A large, light blue circular watermark of the NCAA logo is centered on the page. The letters 'NCAA' are in a bold, white, sans-serif font. A registered trademark symbol (®) is located at the bottom right of the logo.

**NCAA  
Drug-Testing Programs  
Site Coordinator  
Manual  
2005-2006**

**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 NCAA drug-testing programs. If you have any questions regarding NCAA drug-testing programs, please contact:

**The National Center for Drug Free Sport**

810 Baltimore Avenue  
Kansas City, Missouri 64105  
Phone: 816.474.8655  
Fax: 816.502.9287 or  
816.474.7329  
[www.drugfreesport.com](http://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](http://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](http://www.ncaa.org/health-safety)

**NCAA Drug-Testing Contacts:**

Michelle Dorsey  
NCAA Drug-Testing Program Manager  
816.474.8655 x116  
816.985.9302 (cell)  
mdorsey@drugfreesport.com

Contact for issues related to NCAA drug-testing events, drug-testing inquiries and collection crew issues.

Andrayana Getchell  
Administrative Services Coordinator  
816.474.8655 x100  
agetchell@drugfreesport.com

Contact for assistance with NCAA drug-testing notifications, help with [www.ncdfs.com](http://www.ncdfs.com), drug-testing supplies and shipping inquiries.

Kay Hawes  
Director of Media Relations  
816.474.8655 x125  
khawes@drugfreesport.com

Contact for media and public relations on drug-testing issues and questions.

Rachel Olander  
Resource Exchange Specialist  
816.474.8655 x117  
info@drugfreesport.com

Contact for supplement and banned drug interpretations.

Sherry Thalmann  
NCAA Drug Testing Assistant Program Manager  
816.474.8655 x120  
sthalmann@drugfreesport.com

Contact for assistance with NCAA drug-testing notifications, help with [www.ncdfs.com](http://www.ncdfs.com) and administration of NCAA drug-test appeals.

Frank Uryasz  
President  
816.474.8655 x111  
816.985.5009 (cell)  
furyasz@drugfreesport.com

Contact for media relations and drug-testing questions.

Andrea Wickerham  
Legal Relations & Policy Director  
816.474.8655 x118  
816.985.2218 (cell)  
awickerham@drugfreesport.com

Contact for drug-testing results, exit tests, NCAA Medical Exceptions and administration of NCAA drug-test appeals.

Mary Wilfert  
Assistant Director of Education Outreach  
317.917.6222 x6319  
mwilfert@ncaa.org

Contact for NCAA Speaker Grant  
questions and liaison to Drug-  
Education and 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.

**CSMAS Chair:**

Michael Krauss, M.D.  
Purdue University

**DEDT Subcommittee Chair:**

Donald Kaverman  
Southeast Missouri State University

**Subcommittee Members:**

Jerry Koloskie  
University of Nevada – Las Vegas

Robin Meiggs  
Humboldt State University

Michael Storey  
Bridgewater State College



The following information should be used as a resource for NCAA institutions subject to NCAA year-round drug-testing program.

### **Drug-Testing Personnel and Responsibilities**

The following individuals have specific responsibilities when NCAA drug testing is conducted on campus.

#### **Director of Athletics or designee**

1. Prior to start of the academic year:
  - Read the NCAA Drug-Testing Program Booklet 2005-06
  - Update contact information on [www.ncdfs.com](http://www.ncdfs.com).
  - Appoint 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.
  - Meet with site coordinator to explain drug-testing duties.
  - Review squad list requirements with site coordinator and/or compliance director.
2. On drug-testing notification day:
  - Access NCAA drug-testing information from Drug Free Sport's administrative web site at [www.ncdfs.com](http://www.ncdfs.com).
  - **Keep testing information confidential at all times.**
  - Discuss the drug-testing format with the site coordinator and finalize plans for the testing event.
  - If the site coordinator will not be available on test day, assign an institutional representative to serve in his/her place. (See NCAA Drug-Testing Protocol 5.7.1.)

#### **Site Coordinator**

1. Ongoing basis:
  - Read the NCAA Drug-Testing Program Booklet 2005-06
  - Update institutional and contact information and submit calendars of availability before each semester begins at Drug Free Sport's administrative web site,



[www.ncdfs.com](http://www.ncdfs.com). Site coordinators will be advised when calendars must be submitted.

2. On notification day:

- Access NCAA drug-testing information from [www.ncdfs.com](http://www.ncdfs.com).
- **Keep testing information confidential at all times.**
- Meet with director of athletics to finalize drug-testing plans.
- Upon notification, submit current and accurate NCAA or conference approved squad list(s) to Drug Free Sport. **Eligibility lists and team rosters are not acceptable.** Designate on squad lists any student-athlete who falls into the following categories.

- C = cut or released from the team
- E = exhausted eligibility
- G = graduated
- M = career-ending injuries
- NE = not enrolled
- Q = quit or withdrawn from school, voluntarily or involuntarily

If the letter “O” (other) is designated on your institution’s squad list, please explain to Drug Free Sport or assign the student-athlete with one of the above designations.

