

NCAA Year-Round Drug-Testing Site Coordinator Manual



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Site Coordinator Manual**

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Drug Free Sport International™

Drug Free Sport International (DFSI) is a global leader in the anti-doping industry with more than 25 years of administering comprehensive anti-doping solutions for amateur and professional athletic organizations worldwide.

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 the NCAA drug-testing programs.

Drug Free Sport International
4801 Main Street, Suite 350
Kansas City, Missouri 64112
Phone: 816.474.8655
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 (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.

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 25 total members, including athletics administrators, coaches, sports medicine staff, researchers, faculty, and student-athletes. A committee roster may be found at [Committees \(ncaa.org\)](http://Committees(ncaa.org)).

NCAA Drug-Testing Contacts at Drug Free Sport International:

Michelle Dorsey, Vice President of Amateur Sport
mdorsey@drugfreesport.com

Saeed Halim, Director of Amateur Sport
shalim@drugfreesport.com
Contact for NCAA year-round and championship drug-testing programs.

Coulter Strauss, Amateur Sport Program Manager
cstrauss@drugfreesport.com
Contact for NCAA year-round and championship drug-testing programs.

Amanda Organ, Amateur Sport Results Administration Coordinator
aorgan@drugfreesport.com
Contact for NCAA drug-testing results, appeals, medical exceptions, and reinstatement tests.

Drug Free Sport AXIS™
816.474.7321
axis.drugfreesport.com
Contact for supplement and banned substances inquiries, and sport nutrition resources.

NCAA Drug-Testing Contacts at the NCAA National Office:

LaGwyn Durden, Director of Sports Medicine
ldurden@ncaa.org
Liaison to the Committee on Competitive Safeguards and Medical Aspects of Sports.

NCAA Academic & Membership Affairs (AMA)
rsro@ncaa.org
Contact for interpretation of student-athlete eligibility requirements.



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

Drug-Testing Personnel & Responsibilities

The following individuals at your school have key roles when NCAA drug testing is conducted on campus: director of athletics, compliance administrator and drug-testing site coordinator.

Director of Athletics

Prior to the start of the academic year:

1. The director of athletics must appoint a drug-testing site coordinator for the academic year and the summer months. The drug-testing site coordinator is an individual from the school who is assigned to assist the collection crew with the organizational aspects of the program and assist the Doping Control Officer (DCO) during the drug test.
2. The director of athletics should read the current NCAA Drug-Testing Manual. The manual is available at www.ncaa.org/drugtesting.
3. The director of athletics should review the squad list/eligibility checklist requirements (see section on Squad List/Eligibility Checklist Requirements).
4. The director of athletics must update their contact information on SCAN®, antidoping.drugfreesport.com (see section on SCAN®).

When your school is notified of NCAA drug testing:

1. Drug-testing information must be kept confidential at all times.
2. DFSI will send notifications via email to the director of athletics, compliance administrator and drug-testing site coordinator not earlier than two days before the day of testing.
3. The director of athletics, compliance administrator and drug-testing site coordinator will access the NCAA drug-testing notification and affirm receipt on SCAN®. To ensure notifications are received, add DFSI's email address, ncaadrugtesting@drugfreesport.com, to your email's safe-sender list. Contact your school's IT department for assistance.
4. The school will provide DFSI via email with a current and accurate squad list/eligibility checklist for each sport selected to be drug tested per divisional requirements (see section on Squad List/Eligibility Checklist Requirements).

Compliance Administrator

Prior to the start of the academic year:

1. Compliance administrators should read the current NCAA Drug-Testing Manual. The manual is available at www.ncaa.org/drugtesting.
2. Compliance administrators should review the squad list/eligibility checklist requirements (see section on Squad List/Eligibility Checklist Requirements).
3. Compliance administrators must update their contact information on SCAN® (see section on SCAN®).



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1. Drug-testing information must be kept confidential at all times.
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4. The school will provide DFSI via email with a current and accurate squad list/eligibility checklist for each sport selected to be drug tested per divisional requirements (see section on Squad List/Eligibility Checklist Requirements).

Drug-Testing Site Coordinator

If the designated drug-testing site coordinator is unable to perform any of their duties, a designee should be appointed to assist or serve in their place for the testing event.

