DIRECTIONS FOR ADMINISTRATION OF SURVEY INSTRUMENT:
2016-17 NCAA NATIONAL STUDY OF SUBSTANCE USE HABITS
OF COLLEGE STUDENT-ATHLETES

1. The faculty athletics representative (FAR) at each NCAA member school participating in the 2016-17 study will receive via Scantron Corporation the following materials from the NCAA:

   a. Notification of approval by NCAA Research Review Board (RRB);

   b. Institutional Review Board (IRB) information sheet;

   c. Notification of the sports to be surveyed at each school (see cover memo);

   d. Copies of the survey instrument;

   e. Copies of “Addiction Treatment” information sheets;

   f. Directions for administration of survey instrument with a scripted statement for FAR; and

   g. Pre-printed packages for shipment of surveys to Scantron.

2. This study has been reviewed and approved for human subject considerations by the NCAA RRB. Individual campuses may still ask that this study be reviewed by the local IRB. It is the responsibility of the FAR on each campus to ensure that institutional policies are followed.

   The FAR will make arrangements with the athletics department to schedule a session to survey all student-athletes on teams selected for participation in the study.

   The survey should be administered by the FAR in a group setting with all members of the team present. If the FAR is being asked to survey more than one team, he/she may survey each team separately or combine the teams into one group, whichever the FAR prefers. The time, date and location of the survey administration session should be made known to all student-athletes on the team(s) being surveyed. Student-athletes should be able to complete the survey within approximately 30 minutes.

   ALL SURVEYS SHOULD BE ADMINISTERED AND RETURNED TO SCANTRON CORPORATION BY MAY 1, 2017.

3. Sufficient copies of the surveys should be included in each packet. Please notify Michael Miranda, associate director of research, at the NCAA (mmiranda@ncaa.org or 317/917-6304) if additional copies are needed. The FAR should not photocopy additional surveys themselves as the scanning devices will not be able to read responses on photocopied forms.

   The FAR will place the pre-printed, pre-paid return package supplied by the NCAA in a convenient location in the room where the testing is being done so that each student-athlete may place his/her completed survey directly into that package without anybody else handling the survey. Completed surveys should not be handled by the FAR.
4. Before administering the surveys, the FAR should obtain a contact phone number for a campus or local counseling service that will offer free or low cost counseling to any student-athlete who may wish to speak with a mental health professional. This contact information should be clearly posted in the room in which the surveys are administered. In addition, a sheet will be available with the contact information for national counseling services and websites.

5. The FAR should bring #2 pencils, or pens with blue or black ink, for the student-athletes to the survey administration. **The surveys must NOT be completed in red ink.**

6. The FAR and any assistants from his/her staff will administer the survey to the student-athletes. All staff from the athletics department (e.g., coaches) should leave the room before the survey is distributed. The FAR will read aloud to the student-athletes the attached scripted statement that details the purpose of the study and the directions for completion of the survey. Any student-athletes who are not yet 18 years of age or have not reached the age of majority in your state will be asked not to participate in the study and will be asked to leave the room.

   The FAR will explain the survey instrument to the student-athletes, describe the purpose of the national study and note that responses will not be personally identifiable once the survey is turned in. The student-athletes must be informed that participation in the study is entirely voluntary and that they are free to turn in their survey at any time during the testing procedure. Student-athletes who wish not to complete the survey in its entirety may answer only those questions they wish (if any) and return the survey to the pre-printed return package. Student-athletes should be advised that the NCAA will publish aggregate results of the survey in fall of 2017. These published results will be available for download from the NCAA website; the director of athletics’ office and the FAR will be notified when the results are available.

   The FAR will inform the student-athletes that when they have completed the survey, they should place it directly into the pre-printed return package that has been prepared for mailing the surveys back to Scantron. Neither the FAR nor any member of the athletics department should handle any student-athlete’s survey.

7. The last student-athlete present will place his/her survey form into the pre-printed return package, and will seal the package. All surveys handled by student-athletes—completed or not—should be returned directly to the return package; never to the FAR or any other campus or athletics administrator. All survey forms must be returned before the student-athletes leave the session. Students are encouraged to take the “Additional Resources” page with them. Extra surveys not administered to student-athletes can be destroyed by the FAR.

8. The FAR will send the surveys to Scantron in the pre-printed, pre-paid return package supplied by the NCAA. The return addressee should be Scantron, not the institution.

9. Questions regarding administration of the surveys should be referred to:

   Michael Miranda, NCAA associate director of research.  
   317/917-6304 or mmiranda@ncaa.org

The NCAA and FARA thank you for your assistance with this important research project.
SCRIPTED STATEMENT FOR FACULTY ATHLETICS REPRESENTATIVE

Pass out the “National Resources” information sheet and the survey instrument. Instruct the student-athletes not to begin the survey until you finish reading the following statement:

Thank you for your participation in the 2016-17 NCAA National Study of Substance Use Habits of College Student-Athletes. Your participation in this study is greatly appreciated.

If there is anyone here who is less than 18 years of age, you are excused from any further participation in this study and should leave at this time. Thank you for your time.

This is a study of the experiences and opinions of college student-athletes on substance use. You will be asked about your experiences with a variety of drugs and alcohol, and about behaviors taking place under the influence of drugs or alcohol. Your responses will be used to better formulate effective strategies for programming, education and intervention to benefit individuals involved in substance use.

Participation in this study is completely voluntary. You may choose not to answer any question, or to discontinue your participation at any time without penalty. Your voluntary completion of this survey constitutes your informed consent to participate. This survey should take approximately 30 minutes or less to complete. When you have completed the survey, please place it in the pre-printed return package located here. (Show student-athletes where the package is located.) The last person to complete the survey should seal the package to ensure that it is ready to be mailed. Do not return any surveys directly to me. All surveys, completed or not, should be put directly into the return package.

For this study to have scientific merit, it is important that you answer the questions thoughtfully and honestly. This survey asks a few questions that may seem repetitive so that all of you are answering the same number of questions regardless of whether you engage in substance use. This format is used to help maintain anonymity of anyone reporting substance use. Again, this information is being collected anonymously. We won’t ask you to identify yourself or your school. That means nobody, including the researchers, will know your identity or be able to match your response to your school. Results will only be reported in terms of national trends and trends within sports. Those results will be available on the NCAA website in fall 2017. The director of athletics and FAR will be notified by the NCAA when the national results are available.

Some of the questions in this survey may deal with some personal topics. You do not have to answer any question that you do not wish to answer. You should have been provided a resource sheet that details how to contact someone to talk to in case you should feel the need to discuss any substance use issues raised by this survey. Has anyone not received the “Addiction Treatment” sheet? (Distribute resource sheet to any student who has not yet received one.) I have also posted the contact number(s) for a local counseling center. Thank you again for your participation in this very important study. You may now begin the survey.

The National Collegiate Athletic Association
September, 2016