

# NCAA Championship Drug-Testing Site Coordinator Manual

2023-24



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

**Table of Contents**

---

<b>Section 1</b>	<b>Introduction</b>	<b>Page</b>
	Drug Free Sport International™.....	1
	Drug Free Sport AXIS™.....	1
	NCAA Sport Science Institute™.....	1
	Committee on Competitive Safeguards & Medical Aspects of Sports .....	1
	NCAA Drug-Testing Contacts at Drug Free Sport International .....	2
	NCAA Drug-Testing Contacts at the NCAA Office .....	2
 <b>Section 2</b>	 <b>Championship Testing Program</b>	
	Drug-Testing Personnel & Responsibilities.....	3
	Tournament Director .....	3
	Drug-Testing Site Coordinator .....	4
	Drug-Testing Collection Crews .....	6
	Collection Station .....	6
	Beverages .....	7
	Testing Schedule .....	8
	Pre-Championship Meetings.....	8
	Drug-Testing Statement .....	9
	Credentials & Parking Passes .....	9
	Individual Championship & Courier Selection .....	9
	Courier Responsibilities & Student-Athlete Notification .....	10
	Team Championships & Escorts.....	10
	Escort Responsibilities & Student-Athlete Notification .....	11
	Sport Drug-Testing Plans.....	12
	Proposed Budget .....	13
	Invoicing .....	13
 <b>Section 3</b>	 <b>NCAA Banned Drug Classes</b> .....	 14
 <b>Section 4</b>	 <b>Forms</b> .....	 15
	NCAA Championship Drug-Testing Proposed Budget	
	NCAA Drug-Testing Invoice	

### **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™  
4801 Main Street, Suite 350  
Kansas City, Missouri 64112  
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 816.474.7321 or [axis.drugfreesport.com](http://axis.drugfreesport.com) (access codes: 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 at [Committee on Competitive Safeguards and Medical Aspects of Sports - NCAA.org](#)

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

**Michelle Dorsey**, Vice President of Amateur Sport

816.985.9302

[mdorsey@drugfreesport.com](mailto:mdorsey@drugfreesport.com)

*Contact for NCAA drug-testing appeals.*

**Saeed Halim**, Director of Amateur Sport

816.520.9091

[shalim@drugfreesport.com](mailto:shalim@drugfreesport.com)

*Contact for NCAA year-round and championship drug-testing programs.*

**Coulter Strauss**, Amateur Sport Program Manager

816.602.8662

[cstrauss@drugfreesport.com](mailto:cstrauss@drugfreesport.com)

*Contact for NCAA year-round and championship drug-testing programs.*

**Austin Acosta**, Amateur Sport Program Manager

816.589.3294

[aacosta@drugfreesport.com](mailto:aacosta@drugfreesport.com)

*Contact for NCAA drug-testing results, appeals, medical exceptions, and reinstatement tests.*

**Drug Free Sport AXIS**

816.474.7321

[axis.drugfreesport.com](http://axis.drugfreesport.com)

*Contact for supplement/banned substances inquiries and sport nutrition resources.*

**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 have key roles when NCAA drug testing is conducted at post-season championships: 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 school or organization who is assigned to assist the collection crew with the logistical 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 the collection station requirements in the event drug testing occurs (see section on Collection Station).
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 collection station 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 school/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 their place.
4. The tournament director or drug-testing site coordinator will complete the NCAA Championship Drug-Testing Proposed Budget and email to DFSI at [ncaadrugtesting@drugfreesport.com](mailto:ncaadrugtesting@drugfreesport.com) if applicable. 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:

1. The drug-testing site coordinator should not attend the pre-championship meeting on behalf of drug testing. If they must be at the meeting for non-drug testing related reasons, they must not represent themselves with drug testing or mention that drug testing is occurring.
2. 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.
3. For team championships, the tournament director will obtain the name and telephone contact information of a representative from each participating team that will assist the collection 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 each team representative's contact information and a copy of each team's official travel roster.

Before or during the championship:

The tournament director should introduce themselves to the collection crew if time permits.

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 their 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 the collection station requirements in the event drug testing occurs (see section on Collection Station).
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 collection station 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 school/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 their place.
4. The tournament director or drug-testing site coordinator will complete the NCAA Championships Drug-Testing Proposed Budget and email to DFSI at [ncaadrugtesting@drugfreesport.com](mailto:ncaadrugtesting@drugfreesport.com) if applicable. 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:
  - Collection Station.
  - Test date(s) and event/game start times.
  - Credentials and parking passes.
  - Site visit (should occur at least one day prior to the event with the DCO).
  - Beverages for selected student-athletes.
  - Transportation for selected student-athletes from the event site to the collection station and possibly to team hotels, if necessary.
  - Volunteers to serve as couriers (individual championships) or escorts (team championships).

