournament Manager** and **Site Coordinator** will discuss the drug-testing format and finalize plans for the testing event. If the designated **Site Coordinator** will not be available on test day, the **Tournament Manager** must assign an alternate to serve in his/her place.
4. The **Tournament Manager** and **Site Coordinator** must review the NCAA Drug-Testing Video. The video is available on the NCAA's web site at www.ncaa.org.
5. The **Site Coordinator** must contact the NCAA crew chief assigned to the drug-testing event to discuss drug-testing related items. The crew chief's information is included in the notification memorandum.
6. The **Site Coordinator** will obtain names of the collection crew for event credentials.
7. The NCAA crew chief will make arrangements for the collection crew's transportation and housing. The crew chief may request the assistance of the **Site Coordinator** in these matters.
8. The **Tournament Manager** or **Site Coordinator** must complete the Championship Drug-Testing Proposed Budget and fax to Drug Free Sport at 816.502.9287 or 816.285.1439 prior to the start of the championship. The proposed budget can be found in Section V of this manual.
9. The **Site Coordinator** must provide beverages as budgeted after discussing the type and amount of fluids needed with the NCAA crew chief (see collection station beverages on page 19).
10. The **Site Coordinator** must select the couriers or escorts as recommended in the drug-testing notification.
11. The **Site Coordinator** and NCAA crew chief will arrange a time for the crew chief to meet with couriers/escorts prior to the start of the championship and throughout the championship, as needed.
12. The **Site Coordinator** will discuss the drug-testing facility requirements with the crew chief (see Facility on page 17).

The host institution will be asked to identify a collection site for institutions that have elected to test the next morning. This applies only to team competition that begins at 10 p.m. or later local time.

13. The **Site Coordinator** may be asked to receive drug-testing supplies from Drug Free Sport. Consult with the NCAA crew chief whether supplies will be sent to you. If supplies are sent to you, review the delivery invoice to ensure the correct numbers of boxes were received. **Do not open supplies.**



At the pre-championship meeting

1. The **Tournament Manager** will provide the individual presiding over the pre-championship meeting with a copy of the Drug-Testing Statement to be read during the meeting (see statement on page 21).
2. **At team championships**, the **Tournament Manager** will obtain the name and telephone contact information of a representative from each institution who will assist the collection crew in the event drug testing occurs. This should take place whether or not drug testing is occurring.

If drug testing does occur, the **Tournament Manager** will provide the **Site Coordinator** with the name and telephone contact information of each team's representative, who will then give the names to the NCAA crew chief.

The **Tournament Manager** also will provide the **Site Coordinator** with copies of each team's official travel roster. The **Site Coordinator** will provide the rosters to the crew chief.

Day before testing begins

1. The **Site Coordinator** will meet with the NCAA crew chief to perform a walk-thru of the championship venue and drug-testing area.
2. The **Site Coordinator** will provide the crew chief with:
 - Championship information (e.g., schedule of events, heat sheets, team rosters)
 - Credentials and parking passes
 - Names of escorts or couriers
 - Drug-testing supplies (if necessary)

During the championship

1. The **Site Coordinator** will assist the NCAA crew chief, as needed.
2. The **Site Coordinator** will assist in maintaining security in the drug-testing area.

After the championship event

1. The **Tournament Manager** or **Site Coordinator** must submit an Institutional Drug-Testing Invoice to Drug Free Sport within 30 days following the championship to receive reimbursement for drug-testing related expenses (optional). Invoices received after 30 days following the championship will not be processed. The invoice can be found in



Section V of this manual.

2. The **Tournament Manager** or **Site Coordinator** shall complete and submit the Collection Crew Evaluation to Drug Free Sport. Evaluations are located in Section V of this manual. You are encouraged to address any issues regarding the collection crew. **At no time will the collection crew receive a copy of the complete evaluation, although your concerns will be addressed.**

NCAA Collection Crews

1. Drug Free Sport provides the collection crews for each NCAA drug-testing event.
2. Collection crews are comprised of a crew chief and crewmembers, who assist the crew chief.
3. Crew chiefs are trained and certified sports drug-testing collectors. Each NCAA crew chief is responsible for training the collection crew.
4. The NCAA crew chief will make travel and lodging arrangements for his/her crew and may ask the site coordinator's assistance in selecting suitable accommodations. Crews will provide their own transportation.
5. Transportation of specimens to the laboratory and any supplies to Drug Free Sport are the responsibility of the NCAA crew chief. The crew chief may ask the site coordinator to return supplies to Drug Free Sport, if necessary.

Facilities

1. The site coordinator is responsible for selecting a site for drug testing. The facility should be in the same location as the championship or in close proximity of the venue.
2. The site coordinator must ensure the security of the room(s). Only those authorized by the NCAA crew chief will be allowed in the room. The room must be private to secure the integrity of the drug-testing protocol and processes, and to keep the identities of the student-athletes confidential.
3. **At team championships, the CSMAS requires that two testing rooms must be provided (one for each team).**
 - Each room must be secured for drug-testing use only. It cannot serve dual purposes (e.g., drug testing and storage for merchandising).
 - It is desired for the two rooms to be in close proximity of each other, but not required.



