



NCAA Championship Drug-Testing Program Site Coordinator Manual

2026-27

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Section 1 - Introduction

A. 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 sport organizations worldwide.

The National Collegiate Athletic Association (NCAA) has selected DFSI to administer all NCAA drug-testing programs. DFSI services as the primary contact for all administrative and logistical aspects of NCAA drug testing.

B. Drug Free Sport AXIS™

Drug Free Sport AXIS™ (AXIS) is subscription-based resource with features including nutritional/dietary supplement review, medication database, health and wellness resources, and drug-education information.

The NCAA subscribes only to AXIS for authoritative review of ingredients in medications and nutritional/dietary supplements.

Contact Information

816.474.7321

axis.drugfreesport.com

Access Codes: ncaa1, ncaa2 or ncaa3

C. NCAA Sport Science Institute™

The NCAA Sport Science Institute™ offers health and safety resources to NCAA member schools. For more information, visit www.ncaa.org/sport-science-institute.

D. Committee on Competitive Safeguards and Medical Aspects of Sports

The NCAA Committee on Competitive Safeguards and Medical Aspects of Sports (CSMAS) provides expertise and leadership to promote a safe and healthy environment for student-athletes through research, education, collaboration and policy development. The association-wide committee includes athletics administrators, coaches, sports medicine staff, researchers, faculty and student-athletes. Committee roster may be found at [Committees \(ncaa.org\)](http://Committees(ncaa.org)).

Section 1 - Introduction

E. Drug Free Sport International Contacts:

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

F. NCAA National Office Contacts:

LaGwyn Durden | Director of Sports Medicine
ldurden@ncaa.org
Liaison for NCAA Drug-Testing Program.

Samoane Don | Associate Director of Sports Medicine
sdon@ncaa.org
Liaison for NCAA Drug-Testing Program.

NCAA Governance and Member Services (GMS)
rsro@ncaa.org
Contact for eligibility and bylaw interpretation.

Section 2 – Championship Testing Program

The NCAA championship drug-testing program encompasses testing during post-season championships. Student-athletes competing in Division I, II and III championships are subject to testing. The following information serves as a resource for athletic administrators and host organizations and outlines key administrative requirements related to post-season drug testing.

A. Drug-Testing Personnel & Responsibilities

Tournament Manager

1. After hosting bid is accepted:

- Appoint a drug-testing site coordinator. The drug-testing site coordinator is an individual from the host school or organization, assigned to assist the Doping Control Officer (DCO) with the organization aspects of during testing for the championship. 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.
- Discuss the following with the drug-testing site coordinator in the event drug testing occurs:
 - Collection station requirements. (See section 2C).
 - Beverages. (See section 2D).
 - 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.
 - Proposed budget for the championship drug-testing event.
- Consider volunteers to serve as couriers (individual championships) or escorts (team championships). (See sections 2I or 2J).

2. Upon notification of NCAA drug testing:

- Keep drug-testing information confidential at all times.
- Review and affirm drug-testing notification from DFSI. Notifications are sent to the tournament manager and drug-testing site coordinator.
- Finalize drug-testing plans with the drug-testing site coordinator. If the designated drug-testing site coordinator is unable to serve, assign an alternate to fulfill those responsibilities.
- Assist drug-testing site coordinator with completion of the NCAA Championship Drug-Testing Proposed Budget, if applicable. The proposed budget is located at the end of the manual and must be approved by DFSI prior to the start of the championship.

Section 2 – Championship Testing Program

3. Pre-championship meeting:

- Provide the individual presiding over the pre-championship meeting with a copy of the Drug-Testing Statement to be read during the meeting. This statement is the only reference of the NCAA drug-testing program that may be made during the meeting. (See section 2G).
- For team championships, obtain the name and telephone contact information of a representative from each participating team who will assist the collection crew should drug testing occur. This information must be collected regardless of whether drug testing is conducted.

4. Post pre-championship meeting:

- Team Championships: Provide the drug-testing site coordinator with the contact information for each team representative and a copy of each team's official travel roster.
- Individual Championships: Provide the drug-testing site coordinator with the respective participant lists (e.g., heat sheets, brackets, etc.).

5. During the championship:

- Check in with the collection crew, if time permits.

6. After the championship event:

- Optional: The tournament manager or drug-testing site coordinator may submit the drug-testing invoice to DFSI for reimbursement of drug-testing related expenses. Invoices received 45 days after the championship will not be processed.