**If you are not responsible for squad list administration on a regular basis, contact the individual at your institution who is (e.g., compliance director). Make sure they update the squad list with the above-mentioned designations prior to submitting to Drug Free Sport for student-athlete selections.**

- Contact NCAA crew chief assigned to the drug-testing event to discuss scheduling and other related items.
- Select the facilities required for the drug-testing station (see Time of Testing and Facilities on page 10).
- When requested by the crew chief, the site coordinator must supply fluids for student-athletes (see Collection Station Beverages on page 10).
- When instructed to do so by Drug Free Sport, receive drug-testing supplies from Federal Express and confirm receipt with Drug Free Sport. Review the delivery invoice to ensure the correct numbers of boxes were received. **Do not open supplies.**
- Receive testing roster via email from Drug Free Sport. Print a copy of the roster and give to the NCAA crew chief on test day. Please review the roster to ensure those student-athletes selected for testing are current members of the sport(s) teams with eligibility remaining.



- **Contact Drug Free Sport as soon as possible if there are any problems with the roster and/or notifying student-athletes.**
- From the emailed roster, print year-round notification forms for each student-athlete selected and record the date, time and location of the drug test on the form.
- Make sure to schedule **no more than** 4-5 student-athletes every 15 minutes.
- Notify student-athletes to be tested and have them complete the notification forms immediately upon notification. 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 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 Part V.
- **Inform student-athletes to bring photo identification to the test site on test day.**
- **Remind student-athletes to refrain from using the restroom prior to reporting to the test.**

3. Day before test:

- If requested, meet with NCAA crew chief before testing. Provide crew chief with testing roster and drug-testing supplies (if necessary).

4. During the test:

- **The site coordinator must be available to the drug-testing crew at all times until the completion of the drug test.** If the site coordinator cannot be available the whole time, a designee must be appointed in the site coordinator’s absence.
- Give signed notification forms to the crew chief prior to the start of the test.
- Show the NCAA drug-testing video (recommended)
- Help maintain security, traffic flow and testing protocol in testing station. **Do not hire security personnel for this task.**
- Help certify student-athletes identity.
- Assist the crew chief during testing as needed.



5. After the test:

- Complete collector evaluation form at [www.ncdfs.com](http://www.ncdfs.com) and submit to Drug Free Sport.
- Complete and submit an institutional drug-testing invoice at [www.ncdfs.com](http://www.ncdfs.com) (optional). Site coordinators are eligible to receive an honorarium if institutional policy allows (see Invoicing and Crew Evaluation on page 15).

**Note: The site coordinator is not responsible for making arrangements for laboratory analysis or transportation of the specimens; Drug Free Sport handles these processes.**

**The National Center for Drug Free Sport (Drug Free Sport)**

1. On drug-testing notification day, send drug-testing notification to director of athletics, site coordinator and another designated institutional representative (if requested), via e-mail or fax as requested per the institution on [www.ncdfs.com](http://www.ncdfs.com).
2. Receive current and accurate institutional squad lists, randomly select student-athletes for testing and provide the roster of selected student-athletes to the designated roster recipient.
3. When necessary, have supplies shipped to site coordinator.
4. Be available to advise and assist the site coordinator and crew chief throughout the testing event.

**Crew Chief and Collection Crew**

1. Drug Free Sport provides the crews for each drug-testing occasion. Crews are comprised of a crew chief and crewmembers, who assist the crew chief. Crew chiefs are independent contractors who are trained, certified sports drug-testing collectors. Each crew chief is responsible for training the collection crew.
2. 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.
3. 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**

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.

Student-athletes may be selected on the basis of position, athletics financial-aid status,, national 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 each academic year.
2. If an institution sponsors football, 18 football student-athletes plus eight student-athletes from at least one additional sport will be randomly selected for drug testing.
3. If your institution does not sponsor football, eight student-athletes from at least one sport will be randomly 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 one additional sport will be randomly selected for drug testing. An institution may be selected for testing more than once each academic year.
3. For institutions not sponsoring DII football, institutions will be randomly selected for drug testing. Institutions not sponsoring 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 the institution sponsors will be randomly selected for drug testing.

**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 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 may be asked to supply the beverages for the collection station. Prior to the testing event, discuss fluid needs with the crew chief and who will supply beverages.
4. Liquids consumed prior to the student-athletes arrival to the collection station are not the responsibility of the drug-testing crews.
5. Crew chiefs may permit student-athletes to drink directly from drinking fountains.
6. When requested, 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 will be reimbursed up to \$1.20 per student-athlete tested.** The institutional drug-testing invoice **must be received within 30 days of the test date.** Invoices received by Drug Free Sport 30 days or more after the testing event will not be processed. A copy of the invoice is in Part V.



