



2019-2020  
NCAA Championship  
Drug-Testing  
Site Coordinator Manual

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

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**Drug Free Sport International™**

Drug Free Sport International (DFSI) is a worldwide leader in the sport drug-testing industry. DFSI administers comprehensive drug testing programs; manages national and international collections; develops drug-testing policies; and provides educational services to a wide range of colleges, universities and amateur athletics organizations around the world.

The National Collegiate Athletic Association (NCAA) has selected DFSI to administer all NCAA drug-testing programs. Please contact DFSI if you have any questions regarding administrative logistics about NCAA drug-testing programs.

Drug Free Sport International™  
2537 Madison Avenue  
Kansas City, Missouri 64108  
Phone: 816.474.8655  
[www.drugfreesport.com](http://www.drugfreesport.com)

**Drug Free Sport AXIS™**

Drug Free Sport AXIS is a trusted nutrition, health and wellness resource, combining scientifically-proven dietary information with the most up-to-date research on supplements and over-the-counter and prescription drugs. Athletics department staff should provide guidance to student-athletes about supplement use, including a directive to have any product checked by qualified staff members before consuming. The NCAA subscribes only to Drug Free Sport AXIS for authoritative review of ingredients in medications and nutritional/dietary supplements.

Features include: Dietary supplement review, medication database, nutrition resources and drug education information.

Contact Drug Free Sport AXIS at 877.202.0769 or [www.dfsaxis.com](http://www.dfsaxis.com) (password ncaa1, ncaa2 or ncaa3).

**NCAA Sport Science Institute™**

In addition to its drug-testing programs, the NCAA offers health and safety resources to its members. For more information, visit [www.ncaa.org/sport-science-institute](http://www.ncaa.org/sport-science-institute).

**Committee on Competitive Safeguards and Medical Aspects of Sports**

**Purpose:** The mission of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports (CSMAS) is to provide expertise and leadership to the Association in order to promote a healthy and safe environment for student-athletes through research, education, collaboration and policy development.

**Composition:** The association-wide committee is made up of 22 total members, with six positions allocated for men, six for women and 10 unallocated. Members include athletics administrators, coaches, sports medicine staff researchers, faculty and student-athletes. A complete list of the committee roster may be found on the NCAA's website.

**NCAA Drug-Testing Contacts at Drug Free Sport International:**

**Michelle Dorsey**, Vice President of Collegiate and Amateur Sport  
816.285.1416  
[mdorsey@drugfreesport.com](mailto:mdorsey@drugfreesport.com)  
*Contact for NCAA drug-testing results, appeals and medical exceptions.*

**Sherry Byler**, NCAA Drug Testing Senior Program Manager  
816.285.1420  
[sbyler@drugfreesport.com](mailto:sbyler@drugfreesport.com)  
*Contact for NCAA year-round drug-testing program and reinstatement tests.*

**Amanda Organ**, NCAA Drug Testing Program Manager  
816.285.1428  
[aorgan@drugfreesport.com](mailto:aorgan@drugfreesport.com)  
*Contact for NCAA year-round and championship drug-testing programs.*

**Drug Free Sport AXIS**  
877.202.0769  
[axis@drugfreesport.com](mailto:axis@drugfreesport.com)  
*Contact for supplement/banned substances inquiries and DFS AXIS and sport nutrition resources.*

**Josh Mittlestadt**, Manager of Information Technology  
816.285.1403  
[jmittlestadt@drugfreesport.com](mailto:jmittlestadt@drugfreesport.com)  
*Contact for IT assistance with SCAN® administrative website ([scan.drugfreesport.com](http://scan.drugfreesport.com)).*

**NCAA Drug-Testing Contacts at the NCAA Office:**

**LaGwyn Durden**, Director of Sports Medicine  
317.917.6343  
[ldurden@ncaa.org](mailto:ldurden@ncaa.org)  
*Liaison to the Committee on Competitive Safeguards and Medical Aspects of Sports.*

**NCAA Academic & Membership Affairs (AMA)**  
877.262.1492  
[rsro@ncaa.org](mailto:rsro@ncaa.org)  
*Contact for interpretation of student-athlete eligibility requirements.*



The following information should be used as a resource for athletic administrators or organizations hosting an NCAA post-season championship.