Prior to the start of the academic year:

1. The drug-testing site coordinator should read the current NCAA Drug-Testing Program Manual. The manual is available at www.ncaa.org/drugtesting.
2. The drug-testing site coordinator should review the squad list/eligibility checklist requirements (see section on Squad List/Eligibility Checklist Requirements).
3. The drug-testing site coordinator must update their contact information on SCAN® (see section on SCAN®). The drug-testing site coordinator must also review and update their school's contact information, sport sponsorship lists and academic dates. Drug-testing site coordinators will be advised by DFSI when academic dates must be submitted.

When your school is notified of NCAA drug testing:

1. Drug-testing information must be kept confidential at all times.
2. DFSI will send notifications via email to the director of athletics, compliance administrator and drug-testing site coordinator not earlier than two days before the day of testing.
3. The director of athletics, compliance administrator and drug-testing site coordinator will access the NCAA drug-testing notification and affirm receipt on SCAN®. To ensure notifications are received, add DFSI's email address, ncaadrugtesting@drugfreesport.com, to your email's safe-sender list. Contact your school's IT department for assistance.
4. The school will provide DFSI via email with a current and accurate squad list/eligibility checklist for each sport selected to be drug tested per divisional requirements (see section on Squad List/Eligibility Checklist Requirements).
5. The drug-testing site coordinator must contact the DCO assigned to the drug-testing event to discuss scheduling, logistics and other related items. The DCO's contact information is included in the Drug-Testing Notification Memorandum.



6. The drug-testing site coordinator must secure a parking pass for the collection crew.
7. The drug-testing site coordinator must select the location for drug testing to occur (see section on Testing Schedule & Collection Station).
8. The drug-testing site coordinator will supply beverages for student-athletes during the drug test. The beverages are for those student-athletes having difficulty providing a specimen (see section on Beverages).
9. After DFSI has selected student-athletes for drug testing, the drug-testing roster and NCAA Student-Athlete Notification Forms will be emailed to the director of athletics, compliance administrator and drug-testing site coordinator. Review the roster to ensure the student-athletes selected for testing are current members of the team with eligibility remaining.

Contact DFSI as soon as possible if there are any issues with the drug-testing roster and/or notifying student-athletes. If after business hours of 8am–5pm Central Time, Monday-Friday, contact the DCO.

10. Best practices for scheduling testing times with selected student-athletes:
 - The drug-testing site coordinator and DCO must mutually agree on the start time of the drug test, and student-athletes should not be scheduled until the start time has been determined.
 - All student-athletes should be scheduled within the same time frame, extending no more than two hours for a large group (20-30 student-athletes) test, and one hour or less for a small group (10-15 student-athletes) test.
 - Do not schedule all student-athletes to arrive at the same time. If too many or all student-athletes report to drug testing at one time, the DCO may not allow them to check-in.
 - The best time for testing to occur is in the early morning, however, testing may occur in the afternoon/evening of the test day or the evening prior to the scheduled test date.
 - Drug testing must not interfere with the student-athletes' academic obligations.
 - Only student-athletes selected for drug testing and their coaches should be notified of drug testing.
11. The drug-testing site coordinator will print the NCAA Student-Athlete Notification Forms for each student-athlete selected and record the date, time and location of the drug test on each form. The notification forms are accessible from the drug-testing roster and should be filled out before drug testing occurs.
12. The drug-testing site coordinator is responsible for notifying the student-athletes of their selection for drug testing and having them sign the NCAA Student-Athlete Notification Form. The school must notify student-athletes in person or by a phone call of the date, time to report and location of the testing event. Voicemail messages, text messages and emails are not acceptable forms of notification confirmation. The drug-testing site coordinator must sign each notification form, verifying the student-athlete's notification of drug testing. The signed notification forms must be given to the DCO on test day. If there are any issues with notifying student-athletes, the drug-testing site coordinator must inform DFSI staff as soon as possible.
13. The drug-testing site coordinator must inform student-athletes to bring proper photo identification (e.g., driver's license, passport) to the collection station on test day and to refrain from drinking a



lot of fluids or using the bathroom prior to reporting to the test. Over-hydrating and providing numerous dilute specimens will extend the student-athlete's time in testing and may be cause for follow-up drug tests. The collection crew tests the specific gravity of the specimen and dilute specimens will delay the process.

Day before the test

If requested, the drug-testing site coordinator will meet with the DCO the day before the test to evaluate the adequacy of the collection station.