### Time of Testing and Facilities

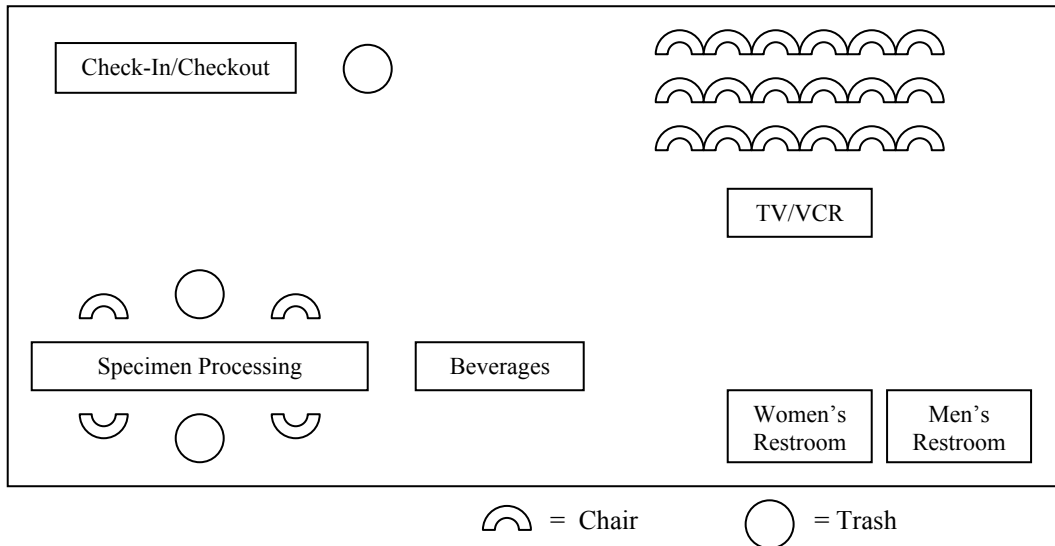
1. The site coordinator and crew chief must **mutually agree** on the testing time. The best time for testing is in the early morning.
2. Although most student-athletes provide a specimen in less than 20 minutes, adequate time should be given for facility reservation in the event that testing takes longer than expected.
3. The site coordinator is responsible for selecting the site for drug testing. Please consult with the crew chief or Drug Free Sport to make sure 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 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 that the 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 three crewmembers, student-athletes and site coordinator.
8. The testing area must have controlled access. Only those authorized by the crew chief will be allowed in the waiting area.
9. The site coordinator will supply the following materials for the testing area:
  - Two to three 6-8ft. tables
  - Three to four large trash containers
  - Twelve to 24 chairs
  - Telephone for crew use only
  - Beverages
  - TV and/or VCR (recommended)

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 female athletes) 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.



### Tips for Year-Round Testing

1. Sites will receive **no more than 48-hours notice** (often times only 24-hours).
2. Notification memorandums will be sent to institutions via fax or email, as requested by the institution on [www.ncdfs.com](http://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. **To prevent inappropriate student-athlete selections, the institution must submit a current and accurate squad list being sure to identify student-athletes who have quit the team (Q), been cut from the team (C), exhausted eligibility (E), graduated (G), have a career-ending injury (M) or are not enrolled (NE).**

Non-qualifiers, partial qualifiers, redshirt and academically ineligible athletes are subject to testing. If the letter "O" (other) is designated on your institution's squad list, please explain to Drug Free Sport or assign the student-athlete with one of the above designations.

4. After the school receives the list of student-athletes to be tested, contact Drug Free Sport **immediately** to report any problems. **Do not wait until the testing date.** All student-athletes selected must appear for drug testing unless arrangements are made with Drug Free Sport prior to the test date.



5. Most crews will be prepared to start testing first thing in the morning (i.e., 6 or 6:30 am). Student-athletes, crews and most athletic departments prefer an early morning drug test. The site coordinator and crew chief must mutually agree on the testing time. Schedule drug testing with the crew chief at the student-athletes' academic convenience. **However, do not expect crews to extend the testing more than a few hours.**
6. Site coordinators must assign testing times after conferring with the crew chief. In most cases, 26 student-athletes can be processed in about two hours. **Institutions MUST schedule no more than four to five student-athletes every 15 minutes.** At no time should all student-athletes arrive at the testing station at one time. If all student-athletes report to the testing station at once, the crew chief will not allow all athletes into the testing station.
7. Notify student-athletes to be tested. The site coordinator or designee 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).
8. Student-athletes selected for drug testing must sign an Year-Round Student-Athlete Notification Form. A copy of the notification form may be made and given to the student-athlete. Many institutions suggest student-athletes tape the notification form to their toilet at home to remind them not to urinate before going to drug testing.
9. Remind student-athletes to bring photo identification to the test site.
10. **Warn your athletes that over-hydration will increase the time they spend in the testing room.** The crew tests the specific gravity of the specimen; dilute specimens will delay the process. Too many fluids may cause an athlete to spend hours in the testing room until he/she provides an acceptable specimen.