- Each room must be large enough to accommodate the collection crew, selected student-athletes, a team representative, site coordinator, escorts, chairs, tables, etc.
- Each room should contain a bathroom (with multiple stalls) inside the room. If a bathroom is not in the room, one must be nearby, away from public view and must be closed off for non drug-testing use.
- If two separate rooms cannot be obtained, a divided room will suffice. However, the divider/partition cannot be drapes or items that can be easily moved. Each team must have a separate entrance into the room.
- A large locker room with the intention of accommodating both teams for drug testing is not acceptable.

4. At individual championships, one large room must be secured.

- The room must be secured for drug-testing use only. It cannot serve dual purposes (e.g., drug testing and storage for merchandising).
- The room should contain bathrooms (with multiple stalls) inside the room. If a bathroom is not in the room, one must be nearby, away from public view and must be closed off for non drug-testing use.

At championships where men and women's competition are held together (e.g., cross country, fencing, rifle, skiing, DII swimming, track & field), separate men and women's bathrooms (with multiple stalls) must be inside the room.

If bathrooms are not in the room, they must be nearby, away from public view and must be closed off for non drug-testing use.

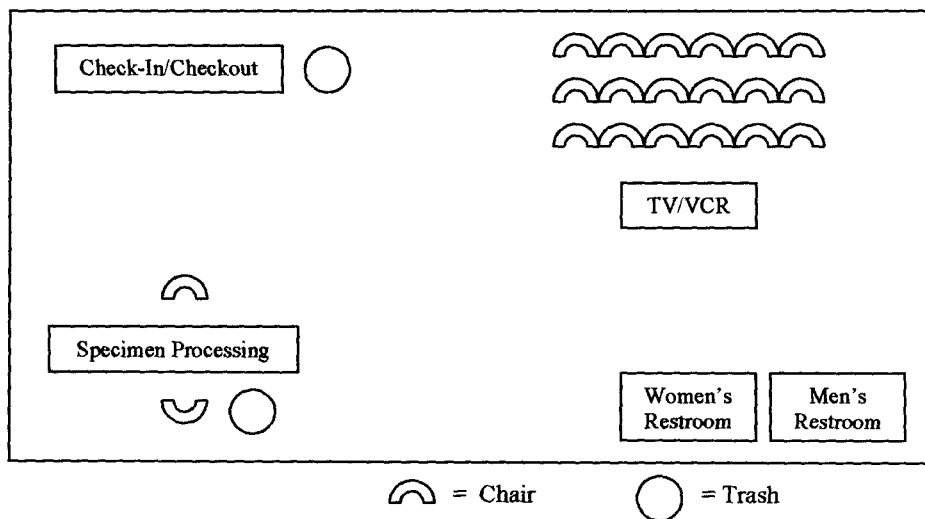
- The room must be large enough to accommodate the collection crew, selected student-athletes, a team representative, site coordinator, couriers, chairs, tables, etc.
- The location of the room cannot be in a hallway or accessed by the public. It cannot be in an area closed off by drapes.

5. The site coordinator will supply the following materials for the testing rooms. The number of student-athletes being tested will determine the number of each item.

- Two 6-8ft. tables (or more depending on championship size)
- Chairs
- Beverages
- Large trash containers (at least 3)



- Television and VCR/DVD (if practical)
6. The room(s) should be available the evening before the event so the NCAA crew chief can assemble the necessary supplies.
 7. Following set-up, the room(s) cannot be used for any function other than drug testing. The room(s) must be locked with access restricted to the site coordinator and collection crew only.
 8. If practical, the site coordinator should provide a television and a VCR/DVD to show the drug-testing video.
 9. Although most student-athletes provide a specimen in less than 20 minutes, adequate time should be given for facility reservation in the event testing takes longer than expected.
 10. The following drug-testing facility diagram should be used as a guide for the site coordinator.



Collection Station Beverages

1. NCAA drug-testing protocol states that liquids consumed in the collection station must be from previously unopened containers. Further, beverages must be free of caffeine, carbonation, alcohol and/or any NCAA banned substances (NCAA Drug-Testing Protocol 6.2.3).



2. All drinks must be provided in individually packaged containers. The NCAA crew chief will not allow gallon jugs or large containers of liquids in the collection station. Do not provide cups or any other drinking materials. They will be discarded.
3. The site coordinator will provide beverages for drug testing. Discuss fluid needs with the crew chief prior to the testing event. The site coordinator should obtain beverages from the institution's back-of-the-house supply if possible.