During and after the test

1. The drug-testing site coordinator must be present at the drug test and available to the collection crew until the completion of the drug test. If the drug-testing site coordinator cannot be available during the entire drug test, a designee must be appointed during the drug-testing site coordinator's absence.
2. The drug-testing site coordinator must provide the signed notification forms to the DCO prior to the start of the test.
3. The drug-testing site coordinator may be asked to help maintain security, traffic flow and testing protocol in the collection station. Do not hire security personnel for this task.
4. The drug-testing site coordinator may be asked to help verify student-athletes' identity.
5. The drug-testing site coordinator may submit an NCAA Drug-Testing Invoice to DFSI for drug-testing related expenses (optional). Invoices received 45 days after the drug test will not be processed.

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).
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.

SCAN®

SCAN® is DFSI's administrative website (antidoping.drugfreesport.com) used to collect schools' drug-testing contact information and academic information for NCAA drug testing. Schools are responsible for updating this information as changes occur.

If you are new to NCAA drug testing and do not have a login or password, an individual from your school with login permissions can add you to the system or you can contact DFSI for assistance.

General Information

1. Student-athletes competing in Divisions I and II sports are subject to year-round testing.



2. Schools and student-athletes may be selected for testing multiple times each academic year.
3. The number of student-athletes selected for each drug-testing event may vary.
4. Notification of an NCAA testing event may be on short notice or no-advance notice.
5. DFSI selects the student-athletes tested for all year-round drug tests.
6. Schools cannot request specific sport(s) or student-athletes to be drug-tested.
7. Student-athletes may be selected on the basis of position, athletics financial-aid status, competitive ranking, playing time, directed testing, an NCAA-approved random selection or any combination thereof.

Squad List/Eligibility Checklist Requirements

1. The following lists are required for NCAA drug-testing selections. For drug-testing purposes, athletic administrator signatures (director of athletics, compliance, etc.) are not required on these lists.

Division I List Requirements: The NCAA Squad List Form is required for student-athlete selection for drug testing. If your school has not held its first outside competition for the sport(s) selected for drug testing, a complete roster may be accepted.

Schools must designate on the football squad list all student-athletes receiving athletic aid.

Division II List Requirements: The NCAA Division II Eligibility Checklist Form is required for student-athlete selection for drug testing. If your school has not held its first outside competition for the sport(s) selected for drug testing, a complete roster may be accepted.

2. Prior to sending the squad list/eligibility checklist to DFSI, the school must designate on the list any student-athlete who falls into the following categories.

- C = cut or dismissed from their team
- E = exhausted eligibility in the sport
- G = graduated
- M = medical exemption resulting from career-ending injury or condition
- Q = quit the team
- W = withdrew from the school

If a letter aside from those listed above is designated on your school's list, please provide DFSI with an explanation or assign the student-athlete one of the above designations.

All other student-athletes with remaining NCAA eligibility (including partial qualifiers, nonqualifiers, those with season-ending injuries and student-athletes who have expressed interest in or have entered the Transfer Portal) are subject to testing.

For drug-testing purposes, all student-athletes that have exhausted their eligibility in the sport should be marked with an "E" on the list as these student-athletes will not be included in the random selection process.

3. Schools must ensure information on the squad list/eligibility checklist is current and accurate prior to submitting to DFSI for student-athlete selections.
4. The NCAA requires any student-athlete who is no longer on the team (voluntarily or involuntarily)



before notification of their selection for NCAA drug testing and was on the school's eligibility checklist or squad list without being identified as no longer being on the team, may not participate in NCAA competition until completion of an NCAA drug test. This test, administered by DFSI, will be at the school's expense.

