



## **WALDORF COLLEGE DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**

### **DRUG ABUSE PREVENTION, EDUCATION, TESTING & COUNSELING PROGRAM**

#### **I. INTRODUCTION**

Consistent with the College's mission of teaching and public service, the Department of Intercollegiate Athletics is dedicated to providing a broadly based program of extramural and competitive athletic experiences for the highly skilled student-athlete. It is acknowledged that the use of banned drugs and/or the misuse and/or abuse of legitimate drugs (including those drugs prescribed by a physician to treat specific medical conditions) can be detrimental to the mental and physical well-being of the individual student-athlete and have a significant negative impact on the athletic and academic programs. The end result of drug abuse is not only deterioration in mental and physical health, but also in athletic and academic performance.

The Waldorf College Department of Intercollegiate Athletics affirms its support for the programs on campus that provide information to students regarding the potential health risks associated with use of illicit mood altering and/or performance enhancing substances. To further support these programs the Waldorf College Department of Intercollegiate Athletics administers a drug abuse, drug prevention, education, testing, and counseling program (hereinafter referred to as "Program") for its student-athletes. The prevention and education programs will focus toward informed choices and the exercise of personal responsibility regarding the use of drugs. Drug-testing fees incurred due to appeals, self-disclosure, a positive urine drug test, or follow-up drug tests will be borne by the student-athlete.

#### **II. GOAL**

The goal of the Drug Abuse Prevention, Education, Testing, & Counseling Program for Waldorf College student-athletes is to promote a drug-free environment for the intercollegiate competitive program (Note the use of marijuana is illegal in Iowa). The program's purposes are to prevent an unfair competitive advantage for those who abuse certain chemical substances, to protect the health and safety of all competitors, to educate student-athletes, to provide assistance for those who are found to engage in substance abuse and to maintain appropriate standards of behavior in intercollegiate athletics at Waldorf College.

### III. DEFINITIONS

**Student-athlete** is defined as:

Any individual on a Waldorf College sports program roster, which includes any student-athlete who is ineligible by NAIA or institutional guidelines and/or is listed on the roster, and also including club teams sponsored by the Waldorf College Department of Intercollegiate Athletics administration.

**Program Director** is defined as:

Director of Student Health Services

**Medical Coordinator** is defined as:

Head Athletic Trainer

**Director of Athletic Drug Testing** is defined as:

Head Football Coach

**Banned/Prohibited drugs** are defined as:

Those drugs identified by the International Olympic Committee. A list of banned substances that may be tested is available at the NCAA website, <http://www.ncaa.org/wps/wcm/connect/public/NCAA/Health+and+Safety/Drug+Testing/Resources/NCAA+banned+drugs+list> or see Appendix B.

**Controlled substance** is defined as:

Those drugs prescribed by a physician.

**Championship Season** is defined as:

Regular (primary) season competition

**Non-Championship season** is defined as:

Off-season competition

**Exhibition Games are defined as:**

A competition against competitors not identified with the institution when:

- a. The competition does not meet the definition of a scrimmage pursuant to Article V, Section B, Item 17 of the NAIA Bylaws and
- b. The competition is noted as an Exhibition on the institutional schedule and
- c. The competition is against a Non-NAIA opponent

**Scrimmages are defined as:**

A competition against competitors not identified with the institution when:

- a. The competition is not listed or is noted as a scrimmage on the institutional schedule and
- b. No scores or statistics are reported by either institution and
- c. No admission is charged

### IV. USE OF DIETARY SUPPLEMENTS

Many dietary supplements or ergogenic aids contain banned substances. Often the labeling of dietary supplements is not accurate and is misleading. Using dietary supplements may lead to negative side effects and many cause a positive drug test. Many student-athletes assume if these products can be easily purchased in retail stores and over the internet, then they must be permissible. **THIS IS NOT TRUE!** Advice of a store clerk, the distributor at a fitness center or any Waldorf College employee has resulted in erroneous information regarding the presence of banned substances. Reliance on this erroneous information may result in positive drug tests. Appeals based on ignorance have met with limited success in overturning positive drug-test penalties. Decisions must be based on the advice of your physician. Advice from any Waldorf College employee (contract or otherwise) will not be sufficient.