At the pre-championship meeting:

The drug-testing site coordinator should not attend the pre-championship meeting on behalf of drug testing. If they must be at the meeting for non-drug testing related reasons, they must not represent themselves with drug testing or mention that 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 each team representative's contact information and a copy of each team's official travel roster.

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 collection station.
2. The drug-testing site coordinator will provide the DCO with applicable championship information such as schedule of events, heat sheets, team rosters, team representative's contact information, credentials and parking passes, and names of escorts/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 collection station.

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 (DCAs), 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 collection crew and may ask the drug-testing site coordinator's assistance in selecting suitable accommodations.
5. Transportation of samples to the laboratory is the responsibility of the DCO.

**Collection Station**

1. The drug-testing site coordinator is responsible for selecting the location for drug testing. The collection station should be in the same location as the championship events or in close proximity to the venue and allow for an adequate amount of privacy and respect for the student-athletes. Please discuss with the DCO to ensure the collection station 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. Collection Station Requirement at Team Championships:
  - **The NCAA requires two collection stations (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).
  - Signage placed outside of the rooms should reference "NCAA Use Only" and should not reference drug testing or antidoping.
  - It is recommended that both rooms be in close proximity to each other.
  - Each room must be large enough to accommodate the collection crew, selected student-athletes, a team representative and the drug-testing site coordinator.

- A fully equipped bathroom must be inside each room or nearby, away from public view and for drug-testing use 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. Collection Station Requirements at Individual Championships:
- **One large room must be provided.**
  - The room must be private and secure for drug-testing use only. It cannot serve dual purposes (e.g., drug testing and storage for merchandising).
  - The location of the room cannot be in an open area or accessed by the public, or in an area closed off by drapes or materials that can be easily moved.
  - The room must be large enough to accommodate the collection crew, selected student-athletes, a team representative, and the drug-testing site coordinator.
  - Signage placed outside of the rooms should reference “NCAA Use Only” and should not reference drug testing or antidoping.
  - Fully equipped bathrooms must be in or nearby the collection station, away from public view and for drug-testing use 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 available.
5. The drug-testing site coordinator will supply tables, chairs, beverages, and large trash containers in the collection station. 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 reservation of the collection station in the event testing takes longer than expected.
8. The only access to the collection station should be through the main entrance.

### Beverages

1. NCAA drug-testing protocol states fluids and/or food provided to student-athletes must be caffeine-free, alcohol-free and free of all banned substances and delivered in individual sealed containers. Items must only be opened and consumed while in the collection station.
2. Fluids consumed prior to the student-athlete’s arrival to the collection station are not the responsibility of the collection crew.



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 host's championship stock before purchasing items. Discuss 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. Fluids are for those student-athletes having difficulty providing a specimen.
5. If beverages must be purchased, the host/drug-testing site coordinator will be reimbursed if the beverages were approved on the proposed budget and an invoice is submitted. 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 and invoice are 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 collection station from the day before. The DCO and the involved school must mutually agree on the start time of the drug test.
3. The drug-testing site coordinator must remain at the collection station 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 school 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 schools be advised of drug testing occurring or not occurring.
3. The drug-testing site coordinator, DCO or a 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, they must not associate themselves 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 a representative from each participating team who will be responsible for assisting the collection crew with selected student-athlete notifications should testing occur.
- A travel roster clearly indicating those who are student-athletes.
- If drug testing occurs, the tournament director will provide each team representative's contact information and their travel roster to the drug-testing site coordinator who will be responsible for providing the information to the DCO.

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

### Credentials & Parking Passes

1. The host will provide **all-access credentials** to be worn by the collection crew during NCAA championships. Credentials should not reference drug testing, doping control, etc. If a title must be listed, event management is preferred.
2. These credentials allow the collection crews and couriers/escorts to move freely from the point of notification to the collection station. The credentials are only valid on the days drug testing will occur.
3. The host will provide complimentary parking passes for the collection crew. The parking passes are only valid on the days drug testing occurs.