If beverages must be purchased, the site coordinator/institution will be reimbursed if the beverages were approved on the proposed budget and listed on the invoice. The Institutional/Host Drug-Testing Invoice (with receipts) must be submitted to Drug Free

Sport within 30 days from the testing event. Invoices received by Drug Free Sport more than 30 days after the testing event will not be processed. A copy of the invoice is in Section V.

4. Liquids consumed outside the collection station are not the responsibility of the drug-testing crews.
5. The site coordinator should provide approximately three to four 12-ounce servings of fluid per student-athlete tested. The beverages are for those student-athletes having difficulty providing a specimen.
6. NCAA crew chiefs may permit student-athletes to drink directly from drinking fountains.

Testing Schedule

1. **At individual championships**, testing could occur at any time following the first event and may conclude many hours after the last event of the championship.
2. **At team championships**, testing will occur at the end of the game.

If competition begins at 10 p.m. or later local time, both teams have the option to defer testing to the next morning. This decision must be determined immediately after competition.

If a team defers testing to the next morning, the test must begin by 10 a.m. local time and must take place at the drug-testing facility from the day before. The drug test cannot take place in a hotel room. The NCAA crew chief and the involved institution must mutually agree on the start time of the drug test.

3. The site coordinator must remain at the drug-testing venue until the collection crew leaves. If a team defers testing to the next morning at a team championship, the site coordinator must be present at the test.



Pre-Championship Meetings

The NCAA staff liaison, NCAA sport committee member or tournament manager will read a statement to participating coaches and institutional representatives at all NCAA championships regarding NCAA drug testing.

The statement will not indicate whether testing will or will not take place. Student-athletes and coaches should be aware that post-event drug testing is always a possibility and should plan travel accordingly. **At no time should participating institutions be advised of drug testing occurring or not occurring.**

The NCAA crew chief or the Drug Free Sport staff member will not be present at the pre-championship meeting.

In addition to reading the statement at team championships, the following information must be provided to the site coordinator at the end of the meeting:

- The name and contact information of an individual who will be responsible for assisting the drug-testing crew with notifications should testing occur.
- An official gate list or travel-party roster for student-athlete selection, clearly indicating those who are student-athletes.

If drug testing does not occur, the information should be discarded.

If drug testing occurs, the site coordinator will be responsible for providing this information to the NCAA crew chief as soon as possible.

Drug-Testing Statement

To be read by NCAA championships committee member or NCAA championships staff:

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. At individual championships, drug-testing couriers will be instructed to remind selected student-athletes of such.



Credentials and Parking Passes

1. The NCAA/host institution will provide credentials to be worn by the collection crew during NCAA championships.
2. These credentials allow the crews and couriers/escorts to move freely from the point of notification to the drug-testing area. The credentials are only valid on the days drug testing will occur.
3. The host institution will provide parking passes for the drug-testing crew. The parking passes are only valid on the days drug testing will occur.

Procedures for Division I Men's and Women's Basketball Championships

1. Credentials

Nine (9) all-access credentials will be provided to the collection crew at each preliminary-round of competition (first/second rounds and regional).

The credentials are good only on the days when drug testing will occur. The credentials and tickets (when necessary) will be issued by the tournament manager at each site prior to start of the championship.

2. Seating

At the preliminary-round sites, the collection crew will be seated in the Non-Playing Participant or overflow media seats.

3. Final Four

Contact Drug Free Sport for information about credentials for the collection crew at the Final Four.



Individual Championships and Courier Selection

1. The individual championship drug-testing program provides for a courier system to facilitate the notification of student-athletes selected for drug testing at individual championships. **The site coordinator must obtain couriers for this important aspect of the program.**
2. Included in this manual is a list of courier responsibilities. The courier is responsible for notifying the student-athlete of selection for drug testing and remaining with that individual until they report to the collection station. At that point, the courier is released. Although this sounds like an easy task, the success of the drug-testing program relies on the courier's ability to follow the directions of the NCAA crew chief.
3. Couriers should be:
 - Mature individuals (e.g., other students, campus groups/community volunteers, etc.).
 - Able to conduct themselves in a professional manner.
 - Physically able to keep up with the athlete.
 - The same gender as the student-athlete but it is not mandatory.
4. The NCAA crew chief will meet with the couriers before the start of the championship; the site coordinator should contact the crew chief to schedule this time. All couriers must be available for this meeting.
5. Drug Free Sport will pay the host institution \$10 per student-athlete notified. The site coordinator will reimburse the couriers accordingly.
6. Use the Sport Drug-Testing Plan on page 26 to determine the number of couriers needed for individual championships. The time spent serving as a courier differs with each championship.

NOTE: Couriers are utilized at individual championships only; escorts are utilized only at team championships.



