

**Springfield College
Department of Athletics
Drug Education & Testing Program
Instituted 2006-2007**

1. Introduction

The following policy statement has been adopted and shall be administered by the Springfield College (Springfield College) Athletic Department. Springfield College reserves the right to make changes to this policy as needed, and this Policy should not be construed to create a contract between student-athlete and Springfield College. Please note, this policy represents the Springfield College substance abuse/testing policy, which is separate and distinct from the NCAA drug-testing program (including all sanction phases). Information regarding the NCAA drug-testing program is available at www.ncaa.org.

Springfield College is concerned with the health, safety and welfare of the student-athletes who participate in its programs and represent 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 the ideals of Springfield College.

For the purposes of this policy, "student-athlete" shall mean any student at Springfield College who participates in any Department of Athletics' sponsored sporting event and/or practice.

2. Purpose

The Athletic Department believes that random drug testing and testing based on reasonable suspicion are appropriate to ensure the health, safety and welfare of our student-athletes, to promote fair competition in intercollegiate athletics, to affirm compliance with applicable rules and regulations on drug abuse, 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.

The intent of these policies 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, 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 policy; and
- Professional Referral – facilitating appropriate treatment and rehabilitation of student-athletes.

3. 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 Policy and a list of banned substances. All student-athletes and athletics staff members are required to attend. Make-up sessions are available for participants who must miss a scheduled educational 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.

4. 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 policy (See Appendix A). Failure to consent to or to comply with the requirements of this policy 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 policy 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 policy, the testing program, or other related issues prior to signing the drug-testing consent form.

5. 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 policy. The Director of Athletics or his/her designee will sanction other game personnel who violate this tobacco policy on a case-by-case basis.

6. 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 substance that they ingest. All student-athletes are encouraged to use the Drug Free Sport Resource Exchange Center (REC) to obtain current and accurate information on dietary supplements or ergogenic aids. All inquiries to the REC are

confidential. The Resource Exchange Center may be accessed at www.drugfreesport.com/REC/.

7. 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 B). For an ongoing updated listing of the banned-drug list view the NCAA's web site at 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 physician 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.

8. Specimen Analysis

The drug screening process may include, but are not limited to, the following biological specimen collection methods:

- Urine Testing. The collection process and protocol can be found in Appendix C.

In addition, drug screening may be conducted by on-site testing devices including, without limitation, saliva testing, and/or on-site urinalysis kits.

9. Selected Types of Drug Testing

- Unannounced Random Testing
All student-athletes who have signed the institutional drug-testing consent form and are listed on the institutional squad list are subject to unannounced random testing. Students listed on the squad list that have exhausted their eligibility or who have had a career-ending injury will not be selected for testing.

The Director of Athletics or his/her designee will select student-athletes from the official institutional squad lists by using a computerized random number program.

- Pre-season Screening
Student-athletes are subject to pre-season drug testing and may be notified of such by the Director of Athletics or his/her designee at any time prior to their first competition.
- Reasonable Suspicion Screening
A student-athlete may be 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. 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. A review committee, appointed by the Director of Athletics, will review the information and determine the need for testing. 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, mood changes, and legal involvement. If suspected, the Director of Athletics or his/her designee will notify the student-athlete (Appendix D) 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 or 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 testing 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 policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee in consultation with the counselor or specialist involved in the student-athlete's case.

10. Notification and Reporting for Collections

The student-athlete will be notified of and scheduled for testing by the institution. Notifications of testing shall consist of a face-to-face meeting with the student-athlete, a phone conversation with the student-athlete, and/or an electronic mail notification that has been confirmed by the student-athlete. The Director of Athletics or his/her designee will notify the student-athlete of the date and time to report to the testing station and will have the student-athlete read and sign the Student-Athlete Notification Form (See Appendix E).

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 POLICY SHALL BE OBSERVED COLLECTIONS.

11. 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 policy to determine if banned drugs or substances are present and the appropriate sanctions will apply for positive results.

If the laboratory reports a specimen as substituted, manipulated or adulterated, the student-athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance.

All student-athlete information and records associated with the Springfield College drug-testing program will be confidential and will be released only to those individuals with a legitimate need to know.

12. 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 or who refuses to submit to a required drug test, and/or who violates the terms of the safe harbor program as described in this policy shall be subject to the sanctions below. Notwithstanding anything herein to the contrary, a team physician, in his/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. All violations of this policy are cumulative. If the student-athlete fails to abide by the requirements of any sanction phase, they will be deemed to have violated this Policy and be subject to the next subsequent sanction phase.

- **First Offense**

Student-athlete will be suspended for 25% of the games that are scheduled for the season including pre-season and post-season competition (games missed due to event cancellation and/or injury don't count toward the suspension). If the suspension occurs after the competitive season has ended, the suspension shall wrap-around to the next competitive season. The student-athlete will be required to attend all practice during the suspension period. Student-athlete will be required to attend a minimum of three counseling and assessment sessions with a Springfield College counselor, or a counselor approved by the Director of Athletics. The cost of all counseling sessions and retest will be the sole responsibility of the student-athlete. The student-athlete must follow all recommendations of the medical staff or counselor. Student-athlete will be subject to follow-up drug testing.