**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](http://www.ncdfs.com).
2. The invoice **must be received within 30 days of the test date**. Invoices received by Drug Free Sport 30 days after the testing event will not be processed.
3. The site coordinator should use this invoice to record expenses for beverages (when necessary) and site coordinator honorarium (if institutional policies allow).
4. Drug Free Sport **will not** reimburse the site coordinator or the institution for the following during year-round testing:
  - 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 an evaluation of the collection crew to Drug Free Sport before payment is issued.**
7. **Site Coordinator Honorarium Scale**  
The following is the site coordinator honorarium for NCAA year-round drug tests:

Number of student-athletes tested	Honorarium
4-7	\$20
8-13	\$40
14 or more	\$60

No honorarium is provided for single drug tests.



**Collection Crew Evaluation**

1. The site coordinator (or designee) must complete the evaluation of the collection crew at [www.ncdfs.com](http://www.ncdfs.com). **Drug Free Sport must receive this evaluation before drug testing related expenses (e.g., honorarium, beverages) 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 NCAA institutions hosting an NCAA post-season championship.

### **Drug-Testing Personnel and Responsibilities**

The following individuals will have responsibilities when NCAA drug testing is conducted at the championship your institution/organization is hosting.

### **Tournament Manager or designee**

1. After hosting bid is accepted:

- Appoint NCAA drug-testing site coordinator. The site coordinator is an individual from the host institution or sponsoring agency 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 testing.

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

- Meet with site coordinator to explain drug-testing duties.
- Meet with site coordinator to discuss proposed budget for championship drug-testing events.
- Discuss drug-testing facility requirements with the site coordinator in the event drug testing occurs.

2. When notified drug testing will occur:

- Receive drug-testing confirmation from Drug Free Sport.
- Meet with site coordinator to finalize plans.
- Submit the proposed budget to Drug Free Sport prior to the start of the championship.
- **Keep testing information confidential at all times.**

3. At the pre-championship meeting:

- Read the NCAA drug-testing statement if no NCAA committee representative or NCAA staff is present (see statement on page 23).



### Site Coordinator

1. After hosting bid is accepted:
  - Meet with tournament director or designee to discuss duties and budget development in the event your institution hosts a NCAA championship where drug testing could occur.
  - Select the facilities required for the drug-testing station (Time of Testing and Facilities on page 20).
  - If necessary, obtain an attendant to secure the entrance to the drug-testing station and to monitor access.
  - If necessary, plan for student-athletes' local transportation to and from the event site to drug-testing area and back to site or student-athletes' housing. Vans are ideal for these situations.
  
2. When notified drug testing will occur:
  - Receive drug-testing confirmation from Drug Free Sport.
  - Read the NCAA Drug-Testing Program Booklet 2005-06
  - **Keep testing information confidential at all times.**
  - Meet with tournament director or designee to finalize drug-testing plans.
  - Contact NCAA crew chief assigned to the event.
  - Obtain names of NCAA crew from crew chief for event credentials (identification, tickets, parking passes, etc.).
  - The NCAA crew chief will make arrangements for the crew's transportation and housing. The crew chief may request the assistance of the site coordinator in these matters.
  - Fax Championship Drug-Testing Proposed Budget to Drug Free Sport at 816.502.9287. The proposed budget can be found in Part V of this manual.
  - Purchase any necessary beverages as budgeted after discussing the type and amount of fluids needed in testing room with the crew chief.
  - Select the number of couriers or escorts as recommended in the drug-testing notification.



- Arrange time for crew chief to meet with couriers or escorts prior to the start of the championship and throughout the championship, as needed.
  - The host institution may 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 9 p.m. or later local time.
  - **When instructed to do so**, receive drug-testing supplies from Federal Express and confirm receipt with Drug Free Sport. Review the delivery invoice to ensure the correct numbers of boxes were received. **Do not open supplies.**
  - Contact Drug Free Sport as necessary.
3. Day before testing begins:
- Meet with NCAA crew chief. Provide crew chief with championship information (e.g., schedule of events, heat sheets, etc.) and drug-testing supplies (if necessary).
  - Issue event tickets and/or credentials, hospitality and parking passes to crew chief, couriers or escorts and other drug-testing personnel.
4. During the championship event:
- Assist crew chief during testing as instructed.
  - Assist in maintaining security and testing protocol in testing station.
5. After the championship event:
- 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 Part V of this manual.
  - The collection crew evaluation form should be completed and returned to Drug Free Sport upon completion of the testing event. Evaluations are located in Part IV 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.**
  - Transportation of specimens to the laboratory and any supplies to Drug Free Sport is the responsibility of the crew chief. The crew chief may ask the site coordinator to send supplies back to Drug Free Sport if necessary.



- The site coordinator is not responsible for making arrangements for laboratory analysis of the specimens; Drug Free Sport handles this process.

### **NCAA Championships Staff**

1. Receive drug-testing notification from Drug Free Sport no sooner than seven days before the scheduled testing event.
2. **Keep testing information confidential at all times.**
3. Discuss testing protocol and logistics with Drug Free Sport as needed.
4. Contact tournament manager, if necessary.
5. Read NCAA drug-testing announcement at any pre-championship coaches meeting.
6. If testing will not be conducted at your assigned championship, notify tournament managers of such, no sooner than seven days before the scheduled testing event.