### **Drug-Testing Personnel & Responsibilities**

The following individuals at your institution have key roles when NCAA drug testing is conducted on campus: Tournament director and drug-testing site coordinator.

#### **Tournament Director**

##### After hosting bid is accepted:

1. The tournament director must appoint an individual to serve as the drug-testing site coordinator. The drug-testing site coordinator is an individual from the host institution or local organizing committee who is assigned to assist the drug-testing crew with the organizational aspects of the program and assist the Doping Control Officer (DCO) during the drug test. The drug-testing site coordinator cannot concurrently serve in any other capacity during the championship (e.g., director of medical coverage) while drug-testing is taking place.
2. The tournament director will meet with the drug-testing site coordinator to explain drug-testing duties and discuss the proposed budget for the championship drug-testing event.
3. The tournament director and drug-testing site coordinator must discuss drug-testing facility requirements in the event drug testing occurs (see section on Testing Facilities).
4. If necessary, the tournament director and drug-testing site coordinator must plan for student-athletes' local transportation to and from the event site to the drug-testing area and possibly to the student-athletes' hotel. Vans are ideal for these situations.
5. The tournament director and drug-testing site coordinator must discuss volunteers to serve as couriers at individual championships or escorts at team championships (see section on Individual Championships & Courier and Team Championships & Escorts).

##### When your institution/organization is notified of NCAA drug testing:

1. Drug-testing information must be kept confidential at all times.
2. The tournament director and drug-testing site coordinator will receive the drug-testing notification via email from DFSI.
3. The tournament director and drug-testing site coordinator will discuss the drug-testing format and finalize plans for the testing event. If the designated drug-testing site coordinator will not be available on test day(s), the tournament director must assign an alternate to serve in his/her place.
4. The tournament director or drug-testing site coordinator must complete the NCAA Championship Drug-Testing Proposed Budget and email to DFSI at [ncaadrugtesting@drugfreesport.com](mailto:ncaadrugtesting@drugfreesport.com). The proposed budget is located at the end of the manual, and must be approved prior to the start of the championship.



At the pre-championship meeting:

The drug-testing site coordinator should **not** attend the pre-championship meeting. If he/she must be at the meeting for non-drug testing related reasons, he/she must not represent him/herself with drug testing or mention that drug testing is occurring.

1. The tournament director 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 section on Drug-Testing Statement). This statement is the only reference of the NCAA's drug-testing program to be made at the pre-championship meeting.
2. At team championships, the tournament director will obtain the name and telephone contact information of a representative from each institution that will assist the drug-testing crew in the event drug testing occurs. This should take place whether or not drug testing is occurring.

After the pre-championship meeting:

If drug testing occurs at a team championship, the tournament director will provide the drug-testing site coordinator with the names and telephone contact information of each team's representative and a copy of each team's official travel roster.

Before or during the championship:

The tournament director should introduce him/herself to the drug-testing crew.

After the championship event:

The tournament director or drug-testing site coordinator may submit the NCAA Drug-Testing Invoice to DFSI to receive reimbursement for drug-testing related expenses (optional). Invoices received 45 days after the championship will not be processed. The invoice is located at the end of the manual.

**Drug-Testing Site Coordinator**

After hosting bid is accepted:

1. The drug-testing site coordinator will meet with the tournament director to understand his/her drug-testing duties and discuss the proposed budget for the championship drug-testing event. The drug-testing site coordinator cannot concurrently serve in any other capacity during the championship (e.g., director of medical coverage) while drug-testing is taking place.
2. The drug-testing site coordinator and tournament director must discuss drug-testing facility requirements in the event drug testing occurs (see section on Testing Facilities).
3. If necessary, the drug-testing site coordinator and tournament director must plan for student-athletes' local transportation to and from the event site to the drug-testing area and possibly to the student-athletes' hotel. Vans are ideal for these situations.
4. The drug-testing site coordinator and tournament director must discuss volunteers to serve as couriers at individual championships or escorts at team championships (see section on Individual Championships & Courier and Team Championships & Escorts).



