SPRINGFIELD COLLEGE DEPARTMENT OF ATHLETICS

**Substance Abuse Education and Testing Program 2017-2018**

**Introduction**

To further support the Springfield College alcohol and drug policy (Policy), the Athletics Substance Abuse Education and Testing Program (Program) has been adopted (instituted in 2006) and shall be administered by the Springfield College Athletic Department (Springfield College). Springfield College reserves the right to make changes to the Policy and Program as needed and the Program should not be construed to create a contract between student-athletes and Springfield College. Please note, this Program is separate and distinct from the NCAA drug-testing program (including all sanction phases). Information regarding the NCAA drug-testing program is available at <http://www.ncaa.org/health-and-safety/policy/drug-testing>.

Springfield College is concerned with the health, safety and welfare of the student-athletes who participate in its programs and represents the College in competitive athletics. Substance abuse is one of the most important issues facing athletics and society today. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance-enhancing substances, inappropriate use of alcohol and inappropriate use of tobacco are inconsistent with the standards expected of student-athletes at Springfield College. Substance use and abuse in sport can pose risks to a student-athlete’s health/safety and negatively affect his/her academic and athletic performance. Substance use and abuse in sport may also compromise the integrity of athletic competition and ideals of Springfield College.

For the purpose of this Program, “student-athlete” shall mean any student at Springfield College who currently can be found on a Department of Athletics roster on file in the compliance office.

**Purpose**

The intent of the Program is to prevent substance use and abuse by student-athletes through education, testing, and professional guidance.

* Education – providing student-athletes and athletic staff with accurate information about the problems associated with substance use in sport and promoting health and safety in sport;
* Testing – analyzing biological specimens to detect prohibited substances student-athletes may introduce to their bodies and associated sanctions resulting from use detailed in this Program; and
* Professional Guidance – facilitating appropriate treatment and rehabilitation of student-athletes.

The Athletic Department believes that random drug testing and testing based on reasonable suspicion are appropriate for the following reasons: (a) to ensure the health, safety and welfare of our student-athletes; (b), to promote fair competition in intercollegiate athletics; (c), to affirm compliance with applicable rules and regulations on drug abuse; and (d), to identify student-athletes who are improperly using drugs and to assist them before they harm themselves or others. Furthermore, the Athletic Department recognizes its responsibility to provide educational programming that will support a positive decision-making process.

**Alcohol, Tobacco and Other Drug Education**

Participants who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. Springfield College will conduct a drug and alcohol education program for student-athletes at least once a year. These educational programs will be designed to review athletic department, institutional, conference and national governing body policies related to alcohol, tobacco and other drugs. Appropriate educational materials will be made available to participants including this Program and a list of banned substances. All student-athletes and athletic staff members are required to attend. Make-up sessions are available for participants who must miss a scheduled education session for an approved reason. In addition to educating student-athletes and athletics staff about the various policies, a review of the institutional drug-testing program will be conducted. Dietary supplements and their inherent risks will be discussed. Time will be allowed for questions from participants. In addition, special educational programs may be arranged to provide participants the opportunity to learn more about the dangers of specific substances.

**Consent to Participate**

As a condition of participation in intercollegiate athletics at Springfield College, each student-athlete will be required to sign a consent form agreeing to undergo drug testing and authorizing release of test results in accordance with this Program (Appendix C). Failure to consent to or to comply with the requirements of this Program may result in suspension from participation or termination of eligibility to participate in intercollegiate athletics at Springfield College. Each student-athlete annually will be provided a copy of the institutional program and will be required to participate in an informative session describing alcohol, tobacco, and other drug education and testing policies. Additionally, student-athletes will be given an opportunity to ask any questions regarding the information contained in the Program, the testing program, or other related issues prior to signing the drug-testing consent form.

**Tobacco Policy**

The use of tobacco products is prohibited by all game personnel (e.g. coaches, student-athletes, athletic trainers, managers, and game officials) in all sports during practice and competition and while representing the institution. A student-athlete who violates this tobacco policy will be sanctioned for a “first offense” as outlined in the penalty section of this Program. The Director of Athletics or his/her designee will sanction other game personnel who violate this tobacco policy on a case-by-case basis.