Individual Championships and Courier Responsibilities

1. The NCAA drug-testing courier plays a vital role in the implementation of the drug-testing program. The individual must be mature enough to handle the responsibilities of the position and be prepared to make a time commitment for the duration of testing. It is preferable that the courier be the same gender as the student-athlete being tested.
2. Prior to the start of the championship, all couriers must meet with the NCAA crew chief to receive directions and assignments.
3. The courier will receive an Individual Championship Student-Athlete Notification Form to present to the student-athlete upon notification. The courier prints his or her name on the form.
4. The courier, according to the directions of the NCAA crew chief, will notify the student-athlete that he or she has been selected to participate in the drug-testing program. The courier prints the time of notification on the form. (Note: It is helpful for couriers to have watches.)
5. The courier will hand the student-athlete an Individual Championship Student-Athlete Notification Form. The notification form will instruct the student-athlete to accompany the courier to the testing room within one hour unless otherwise directed by the NCAA crew chief or designee. Student-athletes who are scheduled to compete in additional events will be instructed to defer testing until completion of his/her final event of that session, of that day, or to defer until completion of his/her final event of the championship.
6. The courier will require the student-athlete to read and sign the notification form.
7. The courier will allow the student-athlete to obtain a witness to accompany him/her to the testing site should the student-athlete desire.
8. Within the allotted 60 minutes, the student-athlete must report to the press area and awards ceremony, if necessary. The courier must remain in visual contact with the student-athlete at all times.
9. Couriers will accompany the student-athlete to the testing site and remain there until released by the NCAA crew chief or designate.
10. The courier may be asked to repeat this process more than once throughout the championship.
11. Encourage couriers to dress appropriately. No blue jeans please.



Team Championships, Escorts and Student-Athlete Notification

1. If testing is conducted at team championships, each team will be tested post-game.
2. At NCAA team championship events, immediately after any established cool-down period, a crewmember will notify student-athletes selected for drug testing. Each student-athlete will be instructed to read and sign the Team Championship Student-Athlete Notification Form (not included in this manual). The notification form will instruct the student-athlete to report to the testing room within **one hour**, unless otherwise directed by the NCAA crew chief or designee.
3. One escort will be assigned to each team for the purpose of directing and/or "escorting" the student-athletes and the institutional representative to the testing facility.
4. An official institutional representative must be in the testing room to certify the identity of the student-athletes as they report to drug testing. The institutional representative must remain in the testing room until all student-athletes have reported and officially check-in.
5. Drug Free Sport will pay the host institution \$10 per team notified. The site coordinator will reimburse the escorts accordingly.
6. Use the Sport Drug-Testing Plan on page 26 to determine a sport's testing plan and the number of escorts needed for team championships. The time spent serving as an escort differs with each championship.
7. **If competition begins at 10 p.m. or later local time**, both teams have the option to defer testing until the next morning. This decision must be determined immediately after competition.
8. **If a team defers testing to the next morning, the test must begin by 10 a.m. local time and must take place at the drug-testing facility from the day before.** The drug test cannot take place in a hotel room. The NCAA crew chief and the involved institution must mutually agree on the start time of the drug test. **The site coordinator must be present during the test.**
9. An institutional representative must be in the testing room at any next-morning testing to certify the identity of the student-athletes selected for testing.



2007-08 All Sport Drug-Testing Plan

Baseball (All Divisions)

Test Plan: 6 random from each team

Escorts: 1 per team

Basketball, M/W (All Divisions)

Test Plan: 4 random from each team

Escorts: 1 per team

Bowling, Women

tested: 16

Test Plan: 2 random from each team

Escorts: 1 per team

Cross Country (DI)

tested: 10 men, 10 women

Test Plan: Top 3 plus 7 at random

Couriers: 20

Cross Country (DII)

tested: 6 men, 6 women

Test Plan: Top 3 plus 3 at random

Couriers: 12

Cross Country (DIII)

tested: 9 men, 9 women

Test Plan: Top 3 plus 6 at random

Couriers: 18

Field Hockey (All Divisions)

Test Plan: 5 random from each team

Escorts: 1 per team

Fencing (National Collegiate, Co-ed)

tested: 12

Test Plan: 3/day at random

Couriers: 3/day

Football (DI-A at certified bowl games)

Test Plan: 18 random from each team

Escorts: None

Football (DI-AA, II, III)

Test Plan: 12 random from each team

Escorts: 1 per team

Golf, M/W (All Divisions)

tested: 8

Test Plan: 2/day at random

Couriers: 2/day

Gymnastics, Men (National Collegiate)

tested: 8

Test Plan: 4/day at random

Couriers: 4/day

Gymnastics, Women (National Collegiate)

tested: 15

Test Plan: 5/day at random

Couriers: 5/day

Ice Hockey, M/W (All Divisions)

Test Plan: 5 random from each team

Escorts: 1 per team

Lacrosse, M/W (All Divisions)

Test Plan: 7 random from each team

Escorts: 1 per team

Rifle (National Collegiate, Co-ed)

tested: 12

Test Plan: 4/day at random

Couriers: 4/day

Rowing (DI)

Test Plan: 30 at random

Couriers: Based on event schedule;
Contact Drug Free Sport

Rowing (DII)