Drug-Testing Site Coordinator

1. After hosting bid is accepted:

- Discuss the following with tournament manager in the event drug testing occurs:
 - Clarification of the drug-testing site coordinator's duties.
 - Review collection station requirements. (See section 2C).
 - Beverages. (See section 2D).
 - 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.
 - Proposed budget for the championship drug-testing event.
 - Volunteers to serve as couriers (individual championships) or escorts (team championships). (See sections 2I or 2J).

Section 2 – Championship Testing Program

2. Upon notification of NCAA drug testing occurring:

- Keep drug-testing information confidential at all times.
- Review and affirm the drug-testing notification from DFSI. Notifications are sent to the tournament manager and drug-testing site coordinator.
- Finalize drug-testing plans with tournament manager.
- Complete the NCAA Championship Drug-Testing Proposed Budget and submit to DFSI, if applicable. The proposed budget is located at the end of the manual and must be approved by DFSI prior to the start of the championship.
- Contact and discuss the following with the DCO assigned to the drug-testing event. The DCO's contact information is included in the drug-testing notification.
 - Test dates and event/game start times.
 - Collection Station.
 - Credentials and parking passes.
 - Site visit (should occur at least one day prior to the start of the event).
 - Procure beverages for the drug-testing event. (See section 2D).
 - Transportation for selected student-athletes from the event site to the collection station, if necessary.
 - Volunteers to serve as couriers (individual championships) or escorts (team championships). The number of volunteers needed will be listed in the drug-testing notification.

3. Pre-Championship Meeting:

- Do not attend the pre-championship meeting on behalf of drug testing. If attendance is required for non-drug testing related reasons, do not mention that drug testing is occurring.

4. Post Pre-Championship Meeting:

- Obtain from the tournament manager if drug testing occurs at a team championship, the tournament manager will provide the drug-testing site coordinator with each team representative's contact information and a copy of each team's official travel roster.

5. Day before testing begins:

- Meet with the DCO to perform a walk-through of the championship venue and collection station.
- Provide the DCO with applicable championship information such as schedule of events, participation lists/team rosters, team representative's contact information (if applicable), credentials and parking passes, and names of escorts/couriers.

Section 2 – Championship Testing Program

6. During the championship:

- Assist the DCO, as needed, including room control and traffic flow.

7. After the championship event:

- The tournament manager 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.

B. 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) trained in sports drug-testing collections.
3. The DCO will make travel and lodging arrangements for the collection crew and may seek the drug-testing site coordinator's assistance in selecting suitable accommodations.
4. Transportation of samples to the laboratory is the responsibility of the DCO.

C. Collection Station

1. The drug-testing site coordinator is responsible for selecting the drug-testing location.
2. Must allow for privacy and respect for the student-athletes. Requirements should be discussed with the DCO.
3. Must restrict unauthorized access that could compromise the integrity of the collection process or the specimen. Unauthorized access includes, but not limited to, unauthorized personnel, unauthorized access to collection materials or supplies.
4. Must not be used for any purpose other than drug testing, during the collection process.
5. For 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 strictly prohibited.
6. The only access to the collection station should be through the main entrance.
7. The room(s) should be available the day before the event so the DCO can perform a walk-through.
8. Requirements for Team Championships:
 - **The NCAA requires two collection stations (one for each team).**
 - Both rooms should be in close proximity to each other.

Section 2 – Championship Testing Program

- Each room must be private and secured for drug-testing use only and cannot serve dual purposes (e.g., drug testing and storage for merchandising).
- 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.
- Signage placed outside of the rooms should reference “NCAA Use Only” and should not reference drug testing or antidoping.

9. Requirements for Individual Championships:

- **One large room must be provided.**
- The room must be private and secure for drug-testing use only and cannot serve dual purposes (e.g., drug testing and storage for merchandising).
- Location of the room cannot be in an open area or accessible 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, and the drug-testing site coordinator.
- 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.
 - Separate men’s and women’s bathrooms are required at championships where men and women’s competition (e.g., cross country, fencing, rifle, skiing, swimming & diving, track & field) are held together.
- Signage placed outside of the rooms should reference “NCAA Use Only” and should not reference drug testing or antidoping.

10. 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.

11. 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.