**Dietary Supplements**

Springfield College Department of Athletics personnel will not distribute or encourage the use of any dietary supplements or ergogenic aids. Many dietary supplements or ergogenic aids contain banned substances. Oftentimes the labeling of dietary supplements is not accurate and is misleading. Terms such as “healthy” or “all natural” do not mean dietary supplements do not contain a banned substance or are safe to take. Using dietary supplements may cause positive drug tests. Student-athletes who are currently taking dietary supplements or intend to take any are recommended to review the product with the Director of Medical Services.

Student-athletes are solely responsible for any substances that they ingest. All student-athletes are encouraged to use the Drug Free Sports AXIS to obtain current and accurate information on dietary supplements or ergogenic aids. All inquiries to AXIS are confidential. AXIS may be accessed at <https://www.dfsaxis.com/users/login>.

**Prohibited Drugs/Substances**

The drug screening process may include analysis of, but is not limited to, the NCAA list of banned-drug classes (See Appendix D). For an ongoing updated listing of the banned-drug list view the NCAA’s web site at [www.ncaa.org](http://www.ncaa.org). Prohibited substances that Springfield College may screen for include, without limitation, marijuana, PCP, opiates, MDMA (Ecstasy), amphetamines, cocaine, flunitrazepam (Rohypnol) and anabolic steroids. Springfield College requires that all student-athletes keep the athletic training staff and/or team physicians aware of any prescribed drugs and dietary supplements that he or she may be taking. Springfield College reserves the right to test for substances not contained on the NCAA banned-drug list and may test at cut off levels that differ from the NCAA program.

**2017 – 2018 NCAA Banned-Drug Classes**

Available at: <https://www.ncaa.org/2017-18-ncaa-banned-drugs-list>

For an ongoing updated listing of the banned-drug list view the NCAA’s web site at [www.ncaa.org](http://www.ncaa.org).

**Specimen Analysis**

The drug screening process may include, but is not limited to, the following biological specimen collection methods: Urine Testing. The collection process and protocol can be found in Appendix E. In addition, drug screening may be conducted by on-site testing devices including, without limitation, saliva testing, and/or on-site urinalysis kits.

**Selected Types of Drug Testing**

* **Unannounced Random Testing** – All student-athletes who have signed the institutional drug-testing consent form and are on the institutional roster are subject to unannounced random testing. Students listed on the roster who have exhausted their eligibility or who have had a career-ending injury will not be selected for testing. The retained drug testing vendor will select student-athletes from the official institutional roster by using a computerized random number program.
* **Reasonable Suspicion Screening** – A student-athlete is subject to testing at any time when the Director of Athletics or his/her designee determines there is individualized reasonable suspicion to believe the participant is using a prohibited drug (see Appendix F). Such reasonable suspicion may be based on objective information as determined by the Director of Athletics or by an Associate/Assistant Athletic Director, Head coach, Director of Strength and Conditioning, Assistant Coach, Head Athletic Trainer, or Team Physician, and deemed reliable by the Director of Athletics or his/her designee. Reasonable suspicion may include, without limitation:

1. Observed possession or use of substances appearing to be prohibited drugs;
2. Arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances; or
3. Observed abnormal change in 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 a student-athlete’s abnormal change in appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, and mood changes. If suspected, the Director of Athletics or his/her designee will notify the student-athlete (Appendix G) and the student-athlete will stay with a member of their coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is produced. Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive urinalysis.

* **Postseason/Championship Screening** – Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he or she will not be allowed to compete at the post-season event and will be subject to the sanctions herein.
* **Re-entry Testing** – A student-athlete, who has had his/her eligibility to participate in intercollegiate sports suspended as a result of a drug violation, may be required to undergo re-entry drug testing prior to regaining eligibility. The Director of Athletics or his/her designee shall arrange for re-entry after the counselor or specialist involved in the student-athlete’s case indicates that re-entry into the intercollegiate sports program is appropriate.
* **Follow-up Testing** – A student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this Program may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Director of Athletics or his/her designee in consultation with the counselor or specialist involved in the student-athlete’s case.
* **Watch List** – A student who has been sanctioned by Student Affairs for drug use, possession, or possession of drug paraphilia will be put on a watch list for future random drug tests. Individuals on the watch list will be selected at a higher rate than those with no violations.