Test Plan: 9 at random

Couriers: Based on event schedule;
Contact Drug Free Sport

Rowing (DIII)

Test Plan: 15 at random

Couriers: Based on event schedule;
Contact Drug Free Sport

Skiing (National Collegiate)

tested: 12 male, 12 females

Test Plan: 3 males, 3 females per day at
random

Couriers: 6/day



Soccer, M/W (All Divisions)

tested: Based on # of teams at site
Test Plan: 5 random from each team
Escorts: 1 per team

Softball (All Divisions)

tested: Based on # of teams at site
Test Plan: 5 random from each team
Escorts: 1 per team

Swimming, M/W (DI & DIII)

tested: DI-57; DIII-55
Test Plan: Winner and 1 at random from individual events; winning team and 1 at random from relays after athlete's last event of that session.
Couriers: Based on event schedule; Contact Drug Free Sport

Swimming, (DII, Co-ed)

tested: 108
Test Plan: Winner and 1 at random from individual events; winning team and 1 at random from relays after athlete's last event of that day.
Couriers: Based on event schedule; Contact Drug Free Sport

Tennis, M/W (All Divisions)

tested: Based on # of test days
Test Plan: 3/day at random
Couriers: 3/day

Track, Indoor (Co-ed)

tested: DI – 80, DII – 72, DIII – 68
Test Plan: Winner and 1 at random from individual event; winning team and 1 at random from relay after athlete's last event of that day
Couriers: Based on event schedule; Contact Drug Free Sport

Track, Outdoor (Co-ed)

tested: DI – 96, DII – 98, DIII – 96
Test Plan: Winner and 1 at random from individual event; winning team and 1 at random from relay after athlete's last event of that day
Couriers: Based on event schedule; Contact Drug Free Sport

Volleyball, M/W (All Divisions)

tested: Based on # of teams at site
Test Plan: 3 random from each team
Escorts: 1 per team

Water Polo, M/W (All Divisions)

tested: Based on # of teams at site
Test Plan: 4 randoms from each team
Escorts: 1 per team

Wrestling (DI)

tested: 40
Test Plan: Winner and 3 at random from each weight class after final participation in championship.
Couriers: Based on event schedule; Contact Drug Free Sport

Wrestling (DII)

tested: 20
Test Plan: Winner and 1 at random from each weight class after final participation in championship.
Couriers: Based on event schedule; Contact Drug Free Sport

Wrestling (DIII)

tested: 30
Test Plan: Winner and 2 at random from each weight class after final participation in championship.
Couriers: Based on event schedule; Contact Drug Free Sport



Proposed Budget, Invoicing and Crew Evaluation

Proposed Budget

1. The proposed budget form is used by institutions hosting an NCAA championship. It provides Drug Free Sport with estimated costs on drug-testing related items.
2. The tournament manager or site coordinator must submit the proposed budget after being notified by Drug Free Sport that drug testing will occur at their championship and prior to the start of the championship (proposed budget forms are located in Section V of this manual). The proposed budgets can be faxed to 816.502.9287 or 816.285.1439.
3. The following should assist you in developing your budget:
(In most instances, materials and services can be obtained without charge.)

- Site Coordinator Honorarium

The site coordinator will receive \$60 per testing day if institutional policy allows.

- Courier/Escort Honorarium

At individual championships, institution will be paid \$10 per student-athlete notified by the courier.

At team championships, institution will be paid \$10 per team escorted (not individual student-athletes). Drug Free Sport will pay the institution or site coordinator the courier/escort honorarium. The institution or site coordinator will then pay the courier/escort.

- Beverages.

Institutions should provide back-of-the-house beverages for drug testing at no cost.

If beverages must be purchased for drug testing, the estimated costs must be included on the proposed budget. Receipts for beverages must accompany the invoice after the championship.

- Rental of Equipment.

If it is necessary to rent tables and chairs, or if there is a rental charge for the room selected for drug testing, these expenses may be included in the budget. Itemize any expenses. The site coordinator may be asked to supply a TV and VCR/DVD. This equipment will be used when showing the drug-testing videotape at a time and location decided upon and publicized by the site coordinator. If a rental expense will be incurred, this can be included in the budget. Equipment rental must be itemized and receipts must accompany the invoice after the championship.



- Transportation to and from testing facility.
If the testing facility is located off-site, away from the event (this situation should be avoided if possible), transportation from the event site to the testing facility must be furnished for the collection crew and student-athletes. Also, for some championships, transportation for student-athletes to their housing following drug testing may be needed to ensure all arrive at their destination. Transportation expenses must be itemized and receipts must accompany the invoice after the championship.
4. Drug Free Sport will either approve as submitted or make necessary changes to the proposed budget and fax back to the host institution/organization.