**IF YOU ARE TAKING ANY SUPPLEMENTS, PRESCRIPTION MEDICATION OR OVER-THE-COUNTER MEDICATION, IT IS IN YOUR BEST INTEREST TO RESEARCH THEIR POSSIBLE INTERACTIONS. SOME ITEMS METABOLIZE TO BECOME BANNED SUBSTANCES ONCE YOU HAVE INGESTED THEM. YOU ARE URGED TO DISCUSS ANY ITEMS YOU ARE TAKING WITH YOUR PERSONAL PHYSICIAN.**

### V. ALCOHOL AND TOBACCO PRODUCTS

The use of alcohol, tobacco or tobacco products is not permitted by participants, coaches, cheerleaders, athletic trainers, game administrators or officials in the playing areas during all NAIA sanctioned competition and practices for such competition.

## VI. MEDICAL EXCEPTION PROCESS

Waldorf College recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the Waldorf College Department of Intercollegiate Athletics allows exceptions to be made for those student-athletes with a need for regular use of such a substance. Exceptions may be granted for substances.

In the event, a student-athlete's test returns positive, the Program Director in consultation with the Medical Coordinator will review the student-athlete's medical record to determine whether a medical exception should be granted.

## VII. THE DRUG EDUCATION COMPONENT

Each team and all coaching staff members will meet at the beginning of each year with a representative from the Intercollegiate Athletics Department to receive and review the Drug Testing Policy. Attendance at these meetings will be mandatory and will be monitored and enforced by a member of the specific team's coaching staff. The specific coaching staff will give the recorded attendance to the Director of Athletic Drug Testing. If a student-athlete is unable to attend due to an excused absence permitted by the Director of Athletics/Director of Athletic Drug Testing, a mandatory video session must be viewed within two weeks. The student will view the video session with the Director of Athletics/Director of Athletic Drug Testing.

## VIII. COUNSELING COMPONENT

Waldorf College Student Life Counseling Services will assist in the Program at no cost. Other counseling services may be selected but at the student-athlete's own expense. The services of the counselor will be made available to student-athletes as further information and/or treatment is required. Consultation with health care professionals may occur after obtaining expressed written consent from the student-athlete, or in the case of an emergency. Student-athletes and coaches will be made aware of these resources and methods of obtaining these services in pre-season team meetings and other educational programs administered by Waldorf College's Department of Intercollegiate Athletics.

Consistent with Iowa law, individual counseling with licensed medical or mental health personnel will be confidential. For those student-athletes who are minors, parental consent and knowledge may be necessary in some instances. In other appropriate cases, attempts will be made to encourage student-athletes to permit involvement of parents and/or spouses in the treatment program.

## IX. IMPLEMENTATION OF THE PROGRAM

### A. Notification of the Program

Student-athletes will receive notification of the Waldorf College Intercollegiate Athletic Drug Abuse Prevention, Education, Testing & Counseling Program and a copy of this policy statement. Notification and a copy of this policy statement will also be given to each new and returning student-athlete, as well as to the coaches, no later than the initial team meeting with the Waldorf College Department of Intercollegiate Athletics at the beginning of each academic year. This policy will also be available online at the following links:

<http://www.waldorf.edu/Residential/Current-Students/Health-and-Safety/Health-Services/Health-Forms>

[http://www.waldorfwarriors.com/f/Health\\_Forms.php](http://www.waldorfwarriors.com/f/Health_Forms.php)

Walk-on student-athletes will be notified and provided a copy of the Waldorf College Department of Intercollegiate Athletics Drug Abuse Prevention, Education, Testing and Counseling Program policy statement.

### B. Consent/Acknowledgement/Prescription Forms

All new and returning student-athletes, and parents of student-athletes who are minors, are required annually to sign a form acknowledging receipt and understanding of the Program and shall be required to sign a consent form to participate in the Program provided by the Department of Intercollegiate Athletics. The signed consent forms are a pre-condition for participation in the Waldorf College Department of Intercollegiate Athletics. Student-athletes will not be permitted to participate in any team events, including but not limited to formal and informal practices, until a signed consent form has been submitted.

**Student-athletes are free to refuse consent to drug testing under this Program.** However, student-athletes who decline to sign the consent to drug testing forms will not be permitted to participate in intercollegiate athletics at Waldorf College.

## X. DRUG TESTING

- A. All student-athletes who have signed the institutional drug testing consent form and who are listed on the institutional competitive roster including redshirts, injured and academically ineligible athletes are subject to unannounced random testing at any time. Club teams sponsored by the Waldorf College Department of Intercollegiate Athletics administration will also be subject to random testing. Student-athletes will be randomly selected for testing during the academic year by an outside agency, the National Center for Drug Free Sport. Specifically, the outside agency will request a roster list of sport programs and will select student-athletes from the roster using a computerized random number program. The outside agency will provide the list of randomly selected student-athletes to the Program Director. The Program Director or Athletic Trainer will notify the randomly selected student-athletes. The student-athletes will be notified as to the date, time and location to report to for the drug testing. All student-athletes MUST provide their photo identification at the time of the drug test. Student-athlete's failure to appear at a scheduled drug test, for any reason, may be subject to the ramifications outlined in this Program (determined as a First Positive Test result).

The Waldorf College Department of Intercollegiate Athletics' drug screening process tests for substances found on the current NCAA banned drug list. The NCAA banned-drug classes are as follows: stimulants, anabolic agents, diuretics, street drugs, peptide hormones, and their related compounds. For an ongoing updated listing of the NCAA banned-drug classes, student-athletes are urged to contact the sport specific athletic trainer or review the NCAA's web site at: <http://www.ncaa.org/wps/wcm/connect/public/NCAA/Health+and+Safety/Drug+Testing/Resources/NCAA+banned+drugs+list>

### B. Testing Protocol

1. The tests, based on individual urine samples witnessed by an administrator (a witness will watch you produce the sample), will be administered throughout the academic year. Prior to each drug test, student-athletes will receive notification no more than 24 hours prior to any test from the Head Athletic Trainer, sport specific Athletic Trainer or Program Director by phone call or face-to-face and a confirmed Waldorf College e-mail account contact. Student athletes will need to sign an acknowledgement of drug testing day, the exact date, time to report, time allotted for the test, and the facility in which the student-athlete is to report. Student-athletes are required to bring their photo identification to the testing facility at the report time. Additionally, student-athletes will be required to complete the proper documentation administered by the testing agency.

2. The specimen will be provided by the student-athlete under direct observation by an independent contractor approved by the National Center for Drug Free Sport, Inc. to ensure the integrity of the collection, processing, packaging, and evaluation of the specimen. The specimens will be collected and analyzed by a contracted, qualified laboratory. The laboratory will perform a confirmatory second test on all positive test results to ensure impartiality and accuracy. The positive results of these tests will be provided to the Program Director. All individuals with previous positive results, plus additional student-athletes selected on a random basis may be tested.

3. Any positive test in a student-athlete's career will count cumulatively with respect to the provisions of this Program. Positive tests need not be consecutive tests, or in the same year.

4. Failure to comply with any part of the drug testing program, including falsifying signatures or persons, attempting to manipulate urine specimens, or **failure to appear for a scheduled drug test and/or not submitting a urine sample during specified assigned times, will be treated as a positive test result.** Consequences for a positive test result may include, but are not limited to, suspension from team, and/or loss of athletically-related aid / scholarship. Testing may continue as long as an individual is participating in intercollegiate athletics at Waldorf College or receiving a grant-in-aid or scholarship for athletics.

5. Intentional avoidance by student-athletes to receive notification may be treated as a positive test result.

## **XI. EFFECT OF POSITIVE TEST RESULTS**

### **A. First Positive Situation**

If an individual's test returns positive and the result has been verified and confirmed as non-medically related by the Program Director and Medical Coordinator, the Program Director will notify the Director of Athletics/Director of Athletic Drug Testing. The Director of Athletics/Director of Athletic Drug Testing will notify the student-athlete and Head Coach of the penalty in writing, apply consequences, and track the implementation. A mandatory meeting will be scheduled with the Director of Athletics/Director of Athletic Drug Testing where the student-athlete will be provided the opportunity to discuss the matter fully to present evidence of any rebuttal or mitigating circumstances, which he/she feels important and/or constraining. Failure to attend this session will result in a second positive result. In addition, if there is no rebuttal or mitigating circumstances, a minimum of one mandatory evaluative assessment session and additional sessions, if warranted, to the completion of the assessment with Waldorf College Student Life Counseling Services will be required. The student-athlete will be required to participate in future testing, the cost of which will be borne by the student-athlete. The timeline for subsequent testing will be on a case-by-case basis dependent on the substance confirmed.

The consequences for a first positive test will result in the student-athlete's loss of competition dates/games; varsity and junior varsity level, intercollegiate scrimmages, exhibition contests, and post season competition dates (refer to Appendix A). Additionally, the student-athlete is precluded from any travel with the squad until the consequences have been completed.

If the first positive test result occurs at the end of the student-athlete's playing season, the number of games/dates lost (Appendix A) will carry over into any post-season competition and then the subsequent championship season.

For a declared multi-sport athlete, the sanction will immediately apply to the sport the athlete is currently participating in and may include subsequent sport seasons until consequences are fulfilled. Sanctions will be 20% from each sport.

### **B. Second Positive Situation**

1. If verified and confirmed as non-medically related, the Program Director will notify the Director of Athletics/Director of Athletic Drug Testing. The Director of Athletics/Director of Athletic Drug Testing will notify the Head Coach. When these notifications have been made, the Director of Athletics/Director of Athletic Drug Testing will notify the student-athlete of the positive result; the student-athlete will be dismissed, effective immediately, from any and all participation (i.e., practices, competition) in intercollegiate athletics for a minimum of 365 calendar days. In addition, the individual's athletic grant-in-aid/scholarship will be canceled for all academic terms the student-athlete is dismissed from the program.

2. A minimum of one mandatory assessment session and additional sessions, if warranted, to the completion of assessment with the Waldorf College Student Life Counseling Services.

## **XII. APPEALS AND REINSTATEMENT**

### **A. Appeals**

The appeals process for this Program is as follows:

Student athletes who test positive for a banned substance by the laboratory retained by the institution may, within 72 hours following receipt of notice of the laboratory finding, contest the finding. Upon the student-athlete's request for additional testing of the sample, the Director of Athletics/Director of Athletic Drug Testing/designee will formally request the laboratory retained by Waldorf College to perform testing on specimen B. The student-athlete will pay for testing of Specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative.

Student-athletes who test positive under the terms of this policy will be entitled to a hearing with the Drug Testing Committee prior to the imposition of any sanction. The Drug Testing Committee is comprised of: Dean of Students, Medical Coordinator, Program Director, and Director of Athletics/Director of Athletic Drug Testing. Requests for such a hearing must be made within seventy-two (72) hours of notification of a positive test result. If the seventy-two hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics/Director of Athletic Drug Testing or his/her designee.

The student-athlete may have a person of support present if the student so desires. However, the student-athlete must present his or her own case and defense. The meeting should take place no more than seventy-two (72) hours after the written request is received. An extension of time for the hearing may be granted. Depending upon the duration of the extension requested, student-athletes will be suspended from practice and competition during the extension. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Drug Testing Committee regarding the sanction to be imposed shall be final.

## **B. Reinstatement**

Reinstatement of student-athletes to intercollegiate athletic competition at the completion of the suspension period shall occur only upon recommendations of Waldorf College Student Life Counseling Services and the Drug Testing Committee.

Subsequent to 365 calendar days of dismissal and after satisfactory completion of the appropriate recommendations of Waldorf College Student Life Counseling Services, student-athletes may apply for reinstatement to the Waldorf College Department of Intercollegiate Athletics. Reinstatement shall not be considered automatic and will be addressed on a case-by-case basis by the Drug Testing Committee.

Requests for reinstatement shall be filed with the Director of Athletics/Director of Athletic Drug Testing. Requests shall be made in writing and should state the grounds on which student-athletes believe they should be reinstated. The Director of Athletics/Director of Athletic Drug Testing will forward the request for reinstatement onto the Drug Testing Committee for consideration.

Reinstated student-athletes will be subject to specific conditions, including periodic testing to ensure compliance.

## **XIII. SELF-DISCLOSURES**

Student Athletes at any point in their career can disclose they may have a substance use or abuse problem to the following:

- Director of Athletics/Director of Athletic Drug Testing
- Program Director
- Certified Athletic Trainers
- Medical Coordinator
- Coaches

- a. The student-athlete who has engaged in prohibited drug use is encouraged to seek assistance from one of the following listed above by voluntarily disclosing his or her use.
- b. If the student-athlete seeks assistance 72 hours prior to being identified as having violated this policy or 72 hours prior to being notified that he or she must undergo drug testing, the impermissible use will not be deemed an offense for purposes of determining sanctions under this policy; however the student-athlete will be ineligible to participate in intercollegiate sports pending and evaluation by Waldorf College Counseling Services.
- c. After an evaluation is performed the counselor will determine the appropriate form(s) of intervention and rehabilitation of the student-athlete based on the circumstances. The counselor will provide a summary of his or her findings and recommendations to the athletic director and program director.
- d. The self-disclosing student-athlete will not be permitted to return to participation in intercollegiate sports until the counselor has interviewed the student-athlete following the conclusion of the recommended treatment and has determined the re-entry into intercollegiate sports is appropriate. If the counselor deems it necessary, the student-athlete will be required to undergo drug testing as part of the reentry evaluation.
- e. Failing to complete the treatment recommended by the counselor, having a positive test for any banned substance after self-disclosing that is determined to be a result of subsequent drug use, or having a positive result on a re-entry drug test will be deemed a first offense under this policy.
- f. Once completion of the treatment recommended by the counselor, the student-athlete will undergo unannounced follow-up tests at the discretion of the athletic director in consultation with the counselor and program director.

## **XIV. OTHER COLLEGE AND/OR CIVIL ACTION**

Student-athletes will not be subject to College student disciplinary action (i.e., Waldorf College Student Code of Conduct) as a result of a positive drug test. The College will not voluntarily supply personally identifiable test data or results of a test to any law enforcement agency and has developed procedures to assure that only information necessary to the purposes of this Program is retained and all other information concerning test results is destroyed.

Waldorf College reserves the right to modify or amend the drug testing procedures.

## APPENDIX A

### A. First Positive Test

Program Director, Medical Coordinator, Director of Athletics/Director of Athletic Drug Testing, Head Coach and Student-Athlete are notified;

Mandatory meeting with Director of Athletics/Director of Athletic Drug Testing;

The consequences for a first positive test will result in the student-athlete's loss of competition dates/games, varsity and junior varsity level, inter-collegiate scrimmages, exhibition contests, and post season competition dates. Additionally, the student-athlete is precluded from any travel with the squad until the consequences have been completed.

A minimum of one mandatory evaluative assessment session and additional sessions, if warranted, to the completion of the assessment with Waldorf College Student Life Counseling Services;

Participation in future testing is required; the timeline for subsequent testing will be on a case-by-case basis dependent on the substance confirmed.

NAIA Sanctioned Sport	NAIA Maximum (Games/Contests/Playing Dates)	Scrimmages/Exhibitions	20%
Baseball	55 Contests	2	11
Basketball	30 Games	2	6
Cross Country	8 Meets	–	2
Football	11 Games	1	2
Golf	14 Matches/Tournaments	–	3
Soccer	18 Games	5	4
Softball	28 Dates	2	6
Volleyball	28 Dates	2	6
Men's Wrestling	20 Dates	–	4

Non-Sanctioned Sport	Dates
Bowling	20% of regularly scheduled competition dates, scrimmages, and exhibitions submitted for that academic year
Cheer	20% of regularly scheduled Cheer dates, scrimmages, and exhibitions submitted for that academic year
Ice Hockey	20% of regularly scheduled competition dates, scrimmages, and exhibitions submitted for that academic year
Women's Wrestling	20% of regularly scheduled competition dates, scrimmages, and exhibitions submitted for that academic year

If the Director of Athletics or Director of Athletic Drug Testing is not available, an appointed designee will assume the Athletic Director's role.

### B. Second Positive Test

Program Director, Medical Coordinator, Director of Athletics/Director of Athletic Drug Testing, Head Coach and Student-Athlete are notified.

Student-athlete will be dismissed, effective immediately, from any and all participation (i.e., practices, competition) in intercollegiate athletics for a minimum of 365 calendar days.

Athletics grant-in-aid/scholarship will be canceled for all academic terms the student-athlete is dismissed from the program.

A minimum of one mandatory assessment session and additional sessions, if warranted, to the completion of the assessment with Waldorf College Student Life Counseling Services.