**Notification and Reporting for Collection**

The student-athlete will be notified of and scheduled for testing by the institution. Notification of testing shall follow the procedure below:

1. The designee will notify the student-athlete and coach via email that they have been selected for testing.
2. The student-athlete will come to the Department of Athletics to sign the notification form.
3. The student-athlete will be given time, date, and location of the test.
4. The coach will be notified if the student-athlete has not come in to sign the form (by 3p that day.)
5. The designee will give all signed forms to the athletic trainer who will help monitor the testing with the retained drug testing vendor.
6. It is the responsibility of the student-athlete to be on-time (or early) for the test.

The Director of Athletics or his/her designee will be in the testing station to certify the identity of the student-athletes selected. Student-athletes shall provide picture identification when entering the drug-testing station. The Director of Athletics or his/her designee must remain in the collection station until all student-athletes complete the collection process.

**ALL COLLECTIONS AND/OR TESTING UNDER THIS PROGRAM SHALL BE OBSERVED COLLECTIONS.**

**Laboratory Analysis/Reporting Results**

Urine samples will be collected and sent to an independent SAMHSA and/or World Anti-Doping Agency approved laboratory for analysis. Springfield College hereby certifies that any laboratory it engages for the testing of performance enhancing drugs/agents will abide by the World Anti-Doping Agency code of ethics as it relates to the testing of samples. Furthermore, Springfield College hereby certifies that no sample will be sent to a laboratory for the sole purpose of monitoring an athlete for the detection of performance enhancing substances in order to circumvent a positive drug test. Each sample will be tested in accordance with this Program to determine if banned drugs or substances are present and the appropriate sanctions will apply for positive results.

**Sanctions**

Refusal to sign a consent form prohibits a student-athlete from participating in any intercollegiate sport at Springfield College. **Any student-athlete who tests positive for a banned substance, who refuses to submit to a required drug test, and/or who violates the terms of the safe harbor program as described in this Program shall be subject to the sanctions below.** Notwithstanding anything herein to the contrary, a team physician, in her/her sole discretion, reserves the right to withhold a student-athlete from practice and/or competition if such practice and/or competition would pose a threat to the health and safety of the student-athlete or his/her competitors. However, any decision to restrict a student-athlete from practice and/or competition for health and safety concerns must be based on credible evidence. Only the team physician may release a student-athlete to resume competition and/or practice in this instance. All violations of this Program are cumulative. If the student-athlete fails to abide by the requirements of any sanction phase, they will be deemed to have violated the Program and be subject to the next subsequent sanction phase.

* **First Offense** – Student-athlete will be suspended for 10% of the games (in consecutive order immediately following the positive test) that are scheduled for the season (not including pre-season scrimmages or exhibitions and post-season competition). Suspended student-athletes may not dress in uniform but may travel with the team. He or She may be in the bench area for contests. Games missed due to event cancellation and/or injuries do not count toward the suspension. If the suspension occurs after the competitive season has ended, or if the competition season ends prior to the completion of the suspension, the suspension shall wrap-around to the next competitive season. The student-athlete will be required to attend all practices during the suspension period. The student-athlete will be subject to follow-up drug testing at the discretion of the Department of Athletics
  + Those who have refused to submit to required drug testing, are subject to the same sanctions detailed in the first offense, but must additionally take a certified drug test with the retained drug testing vendor prior to returning to any competition. The cost of the certified test is the sole responsibility of the student-athlete.
* **Second Offense** – Student-athlete will be suspended for 25% of the games (in consecutive order immediately following the positive test) that are scheduled for the season (not including pre-season scrimmages or exhibitions and post-season competition). Suspended student-athletes may not dress in uniform but may travel with the team. He or She may be in the bench area for contests. Games missed due to event cancellation and/or injuries do not count toward the suspension. If the suspension occurs after the competitive season has ended, or if the competition season ends prior to the completion of the suspension, the suspension shall wrap-around to the next competitive season. The student-athlete will be required to attend all practices during the suspension period. The student-athlete will be subject to follow-up drug testing at the discretion of the Department of Athletics
  + Those who have refused to submit to required drug testing, are subject to the same sanctions detailed in the first offense, but must additionally take a certified drug test with the retained drug testing vendor prior to returning to any competition. The cost of the certified test is the sole responsibility of the student-athlete.
* **Third Offense** – The student-athlete will be permanently suspended from all athletic participation at Springfield College.