When your institution/organization is notified of NCAA drug testing:

1. Drug-testing information must be kept confidential at all times.
2. The tournament director and drug-testing site coordinator will receive the drug-testing notification via email from DFSI.
3. The tournament director and drug-testing site coordinator will discuss the drug-testing format and finalize plans for the testing event. If the designated drug-testing site coordinator will not be available on test day(s), the tournament director must assign an alternate to serve in his/her place.
4. The tournament director or drug-testing site coordinator must complete the NCAA Championships Drug-Testing Proposed Budget and email to DFSI at [ncaadrugtesting@drugfreesport.com](mailto:ncaadrugtesting@drugfreesport.com). The proposed budget must be approved prior to the start of the championship. The proposed budget is located at the end of the manual.
5. The drug-testing site coordinator should discuss the following items with the DCO prior to the championship:
  - Testing facilities.
  - Test date and event/game start times.
  - Credentials and parking passes (as necessary).
  - Site visit (should occur at least one day prior to the event with the DCO).
  - Beverages.
  - Transportation for student-athletes from playing venue to testing site and possibly to team hotels (as necessary).
  - Volunteers to serve as couriers (individual championships) or escorts (team championships) (as necessary).

At the pre-championship meeting:

1. The drug-testing site coordinator should not attend the pre-championship meeting. If he/she must be at the meeting for non-drug testing related reasons, he/she must not represent him/herself with drug testing or mention that drug testing is occurring.
2. At team championships, the tournament director will obtain the name and telephone contact information of a representative from each institution that will assist the drug-testing crew in the event drug testing occurs. This should take place whether or not drug testing is occurring.

After the pre-championship meeting:

1. If drug testing occurs at a team championship, the tournament director will provide the drug-testing site coordinator with the names and telephone contact information of each team's representative and a copy of each team's official travel roster.
2. The drug-testing site coordinator will provide the names and telephone contact information of each team's representative and a copy of each team's official travel roster to the DCO.



Day before testing begins:

1. The drug-testing site coordinator will meet with the DCO to perform a walk-through of the championship venue and drug-testing area.
2. The drug-testing site coordinator will provide the DCO with: championship information (e.g. schedule of events, heat sheets, team rosters); credentials and parking passes; and names of escorts or couriers.

During the championship:

1. The drug-testing site coordinator will be available at all times and will assist the DCO, as needed.
2. The drug-testing site coordinator may be asked to assist in maintaining security in the drug-testing area.

After the championship event:

The tournament director or drug-testing site coordinator may submit the NCAA Drug-Testing Invoice to DFSI to receive reimbursement for drug-testing related expenses (optional). Invoices received 45 days after the championship will not be processed. The invoice is located at the end of the manual.

**Drug-Testing Collection Crews**

1. DFSI provides the collection crews for each drug-testing event.
2. Collection crews are comprised of a doping control officer (DCO) and doping control assistants (DCA), who assist the DCO.
3. DCOs and DCAs are specifically trained in sports drug-testing collections.
4. The DCO will make travel and lodging arrangements for the crew, and may ask the drug-testing site coordinator's assistance in selecting suitable accommodations.
5. Transportation of samples to the laboratory is the DCO's responsibility.

**Testing Facilities**

1. The drug-testing site coordinator is responsible for selecting a site for drug testing. The facility should be in the same location as the championship events or in close proximity of the venue. Please consult with the DCO or DFSI to ensure the facility and location are adequate.
2. The drug-testing site coordinator must ensure the security of the room(s). Only those individuals authorized by the DCO 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. **Testing facility requirements at team championships:**
  - **The NCAA requires two testing rooms (one for each team).**
  - Each room must be private and secured for drug-testing use only. It cannot serve dual purposes (e.g., drug testing and storage for merchandising).
  - It is recommended that the two rooms be in close proximity of each other.