### **The National Center for Drug Free Sport (Drug Free Sport)**

1. Inform NCAA championships staff if drug testing will occur.
2. If testing will be conducted, send confirmation memorandum to crew chief, site coordinator, tournament manager and NCAA championships staff.
3. Ship supplies to site coordinator.
4. If necessary, contact NCAA championships staff to finalize plans.
5. Receive and approve proposed site drug-testing budget prior to testing event.
6. Be available to drug-testing crew and NCAA championship staff as needed.

### **Crew Chief and Collection Crew**

1. Drug Free Sport provides the crew for each drug-testing occasion. Crews are comprised of a crew chief and crewmembers, who assist the crew chief. Crew chiefs are independent contractors who are trained and certified sports drug-testing collectors. Each crew chief is responsible for selecting and training their crewmembers.
2. The crew chief will make housing arrangements for his/her crew and may ask the site coordinator's assistance in obtaining suitable accommodations. Crews will provide their own transportation.
3. Discuss drug-testing logistics with site coordinator once notification has been provided.



### Collection Station Beverages

1. NCAA Drug-Testing Protocol 6.2.3 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 NCAA banned substances.
2. All drinks must be provided in individually packaged containers. The 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 may be asked to supply the beverages for the collection station. Prior to the testing event, discuss fluid needs with the crew chief and who will supply beverages.
4. Liquids consumed outside the collection station are not the responsibility of the drug-testing crews.
5. Crew chiefs may permit student-athletes to drink directly from drinking fountains.
6. For championship drug-testing events, the site coordinator should provide no more than two to three 12-ounce servings of fluid per student-athlete tested.
7. Drug Free Sport will reimburse the site coordinator and/or institution for beverages listed on the proposed budget and the drug-testing invoice. An Institutional/Host Drug-Testing Invoice (with receipts) must be submitted to Drug Free Sport within 30 days of the testing event. A copy of the invoice can be found in Part V of this manual.

### Time of Testing and Facilities

1. At NCAA team championship events, when competition begins at 9 p.m. or later local time, both teams may elect to test the next morning. Immediately after competition, the crew chief and the involved institution must mutually agree on the time of the drug test. All other drug testing will be conducted immediately after championship competition. For next-morning testing, the drug-testing facility will be at the team hotel(s) or a site designated by the institutions in consultation with the NCAA crew chief.
2. At NCAA individual championship events, testing could occur at any time following the first event and may conclude many hours after the last event of the championship.
3. Although most student-athletes provide a specimen in less than 20 minutes, adequate time should be given for facility reservation in the event that testing takes longer than expected.



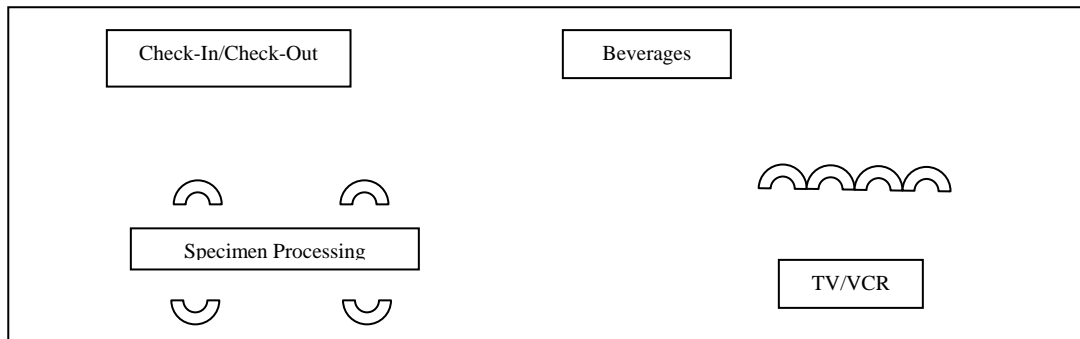
4. The site coordinator is responsible for selecting a site for drug testing. A room in the same facility as the event should be obtained. Two facilities or a divided facility must be available for all team championships (i.e., baseball, basketball, bowling, field hockey, football, ice hockey, lacrosse, soccer, softball, volleyball and water polo), inasmuch as the NCAA tests winning and losing teams. **At Division I men's and women's basketball sites, the host must secure separate facilities for each team.**
5. The site coordinator must ensure the security of the room(s). Only those authorized by the crew chief will be allowed in the waiting area.
6. The room(s) should be available the evening before the event so that the crew can assemble the necessary supplies. The room(s) cannot be used for any function other than drug testing.
7. Following set-up, the room(s) should be locked with access restricted to the site coordinator and drug-testing crew only. The testing room must have controlled access. Only those authorized by the crew chief will be allowed in the testing room.
8. If practical, provide access to a telephone for the crew chief and a television and a VCR for student-athletes who remain in the collection station for an extended period of time. If a telephone is not in the testing room, the crew chief must have convenient access to one.
9. The space should be able to accommodate the movement of up to seven crewmembers, 15 or more student-athletes and any witnesses.
10. The site coordinator will supply the following materials for the testing area. These numbers could increase or decrease depending on the championship.
  - Two 6-8ft. tables (or more depending on championship size)
  - 12 to 24 chairs
  - Beverages
  - 4 or 5 large trash containers
  - Telephone for crew use only
  - Television and VCR (recommended)
11. **The specimen collection area should have fully-equipped restrooms (for male and female athletes) adjacent to the waiting area if possible or close by.** These restrooms must be secure and closed to others. Access to shower facilities is helpful.
12. The only access to the drug-testing area should be through the check-in/check-out area.