**Voluntary Disclosure/Safe Harbor**

The Safe Harbor Program applies to student-athletes who have sought assistance from athletic training staff and/or the Department of Athletics **prior** to being notified of a test. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference post-season competition.

If the student-athlete is eligible for the Safe Harbor Program, the violation will not be deemed an offense for purposes of determining sanctions under this Program; however, the student-athlete will be ineligible to participate in intercollegiate sports pending an evaluation. The student-athlete entering the Safe Harbor Program will be required to take a certified drug test immediately to establish a baseline for follow-up testing.

The student-athlete will be required to undergo an evaluation by a counselor from the Springfield College Counseling Center. The Springfield College counselor shall determine the appropriate form(s) of intervention and rehabilitation needed by the student-athlete, based on the circumstances of the case. The counselor will provide a summary of his or her findings and recommendations to the Director of Athletics.

The 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 (or stage of treatment, as applicable) and has determined that reentry into intercollegiate sports is appropriate. If the counselor deems it necessary, the student-athlete will be required to undergo a certified drug test as part of the reentry evaluation. The cost and scheduling of the certified test is the sole responsibility of the student-athlete.

Failing to complete the treatment recommended by the counselor, or having a positive test for any banned substance that indicates new use after entering the Safe Harbor Program will be deemed the next subsequent offense under this policy.

If the student-athlete regains his or her eligibility to participate in intercollegiate sports, he or she may be required to undergo unannounced follow-up tests at the discretion of the Director of Athletics in consultation with the counselor.

**Appeal**

Student-Athletes who test positive under the terms of this Program will be entitled to appeal to the Director of Athletics and his/her designee prior to the imposition of any sanction. Requests for such hearing must be made within twenty-four (24) hours of notification of a positive test result. If the twenty-four hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing or email and made to the Director of Athletics and the Associate Director of Athletics in charge of drug testing.

The appeal process will require the student-athlete to retest with the retained drug testing vendor within 36 hours of receipt of the appeal. This test will be set up by the Associate Director of Athletics in charge of drug testing with the retained drug testing vendor. The entire cost of the test is the responsibility of the student-athlete. Results of this second test will be used to determine sanctions if any.

Updated 9/22/2017

**Appendix C**

SPRINGFIELD COLLEGE DEPARTMENT OF ATHLETICS

**Substance Abuse Testing Program Consent Form**

I understand that my participation in the Program for Substance Abuse Education and Testing described herein is a condition for my participation in intercollegiate sports at Springfield College.

I agree to participate in said Program and to be subjected to its terms. I accept designated College staff overseeing my participation in the Program, the obtaining of urine specimens from me, the testing and analysis of such specimens, the keeping of confidential records and results of such tests and related activities as set forth in said Program. I agree to provide my urine specimens as requested.

I further agree and consent to the disclosure of my records and results to persons specified and under conditions described in the Program.

I understand that I may revoke this consent form at any time, so far as any participation in subsequent tests is concerned. However, if I revoke this Consent Form or refuse to participate in the Program, I understand that I surrender the privilege to participate in intercollegiate athletics at Springfield College.

I will continue to be subject to the program so long as I am a member of an intercollegiate athletics team at Springfield College.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minor: Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

Signature of Parent/Guardian of Minor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix E**

2017-18 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:**

1. Stimulants;
2. Anabolic Agents;
3. Alcohol and Beta Blockers (banned for rifle only);
4. Diuretics and Other Masking Agents;
5. Street Drugs;
6. Peptide Hormones and Analogues;
7. Anti-estrogens; and
8. 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:**

1. Blood doping;
2. Gene doping;
3. Local anesthetics (under some conditions);
4. Manipulation of urine samples; and
5. Beta-2 Agonists permitted only by prescription and inhalation.