- Each room must be large enough to accommodate the collection crew, selected student-athletes, a team representative, drug-testing site coordinator, chairs, tables, etc.
  - Each room should contain a bathroom inside the testing room. If bathrooms are not in the testing room, one must be nearby, away from public view and must be used for drug-testing only. The public, event staff, event officials, etc., must not have access to these bathrooms.
  - 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 and separate bathrooms.
  - A large locker room with the intention of accommodating both teams for drug testing is not acceptable.
4. Testing facility requirements at **individual championships**:
- **One large room must be provided.**
  - 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 inside the room. If the bathrooms are not in the testing room, they must be nearby, away from public view and must be used for drug-testing only. The public, event staff, event officials, etc., must not have access to these bathrooms.
  - At championships where men and women's competition are held together (e.g., cross country, fencing, rifle, skiing, swimming & diving, track & field), separate men's and women's bathrooms must be inside the testing room. If bathrooms are not in the testing room, they must be nearby, away from public view and must be used for drug-testing only.
  - The room must be large enough to accommodate the collection crew, selected student-athletes, drug-testing site coordinator, chairs, tables, etc.
  - The location of the room cannot be in an open area or accessed by the public. It cannot be in an area closed off by drapes or materials that can be easily moved.
5. The drug-testing site coordinator will supply tables, chairs, beverages, and large trash containers in the testing rooms. The number of student-athletes being tested will determine the number of each item needed. Please discuss these items with the DCO.
6. The room(s) should be available the evening before the event so the DCO can perform a walk-through.
7. 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.
8. The only access to the drug-testing area should be through the main entrance.

### **Beverages**

1. NCAA drug-testing protocol states fluids and food provided to student-athletes must be from individual sealed containers; these containers are only opened and consumed in the station. These items must be caffeine-free, alcohol-free and free of all banned substances.
2. Liquids consumed prior to the student-athlete's arrival to the testing site are not the responsibility of the drug-testing crews.



3. The drug-testing site coordinator will be asked to provide beverages for drug testing. The drug-testing site coordinator should obtain beverages from the institution's championship stock before purchasing items. Discuss beverage needs with the DCO prior to the testing event.
4. The drug-testing 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.
5. If beverages must be purchased, the drug-testing site coordinator/institution will be reimbursed if the beverages were approved on the proposed budget and listed on the invoice. The NCAA Drug-Testing Invoice (with receipts) must be submitted to DFSI within 45 days following the testing event. Invoices submitted more than 45 days after the event will not be processed. The proposed budget is located at the end of the manual.

### **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 competition.
  - **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 noon local time and must take place at the drug-testing facility from the day before.** The DCO and the involved institution must mutually agree on the start time of the drug test.
3. The drug-testing 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 drug-testing site coordinator must be present at the test.
4. The DCO, in consultation with DFSI staff, will make any and all decision regarding the testing schedule should special circumstances/situations arise during the testing event.

### **Pre-Championship Meetings**

1. The NCAA staff liaison, NCAA sport committee member or tournament director will read a statement to participating coaches and institutional representatives at all NCAA championships regarding NCAA drug testing.
2. 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.**
3. The drug-testing site coordinator, DCO or the DFSI staff member must not be present at the pre-championship meeting. If the drug-testing site coordinator must attend the meeting for nondrug-testing related reasons, he/she must not associate him/herself with drug testing or mention whether drug testing is occurring.



4. **In addition to reading the statement at team championships**, the following information must be provided to the tournament director at the end of the meeting:
- The name and contact information of an individual from each institution 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 will occur, the tournament director will deliver the official gate list or travel-party roster to the drug-testing site coordinator who will be responsible for providing the information to the DCO as soon as possible.

### **Drug-Testing Statement**

To be read by NCAA championships committee member, NCAA championships staff or tournament director:

NCAA drug-testing is a possibility at any and all NCAA championship rounds and sites. -However, as a best practice, the NCAA will not announce whether or not drug testing will occur at any specific venue.

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 from you institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site.