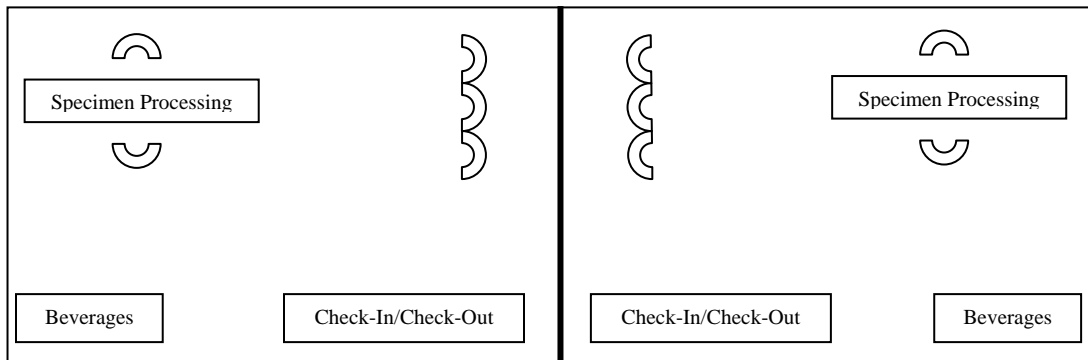
13. The following drug-testing facility diagram should be used as a guide for the site coordinator.

**For team championships**, two testing facilities or a large single facility divided into halves will be needed.

**Single Testing Facility**



**Divided Testing Facility**



14. **The site coordinator or representative from the host institution cannot leave the championship venue until all student-athletes have been tested.**



### **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 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 drug-testing crew chief or the Drug Free Sport staff member will not be present at the pre-championship meeting for coaches and institutional representatives.

**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 of an individual who will be responsible for assisting the drug-testing crew with notifications should testing occur.
- An Official Party Gate List or comparable list 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 crew chief.

### **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 note that no student-athlete will be escorted to NCAA drug testing without the knowledge of an official, credentialed representative from that student-athlete's institution.



---

## Credentials, Tickets and Parking Passes

1. The NCAA/host institution will provide credentials to be worn by the drug-testing crew chief and the crew members allowing complete access during NCAA championships with the exception of the following:

Division I baseball (College World Series only)  
Division I men's basketball  
Division I women's basketball  
Division II men's basketball (Elite Eight only)  
Division I-AA football (championship game only)  
Division I ice hockey (semifinals and final only)  
Division I men's lacrosse (semifinals and final only)  
Division I indoor and outdoor track and field  
Division I softball (Women's College World Series only)  
Division I women's volleyball (semifinals and final only)  
Division I wrestling

For these events, the host institution or the NCAA will provide an additional or limited credential to be worn.

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

## Procedures for Division I Men's and Women's Basketball Championship

### Credentials and Tickets

Nine (9) all-access credentials and tickets will be provided to the drug-testing crew at each preliminary-round of competition: first and second rounds and regionals. (This includes five crew, two escorts, one site coordinator and a staff member from Drug Free Sport).

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

### Seating

For the preliminary-round sites, members of the drug-testing crew will be seated in the Non-Playing Participant or overflow media seats, if available, **only on the day testing occurs.**



**Final Four**

Contact Drug Free Sport for information about credentials and tickets for the drug-testing 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 this 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 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.
  - It is preferable that the courier is the same gender as the student-athlete but it is not mandatory.
4. The crew chief will meet with the couriers before the event; 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 29 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 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 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 student-athlete will be handed an Individual Championship Student-Athlete Notification Form by the courier. The notification form will instruct the student-athlete to accompany the courier to the collection station within **one hour** unless otherwise directed by the crew chief or designate. Student-athletes who are scheduled to compete in additional events will either 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 allow 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.
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 the student-athlete signs the testing roster and is 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 professionally.



### Team Championships 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 collection station within **one hour**, unless otherwise directed by the crew chief or designate.
3. An official institutional representative must be in the collection station to certify the identity of the student-athletes selected. The institutional representative must remain in the collection station until all student-athletes have reported.
4. 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.
5. Use the Sport Drug-Testing Plan on page 29 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.
6. At NCAA team championship events, when competition begins at 9 p.m. or later local time, institutional representative have the option to defer testing until the next morning.
7. Time of testing (i.e., post-game or next morning) for student-athletes will be established by the institutions in consultation with the drug-testing crew chief immediately after the game.
8. An official institutional representative must be in the collection station at any next-morning testing to certify the identity of the student-athletes selected for testing.
9. The host institution will be responsible for establishing collection sites for any next-morning tests if asked by the drug-testing crew chief.