**NCAA Nutritional/Dietary Supplements Warning:**

**Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. There are no NCAA approved supplement products.**

1. Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
2. Student-athletes have tested positive and lost their eligibility from using dietary supplements.
3. 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**.

**Check with your athletics department staff prior to using a supplement.**

**Examples of NCAA Banned Substances in Each Drug Class**

**Note to Student-Athletes: There is NO complete list of banned substances.**

**Do not rely on this list to rule out any label ingredient.**

1. **Stimulants**: Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; methamphetamine (DMAA); methylphenidate (Ritalin); synephrine (bitter orange); methylhexaneamine, "bath salts" (mephedrone); octopamne; DMBA; phenethylamines (PEAs); etc. *Exceptions*: phenylephrine and pseudoephedrine are not banned.
2. **Anabolic Agents** (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione): Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; ostarine, stanozolol; stenbolone; testosterone; trenbolone; SARMS (ostarine); etc.
3. **Alcohol and Beta Blockers** (banned for rifle only): Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.
4. **Diuretics** (water pills) **and Other Masking Agents**: Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.
5. **Street Drugs**: Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073).
6. **Peptide Hormones and Analogues**: Growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1; etc.
7. **Anti-Estrogens**: Anastrozole; tamoxifen; formestane; ATD; clomiphene; SERMS (nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3, 5-dien-7, 17-dione), etc.
8. **Beta-2 Agonists**: Bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; 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, is also banned!**

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting Drug Free Sport **at 877-202-0769 or** [**https://www.dfsaxis.com/users/**](https://www.dfsaxis.com/users/) **login password: ncaa3.**

**It is your responsibility to check with the appropriate or designated Athletics Staff before using any substance.**

**Appendix F**

SPRINGFIELD COLLEGE

**Urine Specimen Collection Procedures**

1. 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 be officially signed into the station.
2. The athlete will select a sealed collection beaker from a supply of such and will record his/her initials on the collection beaker’s lid or attach a unique barcode to the beaker.
3. 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 approximately 85 mL is provided (volume may vary and is dependent upon client protocol and drugs being tested).
4. Only members of the drug-testing crew should serve as validators. Validators who are of the same gender as the athlete must observe the voiding process. The procedure does not allow for validators to stand outside the immediate area or outside the restroom. The athlete must urinate in full view of the validator (validator must observe flow of urine). The validator must request the athlete raise his/her shirt high enough to observe the midsection area completely to rule out any attempt to manipulate or substitute a sample.
5. Validators and other collectors must never handle the athlete’s beaker or specimen until after the specimen is enclosed in the appropriate vials.
6. Athletes may not carry any item other than his/her beaker into the restroom when providing a specimen. Any problem or concern should be brought to the attention of the crew chief for documentation.
7. Once a specimen is provided, the athlete is responsible for keeping the collection beaker closed and controlled.
8. 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.
9. 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 beaker closed and controlled.
10. If the specimen is incomplete and the athlete must leave the collection station for a reason approved by the collector, specimen must be discarded.
11. Upon return to the collection station, the athlete will begin the collection procedure again.
12. 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 student athlete.
13. 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.
14. 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.
15. 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 and sent to the laboratory.
16. The laboratory will make final determination of specimen adequacy.
17. If the laboratory determines that an athlete’s specimen is inadequate for analysis, at the athlete’s discretion, another specimen may be collected.
18. If an athlete is suspected of manipulating specimens (e.g., via dilution), the athlete will have the authority to perform additional tests on the athlete.
19. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the athlete will select a specimen collection kit and a uniquely numbered Chain of Custody Form or set of Specimen Bar Code Seals from a supply of such.
20. A collector will record the specific gravity and pH values.
21. The collector will pour approximately 60 mL of the specimen into the “A vial” and the remaining amount (approximately 25 mL) into the “B vial” (required volume is determined by client and/or laboratory) in the presence of the athlete
22. 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).
23. Vials and forms (if any) sent to the laboratory shall not contain the name of the athlete.
24. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.
25. The athlete, collector and witness (if present) will sign certifying that the procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded. If deviations are alleged, the athlete will be required to provide another specimen.
26. After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.
27. The specimens become the property of the client.
28. 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.
29. On occasion, a client may choose to test using a single specimen kit. The collector will follow the split specimen procedures up to the point where the athlete selects a sealed kit. With a single specimen kit, the collector beaker may serve as the secured vial for transporting the specimen to the laboratory. The collector will instruct the athlete to provide at least 35 mL of urine allowing for a 5 mL pour-off to measure specific gravity and pH on site. A single vial will be processed and transported to the laboratory for analysis.