Institutional/Host Drug-Testing Invoice (optional)

1. After an NCAA championship drug test, appropriate expenses must be submitted on the Institutional/Host Drug-Testing Invoice (see Section V of this manual). It **must** be completed with actual expenses and returned to Drug Free Sport with receipts for any reimbursement following the event. The invoice and receipts can be faxed to **816.502.9287 or 816.285.1439**.
2. The site coordinator should refer to the approved budget when preparing the drug-testing invoice.
3. **Drug Free Sport does not reimburse for the purchase of food at drug-testing events.**
4. **Invoices must be received at Drug Free Sport within 30 days from the test date (s).** Invoices received 30 days or more after the championship will not be processed. Upon approval by Drug Free Sport, payment will be issued to the site coordinator and/or institution. Turnaround time is approximately 30 days from receipt of invoice.

Collection Crew Evaluation

1. The site coordinator (or designee) must complete the collection crew evaluation (see Section V of this manual). **Drug Free Sport must receive this evaluation before drug-testing related expenses are disbursed.**
2. You are encouraged to address any issues regarding the collection crew. **At no time will the collection crew receive a copy of the complete evaluation, although your concerns will be addressed.**



NCAA Banned-Drug Classes 2007-2008

[All banned drug questions should be referred to the REC or Drug Free Sport.]

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. **No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.**

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information.

Bylaw 31.2.3. Banned Drugs

The following is a list of banned-drug classes, with examples of substances under each class:

(a) Stimulants:

- | | |
|---------------------------------|---|
| amiphenazole | methylenedioxymethamphetamine (MDMA, ecstasy) |
| amphetamine | methylphenidate |
| bemigride | nikethamide |
| benzphetamine | octopamine |
| bromantan | pemoline |
| caffeine ¹ (guarana) | pentetrazol |
| chlorphentermine | phendimetrazine |
| cocaine | phenmetrazine |
| cropropamide | phentermine |
| crothetamide | phenylpropanolamine (ppa) |
| diethylpropion | picrotoxine |
| dimethylamphetamine | pipradol |
| doxapram | prolintane |
| ephedrine | strychnine |
| (ephedra, ma huang) | synephrine (citrus aurantium, zhi shi, bitter orange) |
| ethamivan | and related compounds |
| ethylamphetamine | The following stimulants are not banned: |
| fencamfamine | phenylephrine |
| meclofenoxate | pseudoephedrine |
| methamphetamine | |



(b) Anabolic Agents:

anabolic steroids

androstenediol
androstenedione
boldenone
clostebol
dehydrochloromethyl-
testosterone
dehydroepiandro-
sterone (DHEA)
dihydrotestosterone
(DHT)
dromostanolone
epitrenbolone
fluoxymesterone
gestrinone
mesterolone

methandienone
methyltestosterone
nandrolone
norandrostenediol
norandrostenedione
norethandrolone
oxandrolone
oxymesterone
oxymetholone
stanozolol
testosterone²
tetrahydrogestrinone (THG)
trenbolone
and related compounds

other anabolic agents

clenbuterol

(c) Substances Banned for Specific Sports:

Rifle:

alcohol	pindolol
atenolol	propranolol
metoprolol	timolol
nadolol	and related compounds

(d) Diuretics and other Urine Manipulators:

acetazolamide	hydrochlorothiazide
bendroflumethiazide	hydroflumethiazide
benthiiazide	methyclothiazide
bumetanide	metolazone
chlorothiazide	polythiazide
chlorthalidone	probenecid
ethacrynic acid	spironolactone (canrenone)
finasteride	triamterene
flumethiazide	trichlormethiazide
furosemide	and related compounds

(e) Street Drugs:

heroin	tetrahydrocannabinol (THC) ³
marijuana ³	

(f) Peptide Hormones and Analogues:

corticotrophin (ACTH)
growth hormone (HGH, somatotrophin)
human chorionic gonadotrophin (hCG)
insulin like growth factor (IGF-1)
luteinizing hormone (LH)

(All the respective releasing factors of the above-mentioned substances also are banned.)



erythropoietin (EPO) sermorelin
darbypoeitin

(g) Anti-Estrogens

anastrozole tamoxifen
clomiphene **and related compounds**

(h) Definitions of positive depends on the following:

¹for caffeine—if the concentration in urine exceeds 15 micrograms/ml.

²for testosterone—an adverse analytical finding (positive result) based on any reliable analytical method (e.g., IRMS, GCMS, CIR) which shows that the testosterone is of exogenous origin, or if the ratio of the total concentration of testosterone to that of epitestosterone in the urine is greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

³for marijuana and THC—if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

31.2.3.4.1 Drugs and Procedures Subject to Restrictions.

The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used: (Revised: 8/15/89)

(a) Blood Doping. The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited, and any evidence confirming use will be cause for action consistent with that taken for a positive drug test. (Revised 8/15/89, 5/4/92)

(b) Local Anesthetics. The Executive Committee will permit the limited use of local anesthetics under the following conditions:

(1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine; (Revised 12-9-91, 5/6/93)

(2) That only local or topical injections can be used (i.e., intravenous injections are not permitted); and

(3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.

