



2017-2018
NCAA Championship
Drug-Testing
Site Coordinator Manual

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

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The National Center for Drug Free Sport, Inc.®

The National Center for Drug Free Sport, Inc. establishes and manages drug-prevention programs for athletic organizations truly committed to creating drug-free environments.

The National Collegiate Athletic Association has selected Drug Free Sport to administer all NCAA drug-testing programs. Please contact Drug Free Sport if you have any questions regarding administrative logistics about NCAA drug-testing programs.

The National Center for Drug Free Sport®
2537 Madison Avenue
Kansas City, Missouri 64108
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.

Contact Drug Free Sport AXIS™ at 877.202.0769 or www.dfsaxis.com (password ncaa1, ncaa2 or ncaa3).

The National Collegiate Athletic Association

In addition to its drug-testing programs, the NCAA offers drug-education programs to its members. To find out more, contact:

The National Collegiate Athletic Association
Sport Science Institute
Attn: Mary Wilfert
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317.917.6222
www.ncaa.org/substanceabuseprevention

NCAA Drug-Testing Contacts at Drug Free Sport:

Mark Bockelman, Vice President of NCAA Drug-Testing
816.285.1407

mbockelman@drugfreesport.com

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

Michelle Dorsey, Director of NCAA Drug-Testing

816.285.1416 mdorsey@drugfreesport.com

Contact for NCAA year-round and championship drug-testing events and collection crew issues.

Sherry Byler, NCAA Senior Drug-Testing Program Manager

816.285.1420

sbyler@drugfreesport.com

Contact for NCAA year-round and summer drug-testing notifications, scheduling of exit tests, assistance with scan.drugfreesport.com and invoices.

Lara Gray, MS, RD, CSSD, Director of Education

816.285.1417

lgray@drugfreesport.com

Contact for supplement/banned substances inquiries and DFS AXIS, live/recorded webinars, Speakers Bureau and sport nutrition resources.

Josh Mittlestadt, Manager of Information Technology

816.285.1403

jmittlestadt@drugfreesport.com

Contact for IT assistance with Drug Free Sport's SCAN3 administrative website (scan.drugfreesport.com).

Gene Willis, Director of Marketing

816.285.1423

gwillis@drugfreesport.com

Contact for media and public relations on drug-testing issues and questions.

NCAA Drug-Testing Contact at the NCAA Office:

Mary Wilfert, Associate Director, Sport Science Institute

317.917.6319

mwilfert@ncaa.org

Liaison to the Committee on Competitive Safeguards and Medical Aspects of Sports.

NCAA Committee on Competitive Safeguards & Medical Aspects of Sports

CSMAS is an NCAA association-wide committee and supervises the NCAA's drug-education and drug-testing program under the direction of the NCAA Board of Governors. CSMAS is composed of athletics administrators, medical doctors, coaches, athletic trainers, exercise physiologists, researchers, attorneys, drug educators, secondary school representatives and other professionals representing member institutions. The committee is dedicated to serving the NCAA by (a) collecting and developing pertinent information regarding desirable training methods, prevention and treatment of sports injuries, utilization of sound safety measures at the college level, drug education and drug testing; and (b) disseminating such information to the attention of the Association's membership and adopting recommended policies and standards designed to further the above objectives. Drug Free Sport works closely with CSMAS to support the NCAA's dedication to fair and equitable competition and protection of the health and safety of student-athletes.

A complete list of the current members of CSMAS may be found on the NCAA's website.



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 at your institution or organization have key roles when NCAA drug testing is conducted at the championship you are hosting: 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 site coordinator is an individual from the host institution or local organizing committee who is assigned to assist the drug-testing crew with the organizational aspects of the program and assist the certified collector during the drug test. The 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 site coordinator to explain drug-testing duties and discuss the proposed budget for the championship drug-testing event.
3. The tournament director and site coordinator must discuss drug-testing facility requirements in the event drug testing occurs (see Testing Facilities on page No. 7).
4. If necessary, the tournament director and site coordinator must plan for student-athletes' local transportation to and from the event site to the drug-testing area and possibly to the student-athletes' hotel. Vans are ideal for these situations.
5. The tournament director and site coordinator must discuss volunteers to serve as couriers (individual championship) or escorts (team championship). See courier and escort requirements beginning on page No. 10.