**Appendix G**

SPRINGFIELD COLLEGE DEPARTMENT OF ATHLETICS

**Drug Testing Reasonable Suspicion Reporting Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, under the reasonable suspicion clause that is outlined in the

Springfield College Athletics Dept. Staff Member

Springfield College Substance Abuse Education and Testing Program, report the following objective sign(s), symptom(s) or behavior(s) that I reasonably believe warrant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be referred to Name of Student-Athlete

the Director of Athletics or his/her designee for possible drug testing. The following sign(s), symptom(s) or behavior(s) were observed by me over the past \_\_\_\_\_ hours and/or \_\_\_\_\_\_ days. Please check below all that apply:

**The Student-Athlete has shown: The Student-Athlete has demonstrated:**

\_\_\_\_\_ irritability \_\_\_\_\_ dilated pupils

\_\_\_\_\_ loss of temper \_\_\_\_\_ constricted pupils

\_\_\_\_\_ poor motivation \_\_\_\_\_ red eyes

\_\_\_\_\_ failure to follow directions \_\_\_\_\_ smell of alcohol on breath

\_\_\_\_\_ verbal outburst (e.g. to faculty, staff, teammates) \_\_\_\_\_ smell of marijuana

\_\_\_\_\_ physical outburst (e.g. throwing equipment) \_\_\_\_\_staggering or difficulty walking

\_\_\_\_\_ emotional outburst (e.g. crying) \_\_\_\_\_ constantly running and/or red nose

\_\_\_\_\_ weight gain \_\_\_\_\_ recurrent bouts with colds or the flu

\_\_\_\_\_ weight loss \_\_\_\_\_ over stimulated or ‘hyper’

\_\_\_\_\_ sloppy hygiene and/or appearance \_\_\_\_\_ excessive talking

\_\_\_\_\_ withdrawn and/or less communicative

**The Student-Athlete has been:** \_\_\_\_\_ periods of memory loss

\_\_\_\_\_ late for practice \_\_\_\_\_ slurred speech

\_\_\_\_\_ late for class \_\_\_\_\_ recurrent motor vehicle accidents or violations

\_\_\_\_\_ not attending class \_\_\_\_\_ recurrent violations of Code of Conduct

\_\_\_\_\_ receiving poor grades

\_\_\_\_\_ staying up too late

\_\_\_\_\_ missing appointments

\_\_\_\_\_ missing/skipping meals

**Other specific objective findings include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signatures:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name of Athletic Dept. Staff Signature of Athletic Dept. Staff Date

Reviewed By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Athletics/Designee Date

Springfield College Counselor Consulted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Counselor Consulted Date Consulted

\_\_\_\_\_Reasonable suspicion finding upheld \_\_\_\_\_Reasonable suspicion finding denied

**Appendix H**

SPRINGFIELD COLLEGE DEPARTMENT OF ATHLETICS

**Student-Athlete Drug Testing Notification Form**

## **Student-Athlete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date of Notification:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Notification:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_a.m./p.m.

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the undersigned:**

**(NAME)**

Acknowledge being notified to appear for institutional drug and alcohol testing and have been notified to report to the drug and alcohol testing station at:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_a.m./p.m.**

**(location) (date) (time)**

I will be prepared to provide an adequate urine specimen and will not over hydrate. I understand that providing numerous diluted specimens may be cause for follow-up drug testing. It is my responsibility to notify and provide current prescriptions to the drug-testing site which may appear on drug-testing results.