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D. Beverages

1. NCAA drug-testing protocol requires that any food and/or fluids provided to student-athletes be caffeine-free, alcohol-free and free of all banned substances. All items must be provided in individual sealed containers and may only be opened and consumed while in the collection station.
2. Fluids consumed by a student-athlete prior to arrival at the collection station are not the responsibility of the collection crew.
3. The drug-testing site coordinator must provide beverages for the collection station, which should be obtained from the host's championship stock. No more than one to two 12-ounce servings of fluid should be provided per student-athlete, as fluids are intended for those experiencing difficulty providing a specimen. Discuss beverage needs with the DCO prior to the testing event.
4. If beverages must be purchased, the host/drug-testing site coordinator may be reimbursed provided the beverages were approved in the proposed budget and an invoice is submitted. The NCAA Drug-Testing Invoice, along with receipts, must be submitted to DFSI within 45 days following the testing event. Invoices received more than 45 days after the event will not be processed. The proposed budget and invoice are located at the end of this manual.

E. Testing Schedule

1. At individual championships, drug testing may occur at any time following the first event and may continue for several hours after the conclusion of the final championship event.
2. At team championships, drug testing will occur following the completion of competition.
 - If competition begins at 10 pm local time or later, both teams may elect to defer testing until the next morning. This decision must be determined immediately after competition concludes.
 - If a team defers testing, it must begin no later than noon local time and must take place at the collection station from the day before. The start time must be mutually agreed upon by the DCO and the involved school(s).
3. The drug-testing site coordinator must remain at the collection station until the collection crew leaves. If testing is deferred to the following morning at team championships, defers the drug-testing site coordinator must be present for the testing event.
4. In consultation with DFSI staff, the DCO will make all decisions regarding the testing schedule in the event of special/unforeseen circumstances arise during the testing event.

Section 2 – Championship Testing Program

F. Pre-Championship Meetings

1. At every NCAA championship, the NCAA staff liaison, NCAA sport committee member or tournament manager will read a statement to participating coaches and school representatives regarding NCAA drug testing. (See section 2G).
2. The statement should not indicate whether testing will or will not occur at the championship. Coaches and student-athletes must be advised that post-event drug testing is always a possibility and should plan travel accordingly. Under no circumstances should participating schools be informed that drug testing is 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 reasons unrelated to drug-testing, they must not identify themselves in a drug-testing capacity or make any reference to drug testing.
4. For team championships, in addition to reading the statement, the following information must be collected by the tournament manager at the end of the meeting:
 - The name and contact information of a representative from each participating team, who would be responsible for assisting the collection crew with selected student-athlete notifications, should testing occur.
 - A travel roster clearly identifying those who are student-athletes.
 - If drug testing occurs, the tournament manager will provide the team representatives' contact information and applicable travel rosters to the drug-testing site coordinator, who is responsible for providing the information to the DCO.

G. Drug-Testing Statement

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

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.

Section 2 – Championship Testing Program

H. Credentials & Parking Passes

1. The host must issue **all-access credentials** for the collection crew for use during NCAA championships. Credentials should not reference drug testing, doping control, or similar terminology. If a title is required on the credential, “Event Management” is the preferred designation.
2. Credentials must permit the collection crews and couriers/escorts unrestricted access between the point of student-athlete notification and the collection station. Credentials are valid only on the day(s) drug testing is conducted.
3. The host will provide complimentary parking passes for the collection crew. Parking passes are valid only on the day(s) drug testing is conducted.

I. Individual Championships & Couriers

1. At individual championships, couriers are responsible for notifying student-athletes of their selection for drug testing and accompanying them until they report to the collection station. While this role may appear straightforward, the effectiveness of the drug-testing program depends on the courier's ability to follow instructions provided by DFSI staff, the DCO or their designee. The drug-testing site coordinator is responsible for securing couriers for this critical function.
2. Couriers must:
 - Conduct themselves in a professional manner.
 - Be able to approach student-athletes and coaches and clearly communicate notification instructions.
 - Be physically capable of keeping pace with student-athletes.
3. DFSI can assist hosts in determining the appropriate number of couriers needed for an individual championship. The time commitment required for courier duties may vary by championship.

Courier Responsibilities & Student-Athlete Notification

1. The DCO will meet with the couriers prior to 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.

Section 2 – Championship 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.

J. 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 prior to the start of the championship to discuss their responsibilities.
2. At team championship events, immediately following any designated cool-down period, a collection crew member will notify student-athletes selected. Each student-athlete must read and sign the Team Championship Student-Athlete Notification Form (not included in this manual). The form instructs the student-athlete to report to the collection station within 60 minutes, unless otherwise directed by the DCO or designee.
3. When ready, the escort will accompany the team representative and selected student-athletes to the collection station.