### Individual Championships & Courier Selection

1. Couriers at individual championships are responsible for notifying student-athletes of their selection for drug testing and remain with that individual until they report 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.
  - Physically able to keep up with the student-athletes.
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 they have 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 collection station within 60 minutes unless otherwise directed by the DCO or designee. A student-athlete who is scheduled to compete in additional events will be instructed to defer testing until completion of their final event of that session, of that day, or to defer until completion of their final event of the championship. The student-athlete and courier must obtain a signature from a school 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 them to the collection station 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 always remain in visual contact with the student-athlete.
  - The courier will accompany the student-athlete to the collection station and remain there until released by the DCO or designee.
2. The courier may be asked to repeat the notification process more than once throughout the championship.

### **Team Championships & Escorts**

1. If testing is conducted at team championships, each team will be tested post-competition.
2. Escorts at team championships will be assigned to each team for the purpose of "escorting" the student-athletes and their team representative to the collection station.
3. The time spent serving as an escort differs with each championship.



### Escort Responsibilities & Student-Athlete Notification

1. The DCO will meet with the escorts before the start of the championship to discuss their responsibilities.
2. At team championship events, immediately after any established cool-down period, a collection 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 collection station within 60 minutes, unless otherwise directed by the DCO.
3. When ready, the escort will “escort” the team representative and selected student-athletes to the collection station.
4. A team representative must be in the collection station to verify the identity of the student-athletes as they report to drug testing and remain in the collection station until all student-athletes have completed their drug test.
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.
  - If a team defers testing to the next morning, the test must begin by noon local time and must take place at the collection station from the day before. The DCO and a team representative must mutually agree on the start time of the drug test. The drug-testing site coordinator must be present during the test.
  - A team representative must be in the collection station at any next-morning testing to verify the identity of the student-athletes selected for testing.



### Sport Drug-Testing Plans

*The NCAA may elect to change the testing plan at any time. The current testing plan will be provided to the host upon notification of drug testing occurring.*

Sport	Testing Plan	Couriers/Escorts
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 schools/organizations hosting an NCAA championship, providing DFSI with estimated costs on drug-testing related items.
2. If the host anticipates expenses associated with drug testing, the tournament director or drug-testing site coordinator may 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 the host in developing a budget. In most instances, these items can be obtained without charge.
  - Beverages  
Hosts 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 accompany the invoice after the championship.
  - Rental of Equipment  
If it is necessary to rent tables and chairs, or if there is a rental charge for the room(s) selected for drug testing, these expenses must be included in the budget and itemized.
  - Transportation to and from the collection station  
If the collection station is located off-site, away from the event (this situation should be avoided if possible), transportation from the event site to the collection station must be provided for the student-athletes. For some championships, transportation for student-athletes to their accommodations 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 may 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 collection station.
5. Upon approval by DFSI, payment will be issued to the drug-testing site coordinator and/or host (as indicated on the invoice) approximately 45 days from receipt of invoice.





### NCAA Banned Drug Classes

The NCAA bans the following classes of substances:

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

**Note:** This is not a complete or exhaustive list. Any substance that is chemically/pharmacologically related to these classes also is banned. The school and the student-athlete shall be held accountable for all drugs within the banned-substance class regardless of whether they have been specifically identified. Examples of substances under each class can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting). There is no complete list of banned substances.

### Substances and Methods Subject to Restrictions:

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

### NCAA Nutritional/Dietary Supplements:

Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff.

1. Nutritional/dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test.
2. Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
3. Many nutritional/dietary supplements are contaminated with banned drugs not listed on the label.
4. All nutritional/dietary supplements are taken at the student-athlete's 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™ (AXIS) for authoritative review of label ingredients in medications and nutritional/dietary supplements. Contact AXIS at 816-474-7321 or [axis.drugfreesport.com](http://axis.drugfreesport.com) (access codes: ncaa1, ncaa2 or ncaa3).



THIS PAGE  
INTENTIONALLY  
LEFT BLANK

## NCAA Championship Drug-Testing Proposed Budget

Name: \_\_\_\_\_ Host School/Organization: \_\_\_\_\_

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

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

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

---

### Championship Information:

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

---

### 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: \_\_\_\_\_ School/Host: \_\_\_\_\_

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

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

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

### Site Information:

School/Host: \_\_\_\_\_ Site Number: \_\_\_\_\_

Event: \_\_\_\_\_ Test Date(s): \_\_\_\_\_  
(Year-Round, Summer, Championship)

### Drug-Testing Fees:

### Make Payment To:

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

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

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

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 \$1.50 per athlete tested for year-round drug tests. Championship reimbursement will be based on estimates recorded on the approved proposed budget.