**2005-06 All Sport Drug-Testing Plan**

**All Sports, DI (Year-Round)**

# tested: 8  
Test Plan: Random or according to protocol.

**All Sports, DII (Year-Round)**

# tested: 4  
Test Plan: Random or according to protocol.

**Baseball (All Divisions)**

# tested: Based on # of teams at site  
Test Plan: 6 random from each team  
Escorts: 1 per team

**Basketball, M/W (All Divisions)**

# tested: Based on # of teams at site  
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)**

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

**Fencing (NC, Co-ed)**

# tested: 12  
Test Plan: 3/day at random  
Couriers: 3/day

**Football, DI (Year-Round)**

# tested: 18  
Test Plan: 18 random  
(16 grant-in-aid; 2 non-grant-in-aid)

**Football (DI-A at certified bowl games)**

# tested: 36  
Test Plan: 18 random from each team  
Escorts: None

**Football (DI-AA, II, III)**

# tested: 24  
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 (NC)**

# tested: 8  
Test Plan: 4/day at random  
Couriers: 4/day

**Gymnastics, Women (NC)**

# tested: 15  
Test Plan: 5/day at random  
Couriers: 5/day

**Ice Hockey, M/W (All Divisions)**

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

**Lacrosse, M/W (All Divisions)**

# tested: Based on # of teams at site  
Test Plan: 7 random from each team  
Escorts: 1 per team



**Rifle (NC, Co-ed)**

# tested: 12  
Test Plan: 4/day at random  
Couriers: 4/day

**Rowing (DI)**

# tested: 30  
Test Plan: 10 random each day  
Couriers: 10/day

**Rowing (DII)**

# tested: 9  
Test Plan: 3 random each day  
Couriers: 3/day

**Rowing (DIII)**

# tested: 15  
Test Plan: 5 random each day  
Couriers: 5/day

**Skiing (NC)**

# 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 athletes 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 athletes 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 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 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 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. IMMEDIATELY upon being notified by Drug Free Sport that drug testing will occur at your site, complete the drug testing proposed budget form (see Part V of this manual) and fax to **816.502.9287** or **816.474.7329**.
2. The following should assist you in developing your budget:  
(In most instances, materials and services can be obtained without charge.)
  - Honorariums.  
The site coordinator will receive \$60 per testing day if institutional policy allows. **At individual championships**, courier(s) will be paid \$10 per student-athlete notified. **At team championships**, escorts will be paid \$10 per team escorted. Drug Free Sport will pay the institution or site coordinator the courier/escort honorarium. It will be up to the institution or site coordinator to pay the courier/escort.
  - Beverages.  
Beverages to be purchased for the drug-testing station should be included in your 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 on the room selected for the station, these expenses may be included in the budget. Itemize any expenses. The site coordinator may be asked to supply a VCR and monitor for the drug-testing station. 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 collection station.  
If the drug-testing collection station is located away from the event site (a situation that should be avoided if possible), transportation from the event site to the collection station must be furnished for the drug-testing crew and student-athletes. Also, for some championships, transportation for student-athletes to their housing following drug testing may have to be provided to ensure all arrive at their destination. Transportation expenses must be itemized and receipts must accompany the invoice after the championship.
3. Drug Free Sport will either approve as submitted or make necessary changes to the proposed budget and fax back to the site coordinator.



**Institutional Drug-Testing Invoice** (optional)

1. After an NCAA in-competition (championship) drug test, appropriate expenses must be submitted on the Institutional/Host Drug-Testing Invoice (see Part 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 **816.474.7329**.
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 and mailed to the attention of the site coordinator. Turnaround time is approximately 30 days from receipt of invoice.

**Evaluation of Collection Crew**

The site coordinator or institutional representative should complete the evaluation form and return to Drug Free Sport. This form is available in Part V of this manual. Evaluations can be faxed to 816.502.9287 or 816.474.7329. 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 2005-2006

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](http://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
amphetamine	(MDMA, ecstasy)
bemigrade	methylphenidate
benzphetamine	nikethamide
bromantan	pemoline
caffeine <sup>1</sup> (guarana)	pentetrazol
chlorphentermine	phendimetrazine
cocaine	phenmetrazine
cropropamide	phentermine
crothetamide	phenylephrine
diethylpropion	phenylpropanolamine (ppa)
dimethylamphetamine	picrotoxine
doxapram	pipradol
ephedrine	prolintane
(ephedra, ma huang)	strychnine
ethamivan	synephrine
ethylamphetamine	(citrus aurantium, zhi shi, bitter orange)
fencamfamine	
meclofenoxate	<b>and related compounds</b>
methamphetamine	