Section 2 – Championship Testing Program

4. A team representative must be present in the collection station to verify the identity of the student-athletes upon arrival and must remain in the collection station until all testing for that team has been completed.
5. **If competition begins at 10 pm or later local time**, both teams may elect to defer drug testing until the next morning. This decision must be made immediately following the conclusion of competition and applies to all selected student-athletes from that team.
 - If testing is deferred, the collection must begin no later than noon local time and must occur at the collection station from the previous day. The DCO and a team representative must mutually agree on the testing start time. The drug-testing site coordinator must be present during the test.
 - A team representative must be present at any next-morning testing session to verify the identity of the selected student-athletes.

K. Sport Drug-Testing Plans

The NCAA reserves the right to modify the testing plan at any time. The applicable testing plan will be provided to the host upon notification that drug testing will occur. Testing plan pertains to all divisions unless identified.

Team Championships	Est. No. of Student-Athletes Tested	No. of Escorts Required
Acrobatics & Tumbling	Contact DFSI	Contact DFSI
Baseball	6/team	2
Basketball	4/team	2
Beach Volleyball	2/team	2
Bowling	2/team	Contact DFSI
Field Hockey	5/team	2
Football (FCS)	18/team	2
Football (DII & DIII)	12/team	2
Ice Hockey	5/team	2
Lacrosse	7/team	2
Rowing (DI)	30	Contact DFSI
Rowing (DII)	9	Contact DFSI
Rowing (DIII)	15	Contact DFSI
Soccer	5/team	2
Softball	5/team	2
Stunt	Contact DFSI	Contact DFSI
Tennis	12	Contact DFSI
Volleyball	3/team	2
Water Polo	4/team	2

Section 2 – Championship Testing Program

Individual Championships	Est. No. of Student-Athletes Tested	No. of Couriers Required
Cross Country	10 men & 10 women	20
Fencing	6 men & 6 women	6
Golf	8	8
Gymnastics, M	13	13
Gymnastics, W	9	9
Skiing	12 men & 12 women	6
Rifle	12	Contact DFSI
Swimming & Diving	57	Contact DFSI
Tennis	12	Contact DFSI
Track & Field	48 men & 48 women	Contact DFSI
Wrestling (DI)	40	Contact DFSI
Wrestling (DII)	20	Contact DFSI
Wrestling (DIII)	30	Contact DFSI

L. Proposed Budget

1. The Proposed Budget Form is intended for use by hosts of NCAA championships to provide DFSI with estimated expenses associated with drug-testing operations.
2. If the host anticipates incurring expenses related to drug testing, the tournament manager or drug-testing site coordinator may submit the proposed budget after receiving notification from DFSI that drug testing will occur and prior to the start of the championship. The form is located at the end of the manual.
3. The following is provided to assist the host in preparing the budget. In most cases, these items can be secured at no cost:
 - **Beverages:** Hosts should utilize beverages from the championship stock. If beverages must be purchased separately for drug testing, the estimated costs must be included on the budget. Itemized receipts for beverage purchases must be submitted with the invoice after the championship.
 - **Equipment Rental:** If rental of tables, chairs, or other equipment is required, or if there are charges associated with collection station for drug testing, such expenses must be itemized and included in the budget.
 - **Transportation to and from the collection station:** If the collection station is located off-site from the competition venue (which should be avoided whenever possible), transportation must be provided for selected student-athletes from the competition site to the collection station. In certain circumstances, transportation from the collection station to team accommodations may also be necessary to ensure safe return. All transportation costs must be itemized in the budget, and corresponding receipts must be submitted with the invoice following the championship.

Section 2 – Championship Testing Program

4. DFSI reserves the right to approve, deny, modify, or request revisions to the budget and will communicate any necessary changes to the host.

M. Invoicing

1. Following an NCAA championship drug-testing event, all eligible expenses must be submitted for reimbursement to DFSI for reimbursement using the NCAA Drug-Testing Invoice. The invoice is located at the end of the manual.
2. The tournament manager or drug-testing site coordinator must reference the approved budget when preparing and submitting the invoice.
3. The completed invoice **must be received by DFSI within 45 days of the test date**. Invoices received more than 45 days after the championship will not be processed.
4. DFSI will not reimburse expenses related to food provided to student-athletes in the collection station.
5. Upon DFSI approval, reimbursement will be issued to the host and/or drug-testing site coordinator, as indicated on the invoice, approximately 45 days following receipt of the invoice.

Section 3 – 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)
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 neither a complete nor 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 substances within the banned-drug class regardless of whether they have been specifically identified. Furthermore, schools should discuss and review student-athlete use of prescribed and over the counter medications. Examples of substances under each class can be found at 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 a student-athlete consumes any nutritional/dietary supplement or uses any medication, they should review the product and/or medication label with the 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. Nutritional/dietary supplements may be contaminated with banned substances 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.