(c) Manipulation of Urine Samples. The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration. (Revised; 8/18/89, 6/17/92, 7/22/97)

(d) Beta 2 Agonists. The use of beta 2 agonists is permitted by inhalation only. (Adopted: 8/13/93)

(e) Additional Analysis. Drug screening for select nonbanned substances may be conducted for nonpunitive purposes. (Revised: 8/15/89)



Drug-Testing Forms

Copies of these forms are located at the end of this section and are available on www.ncdfs.com.

1. Championship Drug-Testing Proposed Budget

This form is used for NCAA championships only. The host institution will use this form to develop a budget for potential costs associated with NCAA drug testing at championship events and submit to Drug Free Sport for approval. Upon completion of the championship in which drug testing took place, an invoice must be submitted for any reimbursements. Drug Free Sport will not pay site coordinator/institutions from the proposed budget.

2. Year-Round Student-Athlete Notification & Specimen Processing Form

The site coordinator will use this form to notify the student-athlete of their selection for year-round drug testing, to schedule student-athletes for drug testing, and to provide information that will prepare student-athletes for the drug test. The site coordinator must sign each notification form certifying the student-athlete was notified.

3. DIII Pilot Program Student-Athlete Notification & Specimen Processing Form

The site coordinator will use this form to notify the student-athlete of their selection for in the DIII pilot program, to schedule student-athletes for drug testing, and to provide information that will prepare student-athletes for the drug test. The site coordinator must sign each notification form certifying the student-athlete was notified.

4. Institutional/Host Drug-Testing Invoice

The site coordinator will submit this invoice for institutional expenses associated with the NCAA drug test. Invoices must be submitted within 30 days from the drug-testing event. This invoice is used for year-round and championship drug-testing related expenses.

5. Collection Crew Evaluation

The site coordinator should complete this form after the completion of every drug-testing event. The site coordinator is in the best position to evaluate the collector (s) on their performance.



Drug Free Sport

THE NATIONAL CENTER
FOR DRUG FREE SPORT, INC.

NCAA Championship Drug-Testing Proposed Budget

(For NCAA Championships Only)

Name: _____ Institution: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Site Information:

Host Institution: _____ Site Number: _____

Championship: _____ Test Date(s): _____

Drug-Testing Proposed Fees:

1. Honorarium:

Site Coordinator honorarium: \$ _____

Courier/Escort honorarium: _____

2. Beverages: (Please itemize).

3. Rental: _____

4. Transportation: _____

Total Proposed Fees: \$ _____

Submitted by: _____

Date: _____

Approved by: _____

Date: _____

The National Center for Drug Free Sport

Please fax (816.502.9287 or 816.285.1439) completed budget to Drug Free Sport immediately upon notification of drug testing at your championship. Budget must be approved before the start of the championship.

An Institutional/Host Drug-Testing Invoice, Collection Crew Evaluation and receipts must be submitted at the completion of the championship to receive reimbursement for drug-testing related expenses.



NCAA Drug-Testing Program

Year-Round Student-Athlete Notification Form

[After student-athlete signs, institution may provide the student-athlete with a copy of this form.]

Student-Athlete: _____ SSN (last 4 digits only): _____
Institution: _____ Sport: _____
Notification Date: _____ Time of Notification: _____ am/pm
Student-athlete notified: in person direct phone contact

Institutional Representative:

I certify the above student-athlete has been notified of his/her selection for NCAA drug testing and informed that failure to sign the notification form or failure to appear for drug testing will be treated as if there was a positive for a banned substance other than a street drug as defined in Bylaw 31.2.3.1. (NCAA Drug-Testing Protocol 6.8.)

Institutional Representative Signature: _____

I, The Undersigned:

- Acknowledge being notified (either in person or by direct telephone contact) to appear for NCAA drug testing and have been notified to report to the drug-testing station with picture identification at

_____, on _____ at _____ am/pm.
(location) (date) (time)

- I will be prepared to provide an adequate specimen and will not over hydrate. [Do not drink too many fluids.] I understand that providing numerous diluted specimens will be cause for follow-up drug testing.
- I understand failure to appear at the site on or before the designated time may constitute a withdrawal of my previous consent to be tested as previously indicated on the NCAA Drug-Testing Consent Form and could result in a one-year period of ineligibility.
- The following banned-drug classes will be tested as defined by Bylaw 31.2.3.4:

Anabolic Agents, Anti-Estrogens, Ephedrine, Peptide Hormones, Diuretics and other Urine Manipulators

By signing, I have been notified of my selection for NCAA drug testing, and am aware of what is expected of me in preparation for this drug-testing event.