**(b) Anabolic Agents:**

**anabolic steroids**

androstenediol	methyltestosterone
androstenedione	nandrolone
boldenone	norandrostenediol
clostebol	norandrostenedione
dehydrochlormethyl- testosterone	norethandrolone
dehydroepiandro- sterone (DHEA)	oxandrolone
dihydrotestosterone (DHT)	oxymesterone
dromostanolone	oxymetholone
epitrenbolone	stanozolol
fluoxymesterone	testosterone <sup>2</sup>
gestrinone	tetrahydrogestrinone (THG)
mesterolone	trenbolone
methandienone	<b>and related compounds</b>
methenolone	<b><u>other anabolic agents</u></b>
	clenbuterol

**(c) Substances Banned for Specific Sports:**

**Rifle:**

alcohol	pindolol
atenolol	propranolol
metoprolol	timolol
nadolol	<b>and related compounds</b>

**(d) Diuretics:**

acetazolamide	hydrochlorothiazide
bendroflumethiazide	hydroflumethiazide
benzhiazide	methyclothiazide
bumetanide	metolazone
chlorothiazide	polythiazide
chlorthalidone	quinethazone
ethacrynic acid	spironolactone
flumethiazide	triamterene
furosemide	trichlormethiazide
	<b>and related compounds</b>

**(e) Street Drugs:**

heroin	tetrahydrocannabinol (THC) <sup>3</sup>
marijuana <sup>3</sup>	



**(f) Peptide Hormones and Analogues:**

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

**All the respective releasing factors of the above-mentioned substances also are banned:**

erythropoietin (EPO)      sermorelin  
darbypoetin

**(g) Definitions of positive depends on the following:**

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

<sup>2</sup>for testosterone—if the administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

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



### **Drug-Testing Forms**

Copies of these forms are located at the end of this section and are available on [www.ncdfs.com](http://www.ncdfs.com).

#### **1. Evaluation of the Collection Crew**

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.

#### **2. 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.

#### **3. 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 expenses.

#### **4. 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.**

# Drug Free Sport

THE NATIONAL CENTER  
FOR DRUG-FREE SPORT, INC.

816.474.8655  
www.drugfreesport.com  
810 Baltimore Avenue  
Kansas City, Missouri 64105

## NCAA Championship Drug-Testing Proposed Budget

(For NCAA Championships Only)

Name: \_\_\_\_\_ Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

---

### 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:** \_\_\_\_\_  
Tournament Manager or Site Coordinator

**Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
The National Center for Drug Free Sport

**Date:** \_\_\_\_\_

Please fax (816.502.9287 or 816.474.4329) 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 and Collection Crew Evaluation must be submitted at the completion of the championship to receive reimbursement for drug test related expenses.

# Drug Free Sport

THE NATIONAL CENTER  
FOR DRUG FREE SPORT, INC.

816.474.8655  
www.drugfreesport.com  
810 Baltimore Avenue  
Kansas City, Missouri 64105

## Institutional/Host Drug-Testing Invoice

Site Coordinator: \_\_\_\_\_ SSN: \_\_\_\_\_  
Required for payment to site coordinator

Institution: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### 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:	_____	_____
Courier/Escort honorarium:	_____	_____
2. *Beverages:	_____	_____
_____		
_____		
3. *Set up: _____	_____	_____
4. *Rental: _____	_____	_____
5. *Transportation: _____	_____	_____
<b>Total Expenses:</b>	<b>\$ _____</b>	<b>\$ _____</b>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Required for reimbursement

**Completed invoice must be received by The National Center for Drug Free Sport within 30 days following the drug-testing event. Fax receipts and evaluation to 816.502-9287 or 816.474.7329.**

**\*Receipts are required for payment. The collection crew evaluation must be completed and submitted to in order to receive payment. Beverage reimbursement will be no more than \$1.20 per athlete tested for year-round tests. Championship reimbursement is based o approved proposed budget.**

# Drug Free Sport

THE NATIONAL CENTER  
FOR DRUG FREE SPORT, INC.

816.474.8655  
www.drugfreesport.com  
810 Baltimore Avenue  
Kansas City, Missouri 64105

## Evaluation of Collection Crew

Crew Chief/Collector: \_\_\_\_\_

Testing Date(s): \_\_\_\_\_

Institution: \_\_\_\_\_

Site Number: \_\_\_\_\_

Client Representative/Site Coordinator: \_\_\_\_\_

Please check (√) the performance for each of the applicable criteria listed below. Satisfactory (S), Unsatisfactory (U). If you check unsatisfactory, please explain in the comments section provided below.

Applicable Criteria	S	U
Communication		
Punctuality		
Efficiency		

Applicable Criteria	S	U
Adherence to Protocol		
Knowledge of Job		
Rapport with Athletes		

Comments:



**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: \_\_\_\_\_ Student ID Number/SSN: \_\_\_\_\_  
 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 may 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 31.2.3.1:

**Anabolic agents, Peptide hormones, Diuretics, Urine manipulators, Ephedrine**

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:** \_\_\_\_\_