### **Credentials & Parking Passes**

The host will provide **all-access credentials** to be worn by the collection crew during NCAA championship. Credentials should not reference drug testing, doping control, etc. If a title must be listed, event management is preferred.

1. 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.
2. The host will provide complimentary parking passes for the drug-testing crew. The parking passes are only valid on the days drug testing will occur.



### **Individual Championships & Courier Selection**

1. Couriers at individual championships are responsible for notifying student-athletes of his/her selection for drug testing, and remain with that individual until he/she reports to the collection station. 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 DCO. **The drug-testing site coordinator must obtain couriers for this important aspect of the program.**
2. It is highly recommended that couriers be:
  - Able to conduct themselves in a professional manner.
  - Able to approach student-athletes and coaches and present orally the notification instructions.
  - The same gender as the student-athlete (recommended but not mandatory).
3. DFSI can assist hosts with the number of couriers needed for their individual championship. The time spent serving as a courier differs with each championship.

### **Courier Responsibilities & Student-Athlete Notification**

1. The DCO will meet with the couriers before the start of the championship to discuss their responsibilities and student-athlete notification procedures.
  - The courier will receive an Individual Championship Student-Athlete Notification Form to present to the student-athlete upon notification.
  - The courier, according to the directions of the DCO or designee, will notify the student-athlete that he/she has been selected to participate in the drug-testing program.
  - The courier will hand the student-athlete the Individual Championship Student-Athlete Notification Form. The notification form will instruct the student-athlete to accompany the courier to the testing room within **60 minutes** unless otherwise directed by the DCO 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. The student-athlete and courier must obtain a signature from an institutional representative, when deferments occur.
  - The courier will require the student-athlete to read and sign the notification form.
  - The courier will allow the student-athlete to obtain a witness to accompany him/her to the testing site should the student-athlete desire.
  - Within the allotted 60 minutes, the student-athlete must complete all NCAA required responsibilities (e.g., media obligations, awards ceremonies, etc.). The courier must remain in visual contact with the student-athlete at all times.
  - The courier will accompany the student-athlete to the testing site and remain there until released by the DCO or designate.



- Within the allotted 60 minutes, the student-athlete must complete all NCAA required responsibilities (e.g., media obligations, awards ceremonies, etc.). The courier must remain in visual contact with the student-athlete at all times.
  - The courier will accompany the student-athlete to the testing site and remain there until released by the DCO or designate.
2. The courier may be asked to repeat the notification process more than once throughout the championship.

### **Team Championships & Escorts**

1. Escorts at team championships 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.
2. The time spent serving as an escort differs with each championship.

### **Escort Responsibilities & Student-Athlete Notification**

1. The DCO will meet with the escort(s) before the start of the championship to discuss their responsibilities.
2. If testing is conducted at team championships, each team will be tested post-event.
3. At team championship events, immediately after any established cool-down period, a crew member 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 **60 minutes**, unless otherwise directed by the DCO.
4. An 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 checked-in.
5. **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.
6. **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.
  - If a team defers testing to the next morning, the test must begin by noon local time and must take place at the drug-testing facility from the day before. The DCO and the institutional representative must mutually agree on the start time of the drug test. The drug-testing site coordinator must be present during the test.
  - 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.



**Sport Drug-Testing Plans**

*The NCAA may elect to change the number of student-athletes drug tested. The testing plan will be provided to the host upon notification of drug testing occurring.*