When your institution/organization is notified of NCAA drug testing:

1. Drug-testing information must be kept confidential at all times.
2. The tournament director and site coordinator will receive the Drug-Testing Notification Memorandum via email from Drug Free Sport.
3. The tournament director and site coordinator will discuss the drug-testing format and finalize plans for the testing event. If the designated site coordinator will not be available on test day, the tournament director must assign an alternate to serve in his/her place.
4. The tournament director or site coordinator must complete the Championship Drug-Testing Proposed Budget and email to Drug Free Sport at ncaadrugtesting@drugfreesport.com. The proposed budget must be approved prior to the start of the championship. The proposed budget is located at the end of the manual.

At the pre-championship meeting:

The site coordinator should **not** attend the pre-championship meeting. If he/she must be at the meeting for non-drug testing related reasons, he/she must not represent him/herself with drug testing or mention that drug testing is occurring.

1. 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 statement on page 10). This



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statement is the only reference of the NCAA's drug-testing program to be made at the pre-championship meeting.

2. At team championships, the tournament director will obtain the name and telephone contact information of a representative from each institution that will assist the drug-testing 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 site coordinator with the following:

- The names and telephone contact information of each team's representative.
- A copy of each team's official travel roster.

Before or during the championship:

The tournament director should introduce him/herself to the drug-testing crew.

After the championship event:

The tournament director or site coordinator may submit the NCAA Drug-Testing Invoice to Drug Free Sport 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.

Site Coordinator

After hosting bid is accepted:

1. The site coordinator will meet with the tournament director to understand his/her drug-testing duties and discuss the proposed budget for the championship drug-testing event. The 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 site coordinator and tournament director must discuss drug-testing facility requirements in the event drug testing occurs (see Testing Facility on page No. 7).
3. If necessary, the site coordinator and tournament director must plan for student-athletes' local transportation to and from the event site to the drug-testing area and possibly to the student-athletes' hotel. Vans are ideal for these situations.
4. The site coordinator and tournament director must discuss volunteers to serve as couriers (individual championship) or escorts (team championship). See courier and escort requirements beginning on page No. 10.

When your institution/organization is notified of NCAA drug testing:

1. Drug-testing information must be kept confidential at all times.
2. The tournament director and site coordinator will receive the Drug-Testing Notification Memorandum via email from Drug Free Sport.



3. The tournament director and site coordinator will discuss the drug-testing format and finalize plans for the testing event. If the designated site coordinator will not be available on test day(s), the tournament director must assign an alternate to serve in his/her place.
4. The tournament director or site coordinator must complete the Championships Drug-Testing Proposed Budget and email to Drug Free Sport at ncaadrugtesting@drugfreesport.com. 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 site coordinator should discuss the following items with the certified collector prior to the championship:
 - Testing facilities.
 - Test date and event/game start times.
 - Credentials and parking passes (as necessary).
 - Site visit (should occur the day prior to the event with the certified collector).
 - Beverages.
 - Transportation for student-athletes from playing venue to testing site and possibly to team hotels (as necessary).
 - Volunteers to serve as couriers (individual championships) or escorts (team championships) (as necessary).

At the pre-championship meeting:

1. The site coordinator should not attend the pre-championship meeting. If he/she must be at the meeting for non-drug testing related reasons, he/she must not represent him/herself with drug testing or mention that drug testing is occurring.
2. At team championships, the tournament director will obtain the name and telephone contact information of a representative from each institution that will assist the drug-testing crew in the event drug testing occurs. This should take place whether or not drug testing is occurring.

After the pre-championship meeting:

1. At team championships, the tournament director will provide the site coordinator with each team's official travel roster and their representative's contact information.
2. The site coordinator will provide this information to the certified collector.