Section 3 – NCAA Banned Drug Classes

Athletics department staff should provide guidance to student-athletes about supplement use, including a directive to have any product checked by appropriate athletics department staff before consuming. 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 Championship Drug-Testing Proposed Budget

Name: _____ Host: _____

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 International

Please email completed proposed budget to Drug Free Sport International at 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:

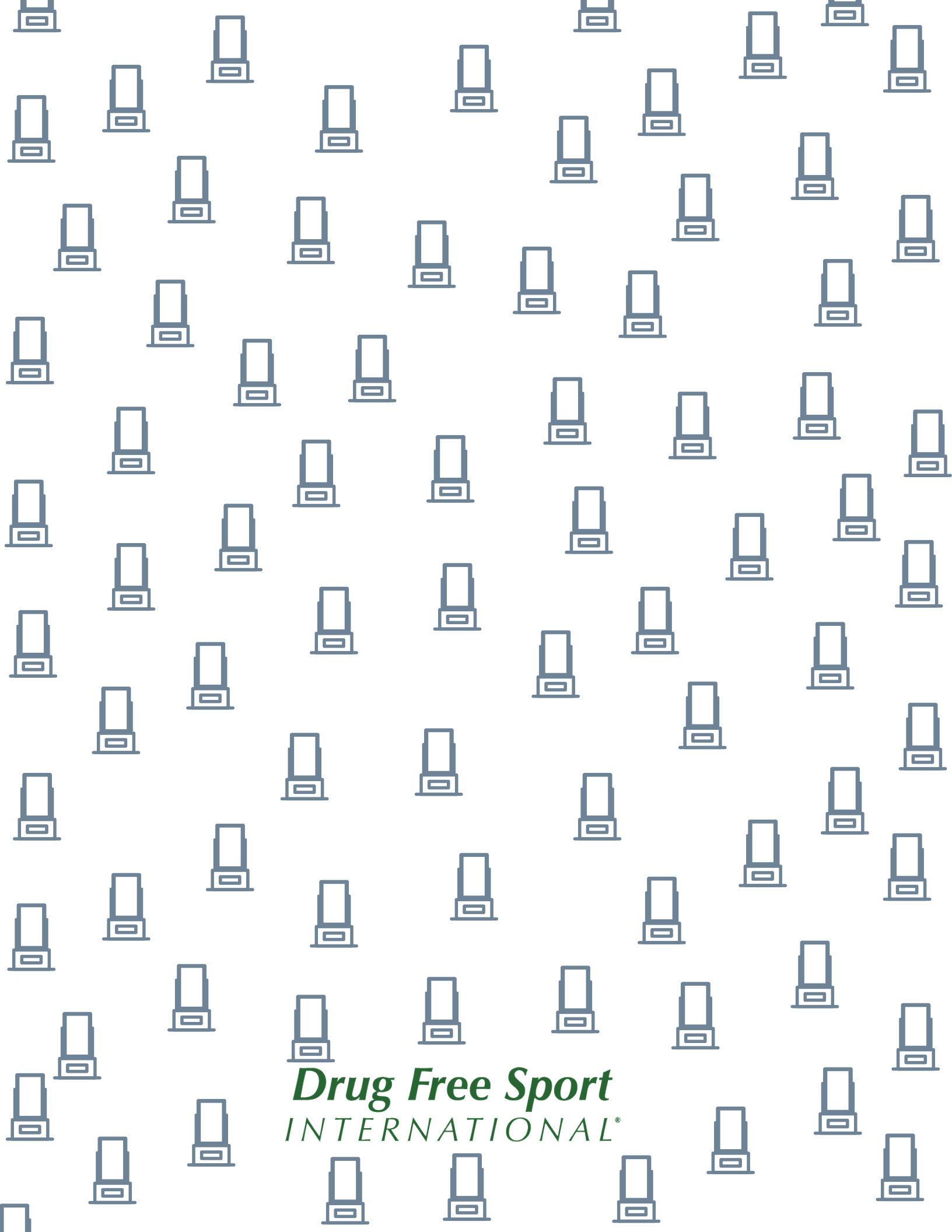
	<u>School/Host</u>	<u>Site Coordinator</u>
1. *Beverages: _____ _____ _____	\$ _____	\$ _____
2. *Set up: _____ (Not applicable for year-round or summer tests)	\$ _____	\$ _____
3. *Rental: _____ (Not applicable for year-round or summer tests)	\$ _____	\$ _____
4. *Transportation: _____ (Not applicable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



Drug Free Sport
INTERNATIONAL®