## APPENDIX B

### 2013-2014 NCAA Banned Drugs

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

The NCAA bans the following classes of drugs:

- Stimulants
- Anabolic Agents
- Alcohol and Beta Blockers (banned for rifle only)
- Diuretics and Other Maskings Agents
- Street Drugs
- Peptide Hormones and Analogues
- Anti-estrogens
- Beta-2 Agonists

Note: Any substance chemically 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.

Drugs and Procedures Subject to Restrictions:

- Blood Doping
- Local Anesthetics (under some conditions)
- Manipulation of Urine Samples
- Beta-2 Agonists permitted only by prescription and inhalation
- Caffeine if concentrations in urine exceed 15 micrograms/ml

### NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!

- Dietary supplements 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.

Note to student-athletes: There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient. Check with your athletics department staff prior to using a supplement.

## Some examples of NCAA banned substances in each drug class:

### Stimulants:

amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine, "bath salts" (mephedrone) etc.  
exceptions: phenylephrine and pseudoephedrine are not banned

### Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetione):

Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; testosterone; trenbolone; etc.

### Alcohol and Beta Blockers (banned for rifle only):

alcohol; atenolol; metoprolol; nadolol; pindolol; propanolol; timolol; etc.

### Diuretics (water pills) and Other Masking Agents:

bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (carenone); triameterene; trichlormethiazide; etc.

### Street Drugs:

heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073)

### Peptide Hormones and Analogues:

growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

### Anti-Estrogens:

anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.

### Beta-2 Agonists:

bambuterol; formoterol; salbutamol; salmeterol; etc.

Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting). Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769, or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password ncaa1, ncaa2 or ncaa3.

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

The National Collegiate Athletic Association, June 2013

## APPENDIX C

### Urine Collection Guidelines for Clients

1. Only those persons authorized by the institution will be allowed in the collection room.
2. When arriving to the collection room, the student-athlete will provide photo identification or a client representative will need to identify the student-athlete. The student-athlete will then print his or her name and arrival time on the Roster Sign-In Form.
3. The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with the institutional collector to complete the necessary information before proceeding with the specimen collection process.
4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by the institutional collector (same gender) to the restroom to provide a specimen. The student-athlete will rinse his or her hands with water (no soap) and then dry their hands. Then the student-athlete will place a specimen barcode from the Custody & Control Form onto the beaker.
5. The institutional collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.
6. The student-athlete will be responsible for keeping the collection beaker closed and controlled.
7. Fluids and food given to the student-athletes who have difficulty voiding must be from sealed containers (approved by the institutional collector), opened and consumed in the collection room. These items must be free of any other banned substances.
8. If the specimen is incomplete, the student-athlete must remain in the collection room until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
9. If the specimen is incomplete and the student-athlete must leave the collection room for a reason approved by the institutional collector, the specimen must be discarded.
10. Upon return to the collection room, the student-athlete will begin the collection procedure again.
11. Once an adequate volume specimen is provided; the institutional collector will escort the student-athlete to the specimen processing table.
12. The specimen processor will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.
13. If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the institutional collector observing. The student-athlete must remain in the collection room until another specimen is provided. The student-athlete will provide another specimen.
14. Once the specimen processor has determined the specimen has a specific gravity above 1.005 the sample will be processed and sent to the laboratory.
15. If the laboratory determines that a student-athlete's sample is inadequate for analysis, at the client's discretion, another sample may be collected.
16. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the institutional collector will collect another specimen from the student-athlete.
17. Once a specimen has been provided that meets the on-site specific gravity, the student-athlete will select a sample collection kit from a supply of such.
18. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into the vials above the minimum volume level (35mL in A vial; 15 mL in B vial) and pour as much urine as possible into the vials using care not to exceed the maximum levels (90 mL in A vial; 60 mL in B vial).
19. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.
20. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.
21. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials in the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.
22. The student-athlete is released by the institutional collector.
23. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the "drugs of abuse" laboratory and one sample is placed in the shipping container for shipment to the "anabolic steroids" laboratory.
24. After the collection has been completed, the samples will be forwarded to the appropriate laboratory and copies of any forms forwarded to the Sports Drug Testing Department.
25. The samples then become the property of the client.
26. If the student-athlete does not comply with the collection process, the institutional collector will notify the appropriate institutional administrator and Drug Free Sport.