Day before testing begins:

1. The site coordinator will meet with the certified collector to perform a walk-through of the championship venue and drug-testing area.
2. The site coordinator will provide the certified collector with:
 - Championship information (e.g., schedule of events, heat sheets, team rosters).
 - Credentials and parking passes.
 - Names of escorts or couriers.

During the championship:

1. The site coordinator will be available at all times and will assist the certified collector, as needed.



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2. The site coordinator may be asked to assist in maintaining security in the drug-testing area.

After the championship event:

1. The tournament director or site coordinator may submit the NCAA Drug-Testing Invoice to Drug Free Sport to receive reimbursement for drug-testing related expenses (optional). Invoices received after 45 days following the championship will not be processed. The invoice is located at the end of the manual.

Drug-Testing Collection Crews

1. Drug Free Sport provides the collection crews for each drug-testing event.
2. Collection crews are comprised of a certified collector and crew members, who assist the certified collector.
3. Certified collectors are specifically trained in sports drug-testing collections. Each certified collector is responsible for training members of the collection crew.
4. The certified collector will make travel and lodging arrangements for the crew and may ask the site coordinator's assistance in selecting suitable accommodations.
5. Transportation of samples to the laboratory is the certified collector's responsibility.

Testing Facilities

1. The site coordinator is responsible for selecting a site for drug testing. The facility should be in the same location as the championship or in close proximity of the venue. Please consult with the certified collector or Drug Free Sport to ensure the facility and location are adequate.
2. The site coordinator must ensure the security of the room(s). Only those individuals authorized by the certified collector 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. **Testing facility requirements at team championships:**
 - **The NCAA requires two testing rooms (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).
 - It is recommended that the two rooms be in close proximity of each other.
 - Each room must be large enough to accommodate the collection crew, selected student-athletes, a team representative, site coordinator, chairs, tables, etc.
 - Each room should contain a bathroom inside the testing room. If bathrooms are not in the testing room, one must be nearby, away from public view and must be used for drug-testing 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.



3. All drinks must be provided in individual containers (bottles or cans). The certified collector will not allow gallon jugs or large containers of liquids. Cups or any other drinking materials will be discarded.
4. The site coordinator should provide no more than one to two, 12-ounce servings of fluid per student-athlete tested. The beverages are for those student-athletes having difficulty providing a specimen.
5. Liquids consumed prior to the student-athlete's arrival to the testing site are not the responsibility of the drug-testing crews.
6. The certified collector may permit student-athletes to drink directly from drinking fountains.
7. If beverages must be purchased, the site coordinator/institution will be reimbursed if the beverages were approved on the proposed budget and listed on the invoice. The NCAA Drug-Testing Invoice (with receipts) must be submitted to Drug Free Sport within 45 days following the testing event. Invoices submitted more than 45 days after the event will not be processed. The proposed budget is 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 drug-testing facility from the day before.** The certified collector and the involved institution must mutually agree on the start time of the drug test.
3. The site coordinator must remain at the drug-testing venue until the collection crew leaves. If a team defers testing to the next morning at a team championship, the site coordinator must be present at the test.
4. The certified collector, in consultation with Drug Free Sport staff, will make any and all decision regarding the testing schedule should special circumstances/situation 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 institutional 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 institutions be advised of drug testing occurring or not occurring.**



3. The site coordinator, certified collector or the Drug Free Sport staff member must not be present at the pre-championship meeting. If the site coordinator must attend the meeting for nondrug-testing related reasons, he/she must not associate him/herself 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 an individual from each institution who will be responsible for assisting the drug-testing crew with notifications should testing occur.
 - An official gate list or travel-party roster for student-athlete selection, clearly indicating those who are student-athletes.
 - If drug testing does not occur, the information should be discarded.
 - If drug testing will occur, the tournament director will deliver it to the site coordinator who will be responsible for providing this information to the certified collector as soon as possible.

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

The NCAA/host institution 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.

1. These credentials allow the crews and couriers/escorts to move freely from the point of notification to the drug-testing area. The credentials are only valid on the days drug testing will occur.
2. The host institution will provide complimentary parking passes for the drug-testing crew. The parking passes are only valid on the days drug testing will occur.



