

Geneva College Department of Athletics
Drug Testing Program
2015-2016 Academic Year



I. Mission Statement:

Geneva College understands that it is a privilege for a student to represent Geneva College on or off the field and the responsibility of such representation is a matter of both character and integrity. Geneva College, along with the NCAA, seeks to uphold this responsibility by providing programs to insure a fair, safe, healthy and honorable field of play.

The *Drug Testing Program* has been established to:

1. Promote the health, safety and welfare of all student-athletes and staff.
2. Inform all student-athletes and staff about NCAA and Geneva College policies insuring compliance with NCAA standards concerning drugs.
3. Maintain an environment that encourages student-athletes to avoid the use and/or abuse of banned substances.
4. Provide preventative and educational programs to communicate information regarding professional counseling and drug treatment programs as well as referral to these therapeutic based programs.
5. Identify and assist those who use or abuse drugs and who would benefit from counseling, education or treatment.
6. Maintain the integrity of the Geneva College athletic program and the Geneva College community at the highest levels.
7. Ensure student-athlete preparedness for the current NCAA policy of drug testing at all levels of Division III championships.

The Department of Athletics and Sports Medicine is taking a proactive approach to these issues by instituting a program of education, testing and support.

II Policy:

The Geneva College Department of Athletics *Drug Testing Program* is separate and distinct from NCAA testing and reserves the right to test at different cutoff levels and different substances. The unauthorized use of any substance prohibited by Federal or State law and/or the NCAA by any member of an intercollegiate team at Geneva College is expressly prohibited. The consequences for violating the policy are herein defined. The policy and procedures will be distributed and explained to all student-athletes at the department or team's organizational meeting at the beginning of each academic year, at the beginning of a new athletic season or at the time an athlete is added to the roster. The Geneva College Department of Athletics reserves the right to amend the Drug Testing Program at any time.

III. Overview of Program:

The athletic training staff along with the Director of Athletics, in conjunction with the Directors of Health and Wellness, manages the Geneva College Department of Athletics *Drug Testing Program*. The Drug Testing and Education Program Committee serves as

an advisory body. The Directors of Health and Wellness are responsible for the oversight and implementation of drug testing and shall assist in obtaining personal counseling services and referrals of student -athletes. The specific duties and responsibilities of all parties related to the Geneva College Department of Athletics *Drug Testing Program* are as follows:

1. Program Administrators (Directors of Health and Wellness)
The Program Administrator reports to the Director of Athletics and provides service to student-athletes, Geneva College Department of Athletics Drug Testing Program staff, and other members of the Geneva College community. The specific duties of the Program Administrator are:
 - a. Coordinate and supervise the drug-testing program and sit on the Drug Testing and Education Program Committee.
 - b. Serve as the chief liaison between Geneva College Department of Athletics, student-athletes, and the testing laboratory.
 - c. Serve as a resource person in consultation with the College Mental Health Professional for referral to counseling-based programs for student-athletes.
 - d. Coordinate education programs and services for student-athletes, coaches and staff.

2. Drug Testing and Education Program Committee
The role of the Committee will be to review the overall operation of the Geneva College Department of Athletics Drug Testing Program and make recommendations concerning the program to the Director of Athletics and Directors of Health and Wellness. The committee will meet once per semester, and as needed. An additional role of the committee members will be to maintain an open dialogue between the committee and the Geneva College community.

The committee shall consist of the following members:

- a. Two (2) head coaches selected by the coaching staff.
- b. Dean of Student Development
- c. Head Athletic Trainer
- d. Director of Athletics
- e. Directors of Health and Wellness
- f. Director of Campus Security
- g. Director of Residence Life

IV. Education

Geneva College Department of Athletics *Drug Testing Program* will include the following educational activities:

1. The Program Administrators will report any changes in the current drug testing policy and/or testing procedures to the athletic staff.
2. At the beginning of each year during the mandatory meeting for all student-athletes, there will be a review of the NCAA and Geneva College's drug testing programs and regulations, as well as any changes in the testing procedures from the previous year.

3. Each team and coaching staff may request additional meetings with the College Mental Health Professional and other college or community resources to discuss the dangers of substance abuse.
4. Topics that may be included in educational activities are as follows:
 - a. Information on the medical, emotional, and physical effects of drug use and abuse.
 - b. The Geneva College Department of Athletics *Drug Testing Program* Protocol and NCAA rules, regulations, and policies concerning drugs.
 - c. Information regarding treatment alternatives and resources.
 - d. Information regarding the NCAA and Geneva College Athletic and
 - e. Judicial sanctions for Drug Policy violations.

V. Prohibited Drugs/Substances

The drug screening process may include, but is not limited to, analysis of the NCAA list of banned drug classes. This banned drug list can be obtained from the Program Administrators. An updated list of banned substances can be found at the NCAA website at www.ncaa.org. Geneva College requests that all student-athletes keep the sports medicine staff aware of any prescribed drugs and dietary supplements that he or she may be taking. Geneva College Department of Athletics *Drug Testing Program* personnel will not distribute or encourage the use of any dietary supplements or ergogenic aids. A dietary supplement is a product that contains one or more of the following dietary ingredients: vitamins, mineral, amino acids, herbs or other botanical, and other metabolites. Many dietary supplements or ergogenic aids contain banned substances. Often the labels of dietary supplements are not accurate and are misleading. Terms used such as 'healthy' and 'all natural' do not ensure that supplements do not contain banned substances. *Using dietary supplements may cause positive drug tests*. Student-athletes who take or intend to take any dietary supplements should review the product with the Program Administrators.

Student-athletes are required to keep all prescription drugs or dietary supplements on file with the Athletic training staff to keep on file in case a random test needs to be performed.

VI. Selection Methods for Drug Testing:

A student-athlete with a drug or alcohol problem may voluntarily notify the Director of Athletics, Directors of Health and Wellness, Program Administrators or team Athletic Trainer of the problem. There will be no sanctions assigned to the student-athlete if he/she voluntarily discloses drug use. **However, some time away from practice or game situations may be designated by the Director of Athletics and Directors of Health and Wellness to enable the student to begin recovery, treatment, and produce a negative future test.** He/she will be referred for mandatory evaluation by the College Mental Health Professional, and subject to follow up drug screening at the discretion of the Director of Athletics and Head Athletic Trainer with evaluation. The voluntary notification must be done prior to the Department of Athletics' drug testing. This is a *onetime offering* for voluntary disclosure for student-athletes during their varsity intercollegiate tenure. Student-athletes are not eligible for voluntary disclosure without sanction after being notified of selection for drug testing or after a previous positive test. ***Voluntary disclosure will automatically apply consent for flow of information on***

the progress of the student between the Director of Athletics, Directors of Health and Wellness, Program Director and Athletic Trainer and Head Coach.

1. Random Testing

Student-athletes may be selected for random testing throughout the entire calendar year. Student-athletes on the institutional squad list will be eligible for testing using random generation prepared by outside contractor. Additionally, we may choose to test entire teams or choose to select a random list of 5% of the student-athletes in all sports during the school year. No more than 48-hour notice will be given for a random drug test.

2. Reasonable Suspicion Screening

A student-athlete may be subject to testing at any time when the Director of Athletics or Program Administrators determines there is individualized reasonable suspicion to believe the participant is using, or has used, a prohibited drug. Such reasonable suspicion shall be based on objective information as determined by the Associate and Assistant Directors of Athletics, Senior Women's Administrator, Program Administrators, Head Coach of the student-athlete in question, a member of the Sports Medicine staff, Directors of Health and Wellness, Dean of Student Development or Director of Residence Life. Any member of the Department of Athletics can provide reliable information leading to reasonable suspicion. The Associate and Assistant Directors of Athletics, Senior Women's Administrator, Head Athletic Trainer, and Head coach will present the reasonable suspicion analysis to the Director of Athletics, Program Administrators and Directors of Health and Wellness for final approval to test.

Reasonable suspicion may be, but is not limited to:

- i. Observed possession, observed use, or reports of concern related to substances appearing to be prohibited drugs
- ii. Arrest or conviction for an offense related to the use, possession, or transfer of prohibited drugs or substances on or off campus.
- iii. Observed abnormal appearance, conduct, or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating student-athlete's abnormal appearance, conduct or performance are: decrease in class attendance, significant GPA changes, decrease in athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes and illegal involvement.

Upon predetermination by the Director of Athletics that reasonable suspicion exists, the Program Administrators will set in motion a Drug test. If the Director of Athletics certifies reasonable suspicion, the Head coach or Program Administrators will notify the Student - athlete and the student-athlete must report to produce a specimen within twenty-four (24) hours.

Note: When an individual is found to be in possession and/or using illegal substances, he/she will be subject to the same procedures that would be followed in the case of a positive drug test.

3. NCAA Post-Season Participation

During the academic year all teams or individuals with post-season NCAA play opportunities may be tested at least once prior to the departure date for such play.