<b>Sport</b>	<b>Testing Plan</b>	<b>Couriers/Escorts</b>
Baseball (All Divisions)	6/team	2 escorts
Basketball (All Divisions)	4/team	2 escorts
Beach Volleyball (NC)	2/team	8 couriers
Bowling (NC)	2/team	8 couriers
Cross Country (All Divisions)	10 men & 10 women	20 couriers
Field Hockey (All Divisions)	5/team	2 escorts
Fencing (NC)	12	12 couriers
Football (FCS)	18/team	2 escorts
Football (DII & DIII)	12/team	2 escorts
Golf (All Divisions)	8	8 couriers
Gymnastics, M (NC)	13	13 couriers
Gymnastics, W (NC)	9	9 couriers
Ice Hockey (All Divisions)	5/team	2 escorts
Lacrosse (All Divisions)	7/team	2 escorts
Rifle (NC)	12	Contact DFSI
Rowing (DI)	30	Contact DFSI
Rowing (DII)	9	Contact DFSI
Rowing (DIII)	15	Contact DFSI
Skiing (NC)	12 men & 12 women	6 couriers/day
Soccer (All Divisions)	5/team	2 escorts
Softball (All Divisions)	5/team	2 escorts
Swimming & Diving (DI & DIII)	2 from each individual event; winning team and 1 from each relay after last event of the session	Contact DFSI
Swimming & Diving (DII)	2 from each individual event; winning team and 1 from each relay after last event of that day	Contact DFSI
Tennis (All Divisions)	12	Contact DFSI
Track & Field (All Divisions)	2 from each individual event; winning team and 1 from each relay after last event of that day	Contact DFSI
Volleyball (All Divisions)	3/team	2 escorts
Water Polo (All Divisions)	4/team	2 escorts
Wrestling (DI)	4 from each weight class after final participation in the championship	Contact DFSI
Wrestling (DII)	2 from each weight class after final participation in the championship	Contact DFSI
Wrestling (DIII)	3 from each weight class after final participation in the championship	Contact DFSI



### **Proposed Budget**

1. The proposed budget form is used by institutions hosting an NCAA championship. It provides DFSI with estimated costs on drug-testing related items.
2. The tournament director or drug-testing site coordinator must submit the proposed budget after being notified by DFSI that drug testing will occur at their championship **and** prior to the start of the championship. The budget form is located at the end of the manual.
3. The following should assist you in developing your budget:  
(In most instances, materials and services can be obtained without charge.)
  - Beverages  
Institutions should obtain beverages from the stock supplied by the NCAA. If the NCAA did not provide beverages and they must be purchased for drug testing, the estimated costs must be included on the proposed budget. Receipts for beverages must be submitted with 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 must be included in the budget and itemized.
  - 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 provided for the 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. DFSI will either approve as submitted or make necessary changes to the proposed budget and inform the host.

### **Invoicing**

1. After an NCAA championship drug test, appropriate expenses must be submitted for reimbursement to DFSI using the NCAA Drug-Testing Invoice. The invoice is located at the end of the manual.
2. The tournament director or drug-testing site coordinator should refer to the approved budget when preparing the drug-testing invoice.
3. The invoice **must be received within 45 days of the test date**. Invoices received by DFSI more than 45 days after the championship will not be processed.
4. DFSI will not reimburse for the purchase of food provided to student-athletes in the drug-testing facility.
5. Upon approval by DFSI, payment will be issued to the drug-testing site coordinator and/or host institution (as directed on the invoice) approximately 45 days from receipt of invoice.



### Championships Frequently Asked Questions

1. **How should an institution prepare its student-athletes for the possibility of NCAA championship drug testing?**

Review the NCAA Drug-Testing Program Protocol located at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

2. **When is drug testing conducted at the championship?**

Drug testing can occur at any phase of an NCAA championship (e.g., first round, second round, quarterfinals, semi-finals or finals) and can occur more than once at any championship (e.g., first round and finals). Participating institutions and student-athletes are not given any advance notice that drug testing is being conducted at the championship.

3. **When will student-athletes be notified of their selection for drug testing?**

**Team championships:** Immediately after the game, a member of the drug-testing crew will provide an institutional representative with a list of student-athletes who have been selected for drug testing.

**Individual championships:** Official drug-testing couriers will notify student-athletes of their selection for drug testing.

4. **How are student-athletes tested and how long does it take?**

Student-athletes are drug tested through urinalysis and are observed providing their sample by a member on the drug-testing crew of the same gender.

The length of the process depends on the student-athlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving at the testing facility, the entire process usually is completed in less than 20 minutes.

