



NCAA Year-Round[®] 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 \(ncaa.org\)](https://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 – Year-Round Program

The NCAA year-round drug-testing program encompasses testing during the academic year and summer months. Student-athletes competing in Division I and II sports are subject to year-round testing. The following information serves as a resource for athletic administrators and outlines key administrative requirements related to the year-round program.

A. Drug-Testing Personnel & Responsibilities

Director of Athletics

1. Prior to the start of the academic year:
 - 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, assigned to assist the Doping Control Officer (DCO) with the organizational aspects of the program and during the drug test.
 - Review the current NCAA Drug-Testing Manual, located at www.ncaa.org/drugtesting.
 - Ensure the squad list/eligibility checklist requirements are met. (See section 2F).
 - Update contact information on SCAN®. (See section 2D).
2. When your school is notified of NCAA drug testing:
 - Keep drug-testing information confidential at all times.
 - Review drug-testing notification from ncaadrugtesting@drugfreesport.com and affirm receipt. Notifications are sent to the director of athletics, compliance administrator and drug-testing site coordinator, not earlier than two days before the drug-test date. To ensure emails from DFSI staff are received, add drugfreesport.com, to your email's safe-sender list. Contact your school's IT department for assistance.
 - Ensure that the drug-testing site coordinator is managing logistics with DFSI and the assigned DCO.

Compliance Administrator

1. Prior to the start of the academic year:
 - Review the current NCAA Drug-Testing Manual, located at www.ncaa.org/drugtesting.
 - Review the squad list/eligibility checklist requirements. (See section 2F).
 - Update contact information on SCAN®. (See section 2D).

Section 2 – Year-Round Program

2. When your school is notified of NCAA drug testing:

- Keep drug-testing information confidential at all times.
- Review drug-testing notification from ncaadrugtesting@drugfreesport.com and affirm receipt. Notifications are sent to the director of athletics, compliance administrator and drug-testing site coordinator, not earlier than two days before the drug-test date. To ensure emails from DFSI staff are received, add drugfreesport.com, to your email's safe-sender list. Contact your school's IT department for assistance.
- Provide the drug-testing site coordinator with current and accurate squad list/eligibility checklist for each sport selected to be drug tested.

Drug-Testing Site Coordinator

1. Prior to the start of the academic year:

- Review the current NCAA Drug-Testing Manual, located at www.ncaa.org/drugtesting.
- Discuss squad list/eligibility checklist requirements with compliance administrator. (See section 2F).
- Update contact information, academic dates and sport sponsorship lists on SCAN®. (See section 2D).

2. When your school is notified of NCAA drug testing:

- Keep drug-testing information confidential at all times.
- Review drug-testing notification from ncaadrugtesting@drugfreesport.com and affirm receipt. Notifications are sent to the director of athletics, compliance administrator and drug-testing site coordinator, not earlier than two days before the drug-test date. To ensure emails from DFSI staff are received, add drugfreesport.com, to your email's safe-sender list. Contact your school's IT department for assistance.
- Provide DFSI with a current and accurate squad list/eligibility checklist for each sport selected to be drug tested.
- Contact the DCO assigned to the drug-testing event to discuss scheduling, logistics and other related items. DCO's contact information is included in the drug-testing notification.
- Secure a location for drug testing to occur. (See section 2G).
- Obtain parking passes as requested by the DCO.
- Procure beverages for the drug-testing event. Beverages are for student-athletes who have difficulty providing a specimen. (See section 2H).

Section 2 – Year-Round Program

- Receive roster and notification form for selected student-athletes from DFSI. Notification forms are accessible through the roster and must be completed with the date, report time and location of the testing event prior to notifying the selected student-athletes. Contact DFSI if there are any issues related to the selected student-athletes.
- Notify student-athletes of their drug-testing selection.
 - Notification must occur in person or via phone call. Voicemail messages, text messages, and emails are not acceptable forms of notification confirmation.
 - Inform student-athletes of the date, report time, and location of the testing event and obtain their signature on their respective notification form.
 - Inform student-athletes to bring proper photo identification (e.g., driver's license, passport, student ID) to the collection station on test day.
 - Advise student-athletes 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. Specific gravity of the specimen is measured and diluted specimens will delay the process.
 - Sign each notification form verifying that the student-athletes were properly notified.
 - Contact DFSI as soon as possible if there are any issues notifying any student-athletes.
- 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.

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 (20-25 student-athletes), and one hour or less for a small group (10 student-athletes).

Avoid scheduling 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 is in the early morning, however, testing may occur in the afternoon/evening.

Drug testing must not interfere with the student-athletes' academic obligations.