Individual Championships & Courier Selection

1. The individual championship drug-testing program provides for a courier system to facilitate the notification of student-athletes selected for drug testing at individual championships. **The site coordinator must obtain couriers for this important aspect of the program.**
2. Included in this manual is a list of courier responsibilities. The courier is responsible for notifying the student-athlete of selection for drug testing and remaining with that individual until he/she reports to the collection station. At that point, the courier may be assigned another courier responsibility or may be released. 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 certified collector.
3. 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 drug-testing instructions.
 - Physically able to keep up with the student-athletes.
 - The same gender as the student-athlete (recommended but not mandatory).
4. The certified collector will meet with the couriers before the start of the championship; the site coordinator should contact the certified collector to schedule this time. All couriers must be available for this meeting.
5. Drug Free Sport can assist host institutions with the number of couriers needed for your individual championship. The time spent serving as a courier differs with each championship.

Note: Couriers are utilized at individual championships only; escorts are utilized only at team championships.

Individual Championships & Courier Responsibilities

1. The drug-testing courier plays a vital role in the implementation of the drug-testing program. The individual must be mature enough to handle the responsibilities of the position and be prepared to make a time commitment for the duration of testing. It is preferable that the courier be the same gender as the student-athlete being tested, but not required.
2. The day prior to the start of the championship, all couriers should meet with the certified collector to receive directions and assignments.
3. The courier will receive an Individual Championship Student-Athlete Notification Form to present to the student-athlete upon notification.
4. The courier, according to the directions of the certified collector or Drug Free Sport staff member, will notify the student-athlete that he or she has been selected to participate in the drug-testing program.
5. 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 testing room within **60 minutes** unless otherwise directed by the certified collector or designee. Student-athletes who are scheduled to compete in additional events will be instructed to defer testing until completion of his/her final event of that session, of that day, or to defer until completion of his/her final event of the championship. The student-athlete and courier must obtain a signature from an institutional representative.
6. The courier will require the student-athlete to read and sign the notification form.



7. The courier will allow the student-athlete to obtain a witness to accompany him/her to the testing site should the student-athlete desire.
8. Within the allotted 60 minutes, the student-athlete must complete all NCAA required responsibilities (e.g., media obligations, awards ceremonies, etc.). The courier must remain in visual contact with the student-athlete at all times.
9. Couriers will accompany the student-athlete to the testing site and remain there until released by the certified collector or designate.
10. The courier may be asked to repeat this process more than once throughout the championship.
11. Encourage couriers to dress appropriately.

Team Championships, Escorts & Student-Athlete Notification

1. If testing is conducted at team championships, each team will be tested post-event.
2. At team championship events, immediately after any established cool-down period, a 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 testing room within **60 minutes**, unless otherwise directed by the collection crew.
3. One escort will be assigned to each team for the purpose of directing and/or "escorting" the student-athletes and the institutional representative to the testing facility.
4. An official institutional representative must be in the testing room to certify the identity of the student-athletes as they report to drug testing. The institutional representative must remain in the testing room until all student-athletes have reported and officially checked-in.
5. The time spent serving as an escort differs with each championship.
6. **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 drug-testing facility from the day before. The certified collector and the involved institution must mutually agree on the start time of the drug test. The site coordinator must be present during the test.
7. An institutional representative must be in the testing room at any next-morning testing to certify the identity of the student-athletes selected for testing.