4. Re-Entry or Follow-Up Testing

A student-athlete, who has had his or her eligibility to participate in athletics suspended as a result of drug violation, may be required to undergo drug testing prior to regaining eligibility. A student-athlete who has earned the privilege to return to participation in athletics following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics in consultation with the Head Athletic trainer and Directors of Health and Wellness

5. Non-compliance

Non-compliance with the Geneva College Department of *Drug Testing Program* or failure to appear for the scheduled testing time **will be considered a positive test result** (see section VII-A-4).

VII. Drug Testing Procedures:

All teams and student-athletes will be subject to testing from the opening day of practice in the autumn until the close of the academic year including those teams who will begin practice prior to the first day of class for the fall semester.

1. Notification of Student-Athletes and Coaches

In order to ensure the authenticity of all specimens collected and to protect the privacy of student-athletes, student-athletes will receive no more than forty-eight (48) hour notice of the time when specimen collection will occur. The specific procedures that shall be followed in determining the scheduling of specimen collection and in notifying the selected student-athletes are:

- a. The Director of Athletics will determine and coordinate the collection times.
- b. The head coach may be consulted to help determine the availability of the student-athlete.
- c. B. The Director of Athletics will notify the head coach(es) of the time and place where the student-athletes will be tested.
- d. C. The head coach of each sport is responsible for having team members or specific student-athletes present for collection. Student-athlete identification will be verified with a picture ID.
- e. **D. Failure to comply or show for the designated exam times will be considered a positive test unless a suitable excuse is documented.**

2. Student-Athlete Consent Forms

On or immediately prior of the **first day of participation** for each team, the Director of Athletics will distribute the NCAA and Geneva College Department of Athletics *Drug Testing Program* Student-Athlete Consent Forms to all team members. Student-athletes will be ineligible for participation in all intercollegiate practice and competition until both statements are completed, signed and returned to the Department of Athletics. Parental consent (signature) must be obtained for any student athlete who is a minor (under 18 year of age). The completed NCAA forms will be kept on file by the Director of Athletics; the Geneva College Department of Athletics Drug Testing Program acknowledgment forms will be kept on file by the athletic training staff.

3. Procedures for Specimen Collection. Quest Diagnostics will perform the specimen collection in accordance with established guidelines.

Objectives

- a. To collect the urine specimens in a professional manner in order to obtain accurate results.
- b. To maintain confidentiality of all information.
- c. To protect the urine specimens from any possible tampering and maintain accountability for the specimens at all times.
- d. To provide a consistent and fair method of collection.

4. Collection Site Protocol

- a. Upon entering the collection station, the athlete will provide photo identification and/or a client representative/site coordinator will identify the athlete and the athlete will officially enter the station.
- b. The athlete will select a sealed collection cup from a supply of such and will record his/her initials on the collection beaker's lid.
- c. A collector, serving as validator, will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen until a volume of at least 50 mL is provided (100 mL if testing for anabolic steroids).
- d. Athletes may not carry any item other than his/her collection cup into the restroom when providing a specimen. Any problem or concern should be brought to the attention of the collection crew chief or client representation for documentation.
- e. Once a specimen is provided, the athlete is responsible for keeping the collection cup closed and controlled.
- f. Fluids and food given to athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be caffeine- and alcohol-free and free of any other banned substances. Water is the preferable choice.
- g. If the specimen is incomplete, the athlete must remain in the collection station until the sample is completed. During this period, the athlete is responsible for keeping the collection cup closed and controlled.
- h. If the specimen is incomplete and the athlete must leave the collection station for a reason approved by the collector, specimen must be discarded.
- i. Upon return to the collection station, the athlete will begin the collection procedure again.
- j. Once an adequate volume of the specimen is provided, the collector who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated and a collector will check the specific gravity and if in range measure the pH of the urine in the presence of the athlete.
- k. If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.

- l. If the urine has a pH greater than 7.5 (with reagent strip) or less than 4.5 (with reagent strip), the specimen will be discarded by the athlete. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.
- m. If the urine has a specific gravity above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5 inclusive, the specimen will be processed.
- n. The laboratory will make final determination of specimen adequacy.
- o. If the laboratory determines that an athlete's specimen is inadequate for analysis, at the client's discretion, another specimen may be collected.
- p. If an athlete is suspected of manipulating specimens (e.g., via dilution), the client will have the authority to perform additional tests on the athlete.
- q. A collector will record the specific gravity and pH values.
- r. The collector will place the cap on each vial in the presence of the athlete; the collector will then seal each vial in the required manner under the observation of the athlete and witness (if present).
- s. Vials and forms (if any) sent to the laboratory shall not contain the name of the athlete.
- t. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.
- u. After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.
- v. The specimens become the property of the client.
- w. If the athlete does not comply with the collection process, the collector will notify the client representative/site coordinator and third party administrator responsible for management of the drug testing program.