Section 2 – Year-Round Program

3. During and after the test:

- Must be present at the drug test and available to the DCO until the completion of the test. If unavailable, a designee must be designated in advance.
- Provide the signed notification forms to the DCO prior to the start of the test.
- Assist with room control, traffic flow and testing protocol in the collection station.
- Help verify student-athletes' identity.
- Optional: Submit the drug-testing invoice to DFSI for reimbursement of drug-testing related expenses. Invoices received 45 days after the drug test will not be processed. The invoice is located at the end of the manual.

B. No-Advance Notice Testing

CSMAS has endorsed drug-testing best practices that allow for more frequent testing and shorter notification periods for schools and student-athletes. No-advance notice testing typically involves fewer student-athletes than the standard year-round campus testing.

1. No-advance notice testing is generally conducted either pre-practice or post-practice.
2. While the school may receive notification on the day of testing, the roster of selected student-athletes will be provided by the DCO upon their arrival on campus.
3. The drug-testing site coordinator must identify an appropriate location for post-practice testing, notify student-athletes of their selection for testing, and remain present and available to the DCO until the completion of the drug test.
4. The DCO will be prepared to manage circumstances that may impact testing, including academic obligations, absences from practice, or practice cancellations.

C. 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. Transportation of samples to the laboratory is the responsibility of the DCO.

D. SCAN®

SCAN® (antidoping.drugfreesport.com) is DFSI's administrative website to assist schools in managing their drug-testing information. Schools are responsible for keeping all information current. 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.

Section 2 – Year-Round Program

E. Drug-Testing Selections

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. Notification of NCAA drug testing may be short notice or no-advance notice.
4. Selection of schools, sports and student-athletes are performed by DFSI. Schools may not request specific sport(s) or student-athletes to be drug tested.
5. 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.

F. Squad List & Eligibility Checklist Requirements

1. The following lists are required for NCAA drug-testing selections. Athletic administrator signatures (director of athletics, compliance, etc.) are not required on these lists for drug-testing purposes.
 - **Division I Sports:** The NCAA Squad List Form* is required for student-athlete selection for drug testing. For football, school must identify student-athletes who are receiving athletic aid.
 - **Division II Sports:** The NCAA Division II Eligibility Checklist Form* is required for student-athlete selection for drug testing.

*If the sport(s) selected for drug testing has not held its first outside competition, an updated roster may be accepted in lieu of the squad list/eligibility checklist.
2. Prior to submitting the squad list/eligibility checklist to DFSI, the school must designate any student-athlete who falls into one of the following categories:
 - C = Cut/dismissed from their team;
 - E = Exhausted eligibility in the sport;
 - G = Graduated;
 - M = Medical waiver resulting from career-ending injury or illness;
 - Q = Quit the team; or
 - W = Withdrawn from the school.

If a designation other than those listed above is used, the school must either provide DFSI with an explanation or assign the student-athlete one of the above designations.

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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.

3. Schools must ensure that the respective form is current and accurate prior to submitting to DFSI for student-athlete selections.
4. NCAA protocol states a 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 on the team, may not participate in NCAA competition until completion of an NCAA drug test. This test will be administered by the NCAA-designated drug-testing agency in each case at the school's expense.

G. 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-athlete. Requirements should be discussed with the DCO.
3. Only the collection crew, drug-testing site coordinator, and student-athletes are permitted in the collection station, which must adequately accommodate all parties.
4. 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.
5. Must not be used for any purpose other than drug testing, during the collection process.
6. Fully equipped bathrooms must be located in or adjacent to the collection station. Access to a shower is helpful but not required.
7. Must not allow student-athletes access to any items that could be used to dilute or adulterate a specimen.
8. Although most student-athletes provide a specimen in less than 20 minutes, sufficient time must be reserved for use of the collection station in the event the process takes longer than expected.
9. 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.
10. Discuss items (e.g., tables, chairs, trash containers) needed with the DCO.

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H. 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 should provide no more than one to two, 12-ounce servings of fluid per student-athlete tested. Fluids are intended for student-athletes who have difficulty providing a specimen and fluid needs should be discussed with the DCO prior to the testing event.
4. Drug-testing site coordinators/schools may be reimbursed for beverage expenses up to \$1.50 per student-athlete tested.

I. Invoicing

1. Following the drug-testing event, schools/drug-testing site coordinators may be reimbursed for eligible drug-testing expenses by submitting the NCAA Drug-Testing Invoice. The invoice is located at the end of the manual and is also available on SCAN®.
2. The completed invoice **must be received by DFSI within 45 days of the test date**. Invoices received more than 45 days after the test date will not be processed.
3. DFSI will not reimburse the drug-testing site coordinator or school for the following year-round testing expenses: site coordinator honorarium, set up, rental, transportation, security, food purchases, and parking passes for collection crew.
4. Upon DFSI approval, payment will be issued to the drug-testing site coordinator and/or school, as indicated on the invoice, approximately 45 days from receipt.

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 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: _____ **Date:** _____
Required for reimbursement

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

*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.



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