5. **Can student-athletes beat a drug test by consuming large amounts of fluids?**

No. NCAA drug-testing protocol requires each student-athlete's urine sample be analyzed onsite prior to sending the sample to the lab.

If the specimen is too dilute, the student-athlete will be required to provide additional specimens until an adequate specimen is collected. This could take several hours. A student-athlete who produces multiple diluted samples is subject to follow-up drug tests.

6. **What if a student-athlete has trouble providing an adequate specimen? Can the student-athlete leave and come back later? What if the team has to leave and the student-athlete is still in drug testing?**

The student-athlete cannot be released from drug testing until an adequate specimen is provided. If the student-athlete's team must depart the championship prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete. If the student-athlete and/or institution incur additional expenses because of the delay (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.





7. **Some events begin late at night which means drug testing will start late as well. What is the NCAA policy on late-night drug testing?**

The late-night testing policy pertains to **team championship events only**.

An institution may defer drug testing until the next morning if their contest begins at **10 p.m. or later local time**. The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game. All selected student-athletes can either test after the game or test the next morning. If an institution decides to defer drug testing until the next morning, the test must start before noon **local time** and must take place at the testing facility from the day before. An institutional representative must be present at the collection site when their student-athletes are in drug testing.

8. **What may the NCAA test for during championships?**

Stimulants.

Anabolic agents.

Alcohol and beta blockers (banned for rifle only).

Diuretics and other masking agents.

Narcotics.

Cannabinoids

Peptide hormones, growth factors, related substances and memetics.

Hormone and metabolic modulators (anti-estrogens).

Beta-2 agonists.

9. **How can a student-athlete find out whether a medication or supplement is banned?**

In advance of the championship, student-athletes should consult with their athletic trainer or team physician about any medication or dietary supplements they use.

Drug Free Sport AXIS™ is available to answer questions regarding NCAA banned substances/dietary supplements at [www.dfsaxis.com](http://www.dfsaxis.com) (password ncaa1, ncaa2 or ncaa3).



### 2019-20 NCAA Banned Drug Classes

*It is the student-athlete's responsibility to check with the appropriate or designated athletics staff before using any substance.*

**The NCAA bans the following drug classes.**

1. Stimulants.
2. Anabolic agents.
3. Alcohol and beta blockers (banned for rifle only).
4. Diuretics and other masking agents.
5. Narcotics.
6. Cannabinoids.
7. Peptide hormones, growth factors, related substances and mimetics.
8. Hormone and metabolic modulators (anti-estrogens).
9. Beta-2 agonists.

**Note:** Any substance chemically/pharmacologically related to all classes listed above and with no current approval by any governmental regulatory health authority for human therapeutic use (e.g., drugs under pre-clinical or clinical development or discontinued, designer drugs, substances approved only for veterinary use) is also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned-drug class regardless of whether they have been specifically identified. Examples of substances under each class can be found at [ncaa.org/drugtesting](http://ncaa.org/drugtesting). There is no complete list of banned substances.

### **Substances and Methods Subject to Restrictions:**

- Blood and gene doping.
- Local anesthetics (permitted under some conditions).
- Manipulation of urine samples.
- Beta-2 agonists (permitted only by inhalation with prescription).
- Tampering of urine samples.

### **NCAA Nutritional/Dietary Supplements:**

**Warning:** Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff!

- Nutritional/Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many nutritional/dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your own risk.

Athletics department staff should provide guidance to student-athletes about supplement use, including a directive to have any product checked by qualified staff members before consuming. The NCAA subscribes only to Drug Free Sport AXIS™ for authoritative review of label ingredients in medications and nutritional/dietary supplements. Contact the Drug Free Sport AXIS at 877-202-0769 or [www.dfsaxis.com](http://www.dfsaxis.com) (password ncaa1, ncaa2 or ncaa3).