Sport Drug-Testing Plans

The NCAA may elect to change the number of student-athletes drug tested. The testing plan will be provided to the institution/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 (National Collegiate)	2/team	8 couriers
Bowling (National Collegiate)	2/team	8 couriers
Cross Country (All Divisions)	10 men & 10 women	20 couriers
Field Hockey (All Divisions)	5/team	2 escorts
Fencing (National Collegiate)	12	12 couriers
Football (FCS)	18/team	2 escorts
Football (Divisions II & DIII)	12/team	2 escorts
Golf (All Divisions)	8	8 couriers
Gymnastics, M (National Collegiate)	13	13 couriers
Gymnastics, W (National Collegiate)	9	9 couriers
Ice Hockey (All Divisions)	5/team	2 escorts
Lacrosse (All Divisions)	7/team	2 escorts
Rifle (National Collegiate)	12	Contact Drug Free Sport
Rowing (Division I)	30	Contact Drug Free Sport
Rowing (Division II)	9	Contact Drug Free Sport
Rowing (Division III)	15	Contact Drug Free Sport
Skiing (National Collegiate)	12 men & 12 women	6 couriers/day
Soccer (All Divisions)	5/team	2 escorts
Softball (All Divisions)	5/team	2 escorts
Swimming & Diving (Divisions I & III)	2 from each individual event; winning team and 1 from each relay after last event of the session	Contact Drug Free Sport
Swimming & Diving (Division II)	2 from each individual event; winning team and 1 from each relay after last event of that day	Contact Drug Free Sport
Tennis (All Divisions)	12	Contact Drug Free Sport
Track & Field (All Divisions)	2 from each individual event; winning team and 1 from each relay after last event of that day	Contact Drug Free Sport
Volleyball (All Divisions)	3/team	2 escorts
Water Polo (All Divisions)	4/team	2 escorts
Wrestling (Division I)	4 from each weight class after final participation in the championship	Contact Drug Free Sport
Wrestling (Division II)	2 from each weight class after final participation in the championship	Contact Drug Free Sport
Wrestling (Division III)	3 from each weight class after final participation in the championship	Contact Drug Free Sport



Proposed Budget

1. The proposed budget form is used by institutions hosting an NCAA championship. It provides Drug Free Sport with estimated costs on drug-testing related items.
2. The tournament director or site coordinator must submit the proposed budget after being notified by Drug Free Sport that drug testing will occur at their championship and prior to the start of the championship. The invoice is located at the end of the manual.
3. The following should assist you in developing your budget:
(In most instances, materials and services can be obtained without charge.)
 - Beverages
Institutions 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 be submitted with 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 selected for drug testing, these expenses must be included in the budget and itemized.
 - Transportation to and from testing facility
If the testing facility is located off-site, away from the event (this situation should be avoided if possible), transportation from the event site to the testing facility must be provided for the student-athletes. Also, for some championships, transportation for student-athletes to their housing 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. Drug Free Sport will either approve as submitted or make necessary changes to the proposed budget and inform the host institution/organization.

Invoicing

1. After an NCAA championship drug test, appropriate expenses must be submitted for reimbursement to Drug Free Sport using the NCAA Drug-Testing Invoice. The invoice is located at the end of the manual.
2. The 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 Drug Free Sport more than 45 days after the championship will not be processed.
4. Drug Free Sport will not reimburse for the purchase of food at drug-testing events.
5. Upon approval by Drug Free Sport, payment will be issued to the site coordinator and/or institution (as directed by the site coordinator) approximately 45 days from receipt of invoice.



Championships Frequently Asked Questions

1. **How should an institution prepare its student-athletes for the possibility of NCAA championship drug testing?**

Review the NCAA Drug-Testing Program Protocol located at www.ncaa.org/drugtesting.

2. **When is drug testing conducted at the championship?**

Drug testing can occur at any phase of an NCAA championship (e.g., first round, second round, quarterfinals, semi-finals or finals) and can occur more than once at any championship (e.g., first round and finals). Participating institutions and student-athletes are not given any advance notice that drug testing is being conducted at the championship.

3. **When will student-athletes be notified of their selection for drug testing?**

Team championships: Immediately after the game, a member of the drug-testing crew will provide an institutional representative with a list of student-athletes who have been selected for drug testing.

Individual championships: Official drug-testing couriers will notify student-athletes of their selection for drug testing.

4. **How are student-athletes tested and how long does it take?**

Student-athletes are drug tested through urinalysis and are observed providing their sample by a member on the drug-testing crew of the same gender.

The length of the process depends on the student-athlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving at the testing facility, the entire process usually is completed in less than 20 minutes.