- **Second Offense**

Student-athlete will be suspended from all Springfield College athletic competitions for one calendar year from the date of the positive drug test. Student-athlete will be required to attend a minimum of three counseling sessions with a Springfield College counselor, or a counselor approved by the Director of Athletics. The cost of all counseling sessions will be the sole responsibility of the student-athlete. The student-athlete must follow all recommendations of the medical staff or counselor. Student-athlete will be subject to follow-up drug testing.

- **Third Offense**

Student-athlete will be permanently suspended from all athletic participation at Springfield College.

13. Missing A Counseling Session

It is the responsibility of the student-athlete who makes an appointment with a counselor to keep that appointment. If the student-athlete is not able to keep the appointment he or she is expected to cancel the appointment by telephone, preferably 24 hours in advance but at least by 8:30 a.m. on the day of the appointment. Prior to the appointment, the student-athlete will read and sign an informed consent for evaluation and treatment, which includes an agreement to follow the appointment policies.

Failure to keep or cancel an appointment as stated above may result in suspension from practice and/or competition as determined by the Director of Athletics or his/her designee.

(e)14. Voluntary Disclosure/Safe Harbor

- A student-athlete who has engaged in prohibited drug use is encouraged to seek assistance from the athletic training staff by voluntarily disclosing his or her use prior to an announced drug test. The athletic trainer will direct the student-athlete to medical services.
- If the student-athlete seeks assistance *prior* to being identified as having violated this policy or being notified that he or she must undergo screening, 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 an evaluation. The student-athlete entering the safe harbor program will be required to take a drug test immediately to establish a baseline for follow-up testing. A student-athlete will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference postseason competition.
- The student-athlete will be required to undergo an evaluation by a Springfield College counselor. 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 Athletic Director.

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- A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. However, 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 drug testing as part of the reentry evaluation.
- 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 Athletic Director in consultation with the counselor.

15. Appeal

Student-athletes who test positive under the terms of the Springfield College Intercollegiate Athletics Drug Education and Testing Policy will be entitled to a hearing with the Director of Athletics or his/her designee prior to the imposition of any sanction. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight 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.

The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete must present his or her own case. The meeting should take place no more than seventy-two (72) 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 test. The proceedings shall be confidential. The decision by the Director of Athletics or his/her designee regarding the sanction to be imposed shall be final.

Appendix A

SPRINGFIELD COLLEGE
POLICY AND PROGRAM FOR DRUG EDUCATION AND TESTING IN
INTERCOLLEGIATE ATHLETICS
CONSENT FORM

I understand that my participation in the Program for Drug Education and Testing described herein as 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 policy so long as I am a member of an intercollegiate athletics team at Springfield College.

Signature _____ Date _____

Name(printed) _____ Sport _____

Signature of Witness _____ Date _____

Signature of Parent/Guardian of Minor _____ Date _____

Appendix B

2006 – 2007 NCAA Banned-Drug Classes

Available @ http://www1.ncaa.org/membership/ed_outreach/health-safety/drug_testing/banned_drug_classes.pdf

Student-Athlete receives a copy at the eligibility meeting.

Appendix C

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 bar code 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 client's discretion, another specimen may be collected.
18. 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.
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 D

**SPRINGFIELD COLLEGE DEPARTMENT OF ATHLETICS
DRUG TESTING REASONABLE SUSPICION
REPORTING FORM**

I, _____, under the reasonable suspicion clause
Springfield College Athletics Dept. Staff Member

that is outlined in the Springfield College Drug Education and Drug
Testing Policy, report the following objective sign(s), symptom(s) or
behavior(s)

that I reasonably believe warrant _____ be referred
Name of Student-Athlete

to 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:

- _____ irritability
- _____ loss of temper
- _____ poor motivation
- _____ failure to follow directions
- _____ verbal outburst (e.g. to faculty, staff, teammates)
- _____ physical outburst (e.g. throwing equipment)
- _____ emotional outburst (e.g. crying)
- _____ weight gain
- _____ weight loss
- _____ sloppy hygiene and/or appearance

The Student-Athlete has been:

- _____ late for practice
- _____ late for class
- _____ not attending class
- _____ receiving poor grades
- _____ staying up too late
- _____ missing appointments
- _____ missing/skipping meals

The Student-Athlete has demonstrated the following:

- _____ dilated pupils
- _____ constricted pupils

Springfield College Drug and Alcohol Testing Program

Student-Athlete Notification Form

Student-Athlete: _____

Social Security No: _____ Sport: _____
(optional)

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.

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

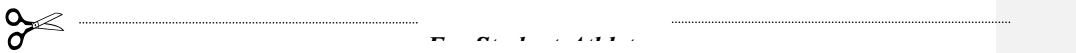
I understand that failure to appear at the site on or before the designated time will constitute a withdrawal of my previous consent to be tested as part of the Institutional Drug and Alcohol Testing Consent and will result in a penalty.

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.