**Some Examples of NCAA Banned Substances in Each Drug Class**

***THERE IS NO COMPLETE LIST OF BANNED SUBSTANCES.  
DO NOT RELY ON THIS LIST TO RULE OUT ANY LABEL INGREDIENT.***

**Stimulants:**

amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; methamphetamine; methylphenidate (Ritalin); synephrine (bitter orange); dimethylamylamine (DMAA, methylhexanamine); “bath salts” (mephedrone); Octopamine; hordenine; dimethylbutylamine (DMBA, AMP, 4-amino methylpentane citrate); phenethylamines (PEAs); dimethylhexylamine (DMHA, Octodrine) etc.  
*exceptions: phenylephrine and pseudoephedrine are not banned.*

**Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione):**

Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; testosterone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; trenbolone; SARMS (ostarine, ligandrol, LGD-4033, S-23, RAD140); DHCMT (oral turanibol) etc.

**Alcohol and Beta Blockers (banned for rifle only):**

alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

**Diuretics and Masking Agents:**

bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.  
*exceptions: finasteride is not banned*

**Narcotics:**

Buprenorphine; dextromoramide; diamorphine (heroin); fentanyl, and its derivatives; hydrocodone; hydromorphone; methadone; morphine; nicomorphine; oxycodone; oxymorphone; pentazocine; pethidine

**Cannabinoids:**

marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)

**Peptide Hormones, growth factors, related substances and mimetics:**

growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1 (colostrum, deer antler velvet); etc.  
*exceptions: insulin, Synthroid are not banned*

**Hormone and metabolic modulators (anti-estrogens):**

anastrozole; tamoxifen; formestane; ATD, SERMS (clomiphene, nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3,5-dien-7,17-dione), letrozole; etc.

**Beta-2 Agonists:**

bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc.

***Any substance that is chemically related to one of the above classes, even if it is not listed as an example, is also banned!***

Information about ingredients in medications and nutritional/dietary supplements can be obtained by **contacting Drug Free Sport AXIS, 877-202-0769 or [www.dfsaxis.com](http://www.dfsaxis.com) password ncaa1, ncaa2 or ncaa3.**

***It is the student-athlete's responsibility to check with the appropriate or designated athletics staff before using any substance.***



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**NCAA Championship Drug-Testing Proposed Budget**

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

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Championship Information:**

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

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**Drug-Testing Proposed Fees:**

1. Beverages: (Please itemize). \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Rental: \$ \_\_\_\_\_

3. Set-up: \$ \_\_\_\_\_

4. Transportation: \$ \_\_\_\_\_

**Total Proposed Fees:** \$ \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

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

**Approved by:** \_\_\_\_\_

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

Drug Free Sport

Please email completed proposed budget to Drug Free Sport International at [ncaadrugtesting@drugfreesport.com](mailto:ncaadrugtesting@drugfreesport.com). **The budget must be received and approved before the start of the championship.**

The Drug-Testing Invoice, along with any receipts, must be submitted to Drug Free Sport International within 45 days following the drug-testing event to receive reimbursement for drug-testing related expenses.

**NCAA Drug-Testing Invoice**

Name: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Site Information:**

Institution/Host: \_\_\_\_\_ Site Number: \_\_\_\_\_  
 Event: \_\_\_\_\_ Test Date(s): \_\_\_\_\_  
(Year-Round, Summer, Championship)

**Drug-Testing Fees:**

**Make Payment To:**

	<u>Institution</u>	<u>Site Coordinator</u>
1. *Beverages: _____ _____	\$ _____	\$ _____
2. *Set up: _____ <small>(Not applicable for year-round or summer tests)</small>	\$ _____	\$ _____
3. *Rental: _____ <small>(Not applicable for year-round or summer tests)</small>	\$ _____	\$ _____
4. *Transportation: _____ <small>(Not applicable for year-round or summer tests)</small>	\$ _____	\$ _____
<b>Total Expenses:</b>	<b>\$ _____</b>	<b>\$ _____</b>

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

In order to receive payment, Drug Free Sport International must receive completed invoices and any receipts within 45 days following the drug-testing event. Email invoice and receipts to [ncaadrugtesting@drugfreesport.com](mailto:ncaadrugtesting@drugfreesport.com).

\*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 approved proposed budget.