5. **Can student-athletes beat a drug test by consuming large amounts of fluids?**

No. NCAA drug-testing protocol requires each student-athlete's urine sample be analyzed onsite prior to sending the sample to the lab.

If the specimen is too dilute, the student-athlete will be required to provide additional specimens until an adequate specimen is collected. This could take several hours. A student-athlete who produces multiple diluted samples is subject to follow-up drug tests.

6. **What if a student-athlete has trouble providing an adequate specimen? Can the student-athlete leave and come back later? What if the team has to leave and the student-athlete is still in drug testing?**

The student-athlete cannot be released from drug testing until an adequate specimen is provided. If the student-athlete's team must depart the championship prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete. If the student-athlete and/or institution incur additional expenses because of the delay (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.



7. **Some events begin late at night which means drug testing will start late as well. What is the NCAA policy on late-night drug testing?**

The late-night testing policy pertains to **team championship events only**.

An institution may defer drug testing until the next morning if their contest begins at **10 p.m. or later local time**. The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game. All selected student-athletes can either test after the game or test the next morning. If an institution decides to defer drug testing until the next morning, the test must start before noon **local time** and must take place at the testing facility from the day before. An institutional representative must be present at the collection site when their student-athletes are in drug testing.

8. **What does the NCAA test for during championships?**

Stimulants.

Anabolic agents.

Alcohol and beta blockers (banned for rifle only).

Diuretics and other masking agents.

Illicit drugs.

Peptide hormones and analogues.

Anti-estrogens.

Beta-2 agonists.

Note: Student-athletes who have had a previous positive result or had previous multiple dilutes, may be subject to follow-up tests and may be tested with an expanded panel.

9. **How can a student-athlete find out whether a medication or supplement is banned?**

In advance of the championship, student-athletes should consult with their athletic trainer or team physician about any medication or dietary supplements they use.

Drug Free Sport AXIS is available to answer questions regarding NCAA banned substances/dietary supplements at www.dfs.com/axis (password ncaa1, ncaa2 or ncaa3).



2017-18 NCAA Banned Drug Classes

The NCAA bans the following classes of drugs:

- a. Stimulants.
- b. Anabolic agents.
- c. Alcohol and beta blockers (banned for rifle only).
- d. Diuretics and other masking agents.
- e. Illicit drugs.
- f. Peptide hormones and analogues.
- g. Anti-estrogens.
- h. Beta-2 agonists.

Note: Any substance chemically/pharmacologically related to these classes is also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified. Examples of substances under each class can be found at www.ncaa.org/drugtesting. There is also no complete list of banned substances.

Drugs and Procedures Subject to Restrictions:

- a. Blood and gene doping.
- b. Local anesthetics (permitted under some conditions).
- c. Manipulation of urine samples.
- d. Beta-2 agonists (permitted only by prescription and inhalation).

NCAA Nutritional/Dietary Supplements:

Warning: Before consuming any nutritional/dietary supplement product, review the product your athletics department staff!

- Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your 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 for authoritative review of ingredients in medications and nutritional/dietary supplements. Contact the Drug Free Sport AXIS at 877-202-0769 or www.dfsaxis.com (password ncaa1, ncaa2 or ncaa3).



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NCAA Championship Drug-Testing Proposed Budget

Name: _____ Institution: _____

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 at ncaadrugtesting@drugfreesport.com. Budget must be received and approved before the start of the championship.

An Institutional/Host Drug-Testing Invoice, along with any receipts, must be submitted to Drug Free Sport at the completion of the championship to receive reimbursement for drug-testing related expenses.

NCAA Drug-Testing Invoice

Site Coordinator: _____ SSN: _____
Required for payment to site coordinator

Institution: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Site Information:

Institution/Host: _____ Site Number: _____

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

Drug-Testing Fees:

Make Payment To:

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

Signature: _____
Required for reimbursement

Date: _____

In order to receive payment, Drug Free Sport 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 \$1.20 per athlete tested for year-round drug tests. Championship reimbursement will be based on estimates recorded on the approved proposed budget.