VIII. Consequences of *Positive Test Results*:

A positive test is indicated in the case of confirmed drug screening indicating a banned substance, declining a test after selection, or failure to show for drug testing. The Program Administrator will verify a positive drug screen result after reviewing the final lab report.

1. Positive Test Result

In the event a positive test occurs, the Program Administrators will notify the student-athlete and the Director of Athletics. Those who have a positive test via laboratory exam, declining to take a test, or failing to show for drug testing, will be placed into the drug education and counseling program and must provide a clean drug screen before return to competition will be permitted. The Program Administrators and Director of Athletics will discuss the test results and the subsequent course of action with the student-athlete. The final results of any positive testing will be kept confidential. The Program Administrators will release these results to the Director of Athletics, NCAA Compliance Officer, College Mental Health Professional and the student-athlete's Head Coach only.

2. Penalties of Violation of the Drug Testing and Education Program

In the event of a positive test the following minimal actions will occur:

- A. **FIRST OFFENSE:** Any student-athlete found to be in violation of the college drug policy, including the use of illegal drugs, whether by testing or incidental discovery will be ineligible to participate in the next 10% of that teams regular season or post-season competition (for reinstatement, see section X, Reinstatement procedure).
 - a. Register with the College Mental Health Professional for a required program of education and counseling to be fully completed.
 - b. Submit to testing as needed by the College Mental Health Professional.
 - c. The College Mental Health Professional, at the completion of the counseling and education, may make a referral to the Director of Athletics to restore NCAA eligibility.

- B. **SECOND OFFENSE:** Any student-athlete found to have a second violation of the college drug policy will be ineligible to participate in Geneva College athletics for one calendar year and must also fulfill the requirements listed under the First Offense to be reinstated. Offender will also be subject to penalties based on the Geneva College Code of Conduct.

- C. **THIRD OFFENSE:** Permanent ineligibility to participate in Geneva College athletics.

- D. Any student-athlete who refuses to take a drug test or quits the team in an effort to evade a drug test will be immediately subject to a **SECOND OFFENSE** penalty.

- E. Any student-athlete found to be using illegal drugs by incidental discovery will be subject to college judicial procedures as well as athletic suspension (for reinstatement, see section X, Reinstatement procedure).

- F. Any student-athlete found guilty of any criminal violation through any involvement with illegal drugs will be permanently ineligible for Geneva athletics participation upon conviction. Such athletes will also be suspended from Geneva athletics participation from the time of arrest until legal procedures result in acquittal or guilt.

- G. A student-athlete, who has had his or her eligibility to participate in athletics suspended as a result of drug violation, may be required to undergo drug testing prior to regaining eligibility. A student-athlete who has earned the privilege to return to participation in athletics following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced, at the expense of the individual, and will be required at a frequency determined by the Director of Athletics in consultation with the Head Athletic trainer and Directors of Health and Wellness.

IX. Appeals Process:

A student-athlete who tests positive for a banned substance may, within forty-eight (48) hours following notification of the laboratory findings, contest the finding of the positive results in writing to the Director of Athletics. A student-athlete who tests positive, or who dispute that they refused or failed to take a required test under the terms of the Geneva

College Department of Athletics *Drug Testing Program*, and who receives a sanction via the penalties of violation can appeal the sanction to the Director of Athletics. The Director of Athletics has the authority to uphold, rescind or amend any decision to include increasing or decreasing a punishment. A student-athlete may not appeal a decision more than once (a student-athlete will have only one appeal per decision). During the appeal, a student-athlete may have a representative present if he/she so desires, however to be eligible to be present the representative should be a person of the Geneva College community. This representative can be anyone not directly related to the drug-testing program (i.e. Associate Director or Athletics, Program Administrators, Head Coach). If the student –athlete is a minor he/she may have parents or legal guardians present. The student athlete must present his or her own case in appeal. **The student-athlete is question will not be eligible for athletic practice or competition during the appeal process.** The meeting should take place no more than forty-eight (48) hours after the written request is received. Either the student -athlete or the other parties involved may request an extension of time to the Director of Athletics who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence as well as to review the results of the drug testing. If a second test is warranted it will be at the student -athletes own personal expense. The Geneva College Department of Athletics *Drug Testing Program* appeals process can refer to the Geneva College’s judicial procedures when applicable (see Geneva College Student Handbook).

X. Reinstatement Procedure:

Upon completion of the period of ineligibility, during which education and treatment will take place, the Program Administrator will declare the eligibility of a student -athlete to be restored. Final determination for return to participation will be made the Head Coach in accordance with team policies.