**I understand that I may have a witness accompany me to the drug and alcohol-testing site.**

I understand that failure to appear at the site on or before the designated time will constitute a withdrawal of my previous consent to be tested as part of the Institutional Drug and Alcohol Testing Consent and will result in a penalty. **By signing below, I acknowledge being notified of my participation in institutional drug and alcohol testing, and I am aware of what is required of me in preparation for this drug and alcohol-testing event.**

**Student-Athlete’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

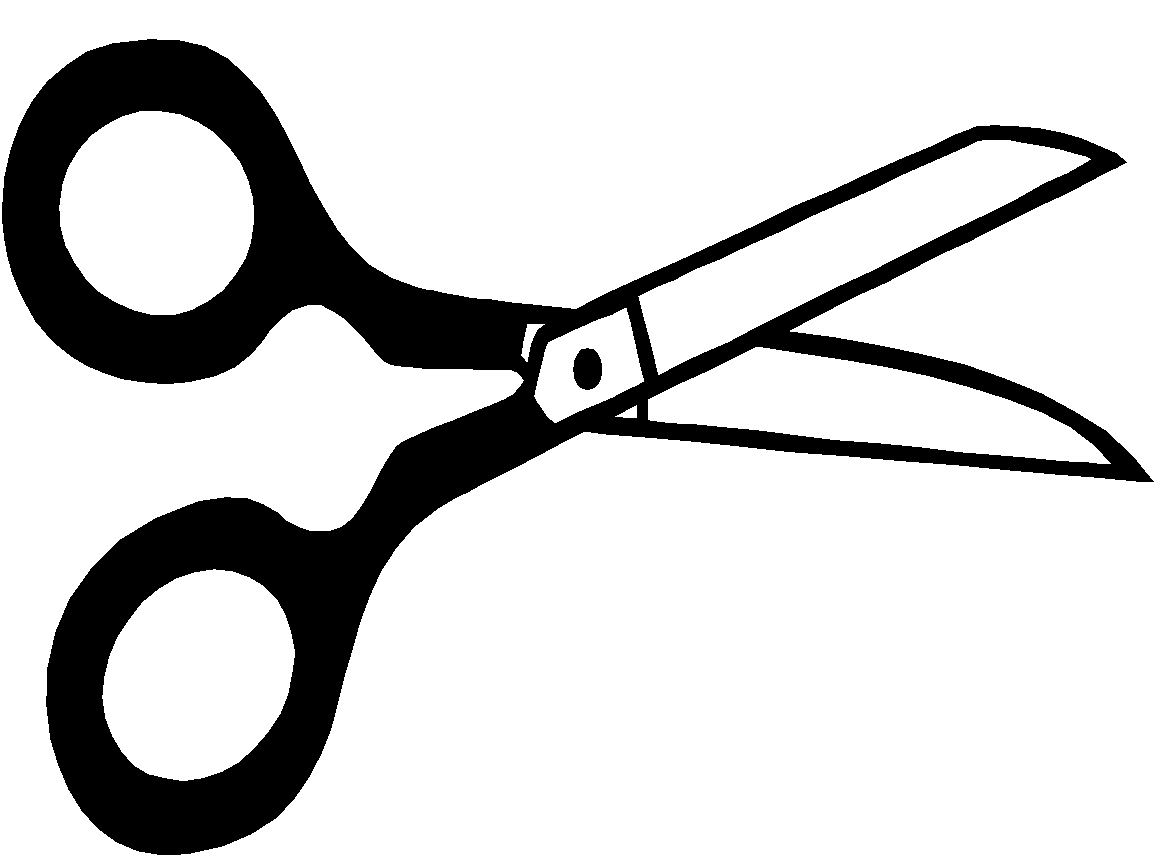
**I can be reached at the following telephone number on test day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Institutional Representative retain top portion of completed forms)*

#### Springfield College Drug and Alcohol Testing Program

Student-Athlete:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of test:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of test:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time to report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***- - - - - - - - - - - - - - - - - - - - Report to the test site with picture identification - - - - - - - - - - - - - - - - -*** 

Student-Athlete:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of test:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of test:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time to report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_