Testing Schedule & Collection Station

1. The drug-testing site coordinator and DCO must mutually agree on the start time of the drug test, and student-athletes should not be scheduled until the start time has been determined.
2. The recommended time for testing is in the early morning, however, testing may occur in the afternoon/evening of the test date or the evening prior to the test date.
3. Do not schedule all student-athletes to arrive at the same time. If too many or all selected student-athletes report to drug testing at the same time, they will not be allowed to enter the room until the DCO permits.
4. Drug testing must not interfere with the student-athletes' academic obligations.
5. The drug-testing site coordinator is responsible for helping secure a location for the drug testing event.
6. The collection station used to conduct drug testing must allow for an adequate amount of privacy and respect for the student-athlete. Discuss the collection station requirements with the DCO.
7. The collection station layout must prevent unauthorized access that could compromise the integrity of the collection process or the specimen. Unauthorized access includes not only unauthorized personnel but also any unauthorized access to collection materials or supplies.
8. The collection station must have a suitable clean surface for specimen processing and packaging.
9. Student-athletes must not have access to any items that could be used to dilute or adulterate the specimen.
10. 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.
11. During the collection process, the room(s) should not be used for any function other than drug testing.
12. The space should accommodate the collection crew, selected student-athletes and the drug-testing site coordinator.
13. Only the collection crew, drug-testing site coordinator, and student-athletes will be allowed in the collection station.
14. The drug-testing site coordinator should ensure the security of the room during the actual time of specimen collection. To maintain confidentiality during the collection process, student-athletes are not permitted to use cell phones/mobile devices in the collection station. Audio or video recording of any portion of the collection process is not permissible.
15. The drug-testing site coordinator should supply tables, chairs, beverages, and large trash containers in the collection station. Discuss items with the DCO.
16. Fully equipped bathrooms must be in or adjacent to the collection station. Access to a shower is



helpful but not required.

No-Advance Notice Testing

The CSMAS has endorsed drug-testing best practices that provide for more frequent testing and shorter notification to the school and student-athletes. Procedurally, no-advance notice testing tends to involve fewer athletes than the standard year-round campus test.

1. No-advance notice testing will most likely be conducted either pre-practice or post-practice.
2. While the school may receive notification on the day of the test, in most cases, the list of selected student-athletes will be provided by the DCO upon their arrival on campus.
3. The drug-testing site coordinator should identify the most practical location for post-practice testing, assist the DCO with notifying the student-athletes and be present and available to the DCO until the completion of the drug test.
4. The DCO will be prepared to handle situations that could impact testing (e.g., academic classes, absence from practice, cancellation of practice, etc.).

Beverages

1. NCAA drug-testing protocol states food and/or fluids 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 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. Discuss needs with the DCO prior to the testing event.
4. Drug-testing site coordinators/schools may be reimbursed for beverages up to \$1.50 per student-athlete tested.

Invoicing

1. Beverage expenses must be submitted for reimbursement to DFSI using the NCAA Drug-Testing Invoice. The invoice is located at the end of the manual and is also available on SCAN®.
2. The invoice must be received within 45 days of the test date. Invoices received by DFSI more than 45 days after the testing event will not be processed.
3. DFSI will not reimburse the drug-testing site coordinator or the school for the following during year-round testing: site coordinator honorarium, set up, rental, transportation, security, food purchases, and parking passes for collection crew.
4. Upon approval by DFSI, payment will be issued to the drug-testing site coordinator and/or school (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 golf and rifle only)
4. Diuretics and masking agents
5. Narcotics
6. Peptide hormones, growth factors, related substances and mimetics
7. Hormone and metabolic modulators
8. Beta-2 agonists

Note: This is not a complete or exhaustive list. Any substance chemically/pharmacologically related to these classes is also banned. The school and the student-athlete shall be held accountable for all drugs within the banned-drug class regardless of whether they have been specifically identified. Furthermore, school should discuss and review student-athlete use of prescribed and over-the-counter medications. Examples of substances under each class can be found at 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 and Medication Warning:

Before consuming any nutritional/dietary supplement or using any medication, review the product and/or medication label with your appropriate athletics department staff.

1. There are no NCAA-approved nutritional or dietary supplements.
2. Nutritional/dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test.
3. Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
4. Many nutritional/dietary supplements are contaminated with banned drugs not listed on the label.
5. While third-party tested and low-level risk products may be options, complete elimination of risk is impossible.
6. 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 appropriate staff members before consuming. Student-athletes should report use of all medications (e.g., prescribed, OTC) to their primary athletics health care provider. The NCAA subscribes only to Drug Free Sport AXIS™ for authoritative review of label ingredients in medications and nutritional/dietary supplements. Contact AXIS at 816-474-7321 or axis.drugfreesport.com (access code: ncaa1, ncaa2 or ncaa3).



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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)	\$ _____	\$ _____
Total Expenses:	\$ _____	\$ _____

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.

*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.