Student-Athlete's Signature: _____

I can be reached at the following telephone number on test day: _____

Comments: _____

For Collection Crew Use Only:

Void 1: Validator: _____ SG: _____ pH: _____ Beaker Bar Code Label: _____

Void 2: Validator: _____ SG: _____ pH: _____ Beaker Bar Code Label: _____

Void 3: Validator: _____ SG: _____ pH: _____ Beaker Bar Code Label: _____

Specimen Bar Code Label: _____



NCAA Division III Drug-Testing Pilot Program
Student-Athlete Drug-Testing Notification Form

[After student-athlete signs below, institution may provide the student-athlete with a copy of this form.]

Student-Athlete: _____ SSN (last 4 digits only): _____
Institution: _____ Sport: _____
Notification Date: _____ Time of Notification: _____ am/pm
Student-athlete notified: [] in person [] direct phone contact

Institutional Representative:

I certify the above student-athlete has been notified of his/her selection for NCAA drug testing and informed that failure to sign the notification form or failure to appear for drug testing will be treated as if there was a positive for a banned substance other than a street drug as defined in Bylaw 31.2.3.1. (NCAA Drug-Testing Protocol 6.8.)

Institutional Representative Signature: _____

I, The Undersigned:

- Acknowledge being notified (either in person or by direct telephone contact) to appear for NCAA drug testing and have been notified to report to the drug-testing station with picture identification at

_____ on _____ at _____ am/pm.
(location) (date) (time)

- I will be prepared to provide an adequate specimen and will not over hydrate. [Do not drink too many fluids.]
I understand that my participation in the Division III Drug-testing Pilot Program is voluntary.
I understand that all drug-testing results will be kept confidential and will not be reported to my institution.
The following NCAA banned-drug classes will be tested as defined by Bylaw 31.2.3.4:

Anabolic Agents, Anti-Estrogens, Peptide Hormones, Stimulants, Street Drugs, Diuretics and other Urine Manipulators

By signing below, I acknowledge that I have been notified of my selection for NCAA drug testing, and am aware of what is expected of me in preparation for this drug-testing event.

Student-Athlete's Signature: _____

I can be reached at the following telephone number on test day: _____

Comments: _____

For Collection Crew Use Only:

Void 1: Validator: _____ SG: _____ pH: _____ Beaker Bar Code Label: _____

Void 2: Validator: _____ SG: _____ pH: _____ Beaker Bar Code Label: _____

Void 3: Validator: _____ SG: _____ pH: _____ Beaker Bar Code Label: _____

Specimen Bar Code Label: _____

Institutional/Host Drug-Testing Invoice

Site Coordinator: _____ SSN: _____

Required for payment to site coordinator

Institution: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Site Information:

Institution/Host: _____ Site Number: _____

Event: _____ Test Date(s): _____
(Year-Round, Championship)

Drug-Testing Fees:

Make Payment To:

	<u>Institution</u>	<u>Site Coordinator</u>
1. Labor:		
Site Coordinator honorarium: (not applicable for year-round testing)	_____	_____
Courier/Escort honorarium:	_____	_____
2. *Beverages:		
_____	_____	_____

3. *Set up: _____	_____	_____
4. *Rental: _____	_____	_____
5. *Transportation: _____	_____	_____
Total Expenses:	\$ _____	\$ _____

Signature: _____
Required for reimbursement

Date: _____

In order to receive payment, Drug Free Sport must receive completed invoices and the collection crew evaluation within 30 days following the drug-testing event. Fax invoice, receipts and evaluation to 816.502.9287 or 816.285.1439.

*Receipts are required for payment. Beverage reimbursement will be no more than \$1.20 per athlete tested for year-round drug tests. Championship reimbursement will be based on estimates recorded on the proposed budget.

Drug Free Sport™

Collection Crew Evaluation

(To be completed by the site coordinator/client representative and returned to Drug Free Sport)

Crew Chief: _____ Institution: _____
Test Date: _____ Site ID: _____ Site Coordinator: _____

Please evaluate the performance of the collection crew by checking Yes or No. If you check No, please explain.

1. Prior to the event, the crew chief discussed administrative issues (including, but not limited to scheduling athletes, athlete notification, testing location, fluids) in a timely manner?

Yes No, please explain

2. The crew arrived at the collection site at the designated time?

Yes No, please explain

3. Collectors were courteous & professional throughout testing event (e.g., friendly, dressed professionally)?

Yes No, please explain

4. Addressed any collection protocol issues (e.g., left specimen unattended, late athlete arrival) with the appropriate individuals (e.g., athlete, site coordinator, institutional representative) in a professional manner?

Not applicable Yes No, please explain

5. Had a good rapport with administrators and athletes?

Yes No, please explain

6. Demonstrated knowledge of collections and adhered to applicable protocol?

Yes No, please explain

7. Provided athletes and/or client representative with Resource Exchange Center (REC) materials (when appropriate)?

Yes No, please explain

8. The entire collection process carried out in an organized, professional manner?

Yes No, please explain

Comments/additional feedback:

