Drug and Alcohol Education and Screening Program

DEPARTMENT OF ATHLETICS
UNIVERSITY OF RICHMOND
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I. PURPOSE

The Department of Athletic is committed to establishing policies and guidelines that support that the health and well-being of all student-athletes. To this end, the Department of Athletics Drug and Alcohol Education and Screening Program is designed to promote behaviors that discourage the inappropriate and illegal use, abuse of alcohol and drugs. The department collaborates with the University to provide research based educational materials to student-athletes surrounding the effects of alcohol and drugs on personal health, academic success, and athletic performance. Through this program, the department provides access to mental health providers and drug addiction counselors to student-athletes who self-identify with addiction issues.

In addition, throughout the calendar year, the department conducts periodic institutional drug screenings. The institutional screening program results are used to accurately and reliably identify drug use and can be an indicator of possible addiction issues. Student-athletes are who found to be inappropriately using prescription drugs, proscribed substances and performance enhancing drugs as indicated by Federal and State Laws, the NCAA, the University, and the Department of Athletics will be subject to departmental disciplinary actions and may be required participation in educational programming or counseling per the directive of University or Athletic Department administrators. Additional policy violations include, but are not limited to, tampering with the drug screening process or results, as well as possession, use and manufacture and/or distribution of illegal drugs. Student-athletes who violate any provision of this policy will be subject to disciplinary actions by the department.

In addition to the department's institutional drug screening program, the NCAA conducts independent year-around testing program and a championship drug testing program. These programs are is separate and distinct from the institutional drug testing program. These programs are facilitated by NCAA representatives and are accompanied by sanctions above and apart from those established by the Department of Athletics.

II. GOALS

The goals of the University of Richmond’s Drug/Alcohol Screening and Education Program are as follows:
1. To provide a safe and healthy environment for our student-athletes to compete.
2. To address, identify, and treat student-athletes’ problems and concerns surrounding drug use, alcohol consumption, and their abuses.
3. To educate our student-athletes and others associated with athletic teams about the use, abuse, and/or misuse of alcohol, illicit substances, prescribed medications, over-the-counter medications and performance-enhancing substances including nutritional supplements.
4. To provide support for student-athletes in need of substance abuse counseling.
5. To protect the integrity of the institution and the athletic department.

III. STUDENT-ATHLETE INFORMED CONSENT AND RELEASE OF LIABILITY

The department requires all student-athletes must annually complete and sign an Informed Consent and Release of Liability Form as condition to be eligible to participate in intercollegiate athletics at the University of Richmond. This form certifies that the student-athlete understands and agrees to comply with the terms and conditions contained in this policy and shall constitute a binding contractual obligation of the student-athlete. However, this policy shall not constitute a contract between student-athletes and the University of Richmond.

In addition, student-athletes shall consent to participate in the drug screening. Screening shall including, but are not limited to, the collection of urine or saliva by a trained collector.

IV. CONFIDENTIALITY

The program is designed to protect the confidentiality of data and to assure that information regarding individual student-athletes will not be transmitted to individuals who have neither a right nor a need to know, except as set forth herein this policy or as required by law.

V. EDUCATION PROGRAM

All student-athletes shall annually participate in an education program and receive educational materials that focuses on the effects of drugs and alcohol on personal health, academic success and athletic performance as well as information regarding the appropriate and NCAA compliant of use dietary supplements.
This educational requirement extends to:

- Student-athletes who have exhausted athletic eligibility, but are still receiving athletic-related aid;
- Student-athletes who have had a season-ending or career ending injury, but are using and/or receiving athletic-related services; and/or
- Student-athletes who are being “red-shirted”;

This educational program consists of two parts:

1. An Annual educational presentation that includes a review of the Department of Athletics and the NCAA Drug/Alcohol Screening and Education policy. This presentation will be conducted by a members of the Sports Medicine and/or Athletic Department Administrative Staff.
2. A University required seminar for all first year or new students. The seminar is administered by the University staff.

In addition, the University and the Department of Athletics offer other voluntary educational wellness classes, online courses and other educational materials to all students.

VI. Safe Harbor Program

A student-Athletes who wishes to seek help for issues related to alcohol and drug use or abuse may enroll in the departments Safe Harbor Program. The program is designed to assist a student-athlete who either suspects or self-identifies with alcohol or drug related issues. The act of enrollment in the Safe Harbor Program will not be treated as a violation of this policy and be cause for to departmental sanctions or actions.

Enrolled Safe Harbor student-athletes will receive:

1. Access to University or community drug/alcohol education professionals or counselors.
2. Educational Materials
3. Assessment or Evaluation by a Counselor
4. Educational or Treatment Plan
5. Access to In or Out Patient Treatment
6. University and Community Resource List
Program Eligibility
To be eligible for the Safe Harbor Program, a student-athlete must complete and submit a Declaration of Safe Harbor Form to a member of the Sports Medicine Staff.

A student-athletes is permitted to enter the Safe Harbor Program one time during their athletic eligibility at the University of Richmond. A student-athlete will be permitted to remain in the program for a reasonable period of time as informed by a treatment or educational plan. In addition, a team physician may prohibit the student from play or practice if medically indicated.

In addition, a student-athlete who has been medically transported by URPD for drug or alcohol treatment, will automatically be enrolled in the Safe Harbor program. Positive drug tests resulting from these incidents will not count as a violation of this policy.

Student-athletes are not eligible for the program:

• If they have been informed of an impending drug test by a Department of Athletics Staff member;
• 30 days prior to their sport’s NCAA or Conference post-season championship;
• If they have had a previous violation of this policy as defined by this policy;
• If they have previously tested positive during an NCAA or institutional drug test

Resources, Services Provided by Safe Harbor Program
Once enrolled in the program, the department will work student-athletes to prepare a Safe Harbor treatment plan, to include, confidential drug testing. Student-athletes will be tested for proscribed substances upon entry into the Safe Harbor Program, and such a positive initial test will not result in any administrative sanction except those listed in this section.

Testing During Safe Harbor Program Enrollment
While in compliance with the Safe Harbor Program treatment plan, student-athletes will not be included in the list of students eligible for random drug testing by the University of Richmond. This list will be maintained by the Assistant Athletic Director for Sports Medicine. However, students-Athletes in the Safe Harbor Program are still eligible to be selected for drug testing by the NCAA per NCAA guidelines.
Removal from Program
Student-athletes will be removed from the Safe Harbor Program and be subject to appropriate sanctions as indicated by this policy:

- A drug test results indicate new usage (subsequent to initial upon entering the program)
- They tested positive for a new banned substance after the initial Safe Harbor Program test
- They fail to comply with the Safe Harbor Program treatment plan the student-athlete will be removed from the Safe Harbor Program

Enrollment Notifications
The Director of Athletics, the Deputy Director of Athletics, the Associate Director of Athletics / SWA, the Assistant Athletic Director for Sports Medicine, and the Team Physician may be informed of the student’s participation in the Safe Harbor Program. The athletic trainer assigned to that sport also may be notified, if medically appropriate. Assistant coaches may be informed at the discretion of the head coach. Other university employees may be informed only the extent necessary for the implementation of this policy.

VII. PROSCRIBED SUBSTANCES

Proscribed substances, as that phrase appears in this Policy Statement, include, but are not limited to, those drugs listed in NCAA Executive Regulations, 31.2.3, as may be amended from time to time, which are listed in on the departmental website. The institution may tests for banned substances at its discretion and at cut off levels lower than those used by the NCAA.

VIII. INTERVENTION TEAM

When there is an identified concern surrounding a student-athletes possible use and/or alcohol abuse of proscribed substances, the Department of Athletics will convene an Intervention Team. The purpose of the team will be to make recommendations and facilitate access for a student to receive a formal or inform assessment by alcohol or substance abuse counselors or educators, assist with creating a treatment or education plan, and refer student-athletes to internal and external resources related to alcohol and proscribed substance abuse.

Members of the Intervention Team may include Associate Director of Athletics / SWA, Assistant Director of Athletics / Sport Medicine, Sport Administrator, members of the coaching staff, University substance abuse educators, CAPS staff
member, team physicians, athletic trainers, academic advisors, Dean’s Office staff members and other substance abuse professionals.

IX. NCAA Drug Testing Program and Sanctions

All student-athletes who qualify to participate in any post-season competition, including the NCAA post-season National Championship competition, may be tested prior to the onset of such competition. A positive drug test may preclude the student-athlete’s participation in the post-season competition for which the test was administered.

X. New Student-Athlete Screening Program

The purpose of the New Student-Athlete Screening Program mirrors that of the overall Drug and Alcohol Education and Screening Program. The program is designed to identify student-athletes that may have substance abuse issues as well as facilitate opportunities for education and intervention.

All student-athletes new to the University of Richmond athletic programs are required participate in a drug screening within the first semester of participation. Positive test results will not count as a violation of department policy. However, student-athletes who do test positive for proscribed substances will be required to comply with the following departmental actions:

1. The student-athlete will be required to participate in an assessment, educational course and/or treatment program as directed by the department’s intervention team. All related financial costs are the sole responsibility of the student-athletes.
2. The student-athlete will be continually tested until test results are negative for performance enhancement substances. Additionally, the student-athlete will be required to participate in periodic follow-up testing for the duration of their college athletic career at the University of Richmond.
3. The Director of Athletics, the Sport Administrator, the Head Coach, the Head Team Physician, the appropriate Dean’s Office and the parents or legal guardians of the student-athlete will be notified of positive drug testing results, and/or actions equating to a positive drug test per this policy as well as resulting departmental sanctions.
In addition, a team physician may withhold a student-athlete from practice, competition or other team activities for medical reasons and require additional drug screening prior before return to all team activities.

Subsequent positive tests will result in departmental actions as indicated by this policy.

XI. GENERAL STUDENT-ATHLETE SCREENING PROGRAM

The Department of Athletics conducts periodical random drug screen for proscribe substance on a continual year-a-round basis. The purpose of these screenings is to identify and students who may have substance abuse issues so as to provide the opportunity for education, intervention as well as appropriate treatment and counseling. Student-athletes who test positive for proscribed substances will also be informed regarding the NCAA eligibility sanctions for NCAA drug screening as sanction are apart and separate from associated institutional program violations.

Selection Process
Student-athletes will also be selected at random to be drug screened for proscribed substances. For the purpose of this policy, “random” shall mean a process in which the probability of any student-athlete being selected is the same as the probability of any other student-athlete being selected and which the selection is made without identity characteristics of the individual being known.

Reasonable Suspicion
In addition, athletic department staff members may request that a specific student-athlete be screened if there is “reasonable suspicion” of use of a proscribed substance. For the purpose of this policy “reasonable suspicion” shall be defined as a defined as specific objective facts, which if taken as a whole, suggest that drug or alcohol testing may produce a positive result. The information leading to “reasonable suspicion” must be from a creditable source to include, but not limited to a University official, University staff member, faculty, coach, athletic trainer, academic advisor, athletic administrator, athletic support staff, or student-athlete. Information should specific and factual information.

Requests for testing for “Reasonable Suspicion” must be documented in writing and submitted to the Assistant Athletic Director for Sports Medicine using Substance Abuse Reasonable Suspicion Reporting Form and, when available, accompanied by additional supporting documentation. The Assistant Athletic Director for Sports Medicine will present the case to the Director of Athletics or a
Sport Administrator. Only at the discretion of the Director of Athletics or a Sport Administrator will specimen collection be administered.

In addition, the Director of Athletics may require that an entire team participate in a drug screening if “reasonable suspicion” of prolific proscribed substance use or/and repeated drug related University or department policy violations occurring and/or drug related criminal issues by multiple individual within a team.

Once approval to have been properly received to screen an individual or entire team based on “Reasonable Suspicion”, the Assistant Athletic Director for Sports Medicine, who shall notify the student-athlete(s). Student-athletes will be advised by their staff athletic trainer of the designated time and location for the submission of urine specimen and complete will be required to sign a Student-Athlete Notification Form.

**Screening Process**

All student-athletes shall provide urine specimens upon notice from an official within the Department of Athletics. Upon notification of selection, the student-athlete must report at the designated collection location at the designated time for testing. The student-athlete will be required to sign in at the collection location with a valid picture identification (i.e. driver’s license, student ID).

Specimens will be collected by Urine Validators, trained specimen collectors who have met the criteria to collect for an outside agency. The Assistant Athletic Director for Sports Medicine or a member of the Sports Medicine Staff will witness all collections.

Urine Validators will follow the procedures as indicated by the department’s Drug Testing Collection Protocol. Said sample shall be subject to analysis by a Substance Abuse and Mental Health Services Administration (SAMSA) licensed and/or certified professional testing laboratory to screen student-athletes’ samples to determine use of the proscribed substances.

Student-athletes will have a maximum of three hours from the time of check-in to produce an adequate and viable urine specimen sufficient for testing. If after three hours, the student-athlete has not produced an adequate urine specimen, the student-athlete:

- Will be released from the testing site.
• Will be instructed by the Assistant Athletic Director for Sports Medicine to report back to the testing site for follow up testing at a time be determined.
• Will be immediately suspended from all team activities upon release from testing site until an adequate urine specimen has been produced as defined by Appendix C.

**Failure to Following Testing Procedure and/or Produce an Adequate or Viable Urine Sample**

Student-athletes who are unable to produce an adequate within the designated testing period will be considered to have a positive test as defined by Appendix C and be subject to departmental actions and sanctions per this policy.

If a student-athlete produces three or more dilute samples during an institutional drug test, that student-athlete will be selected for subsequent tests under reasonable suspicion and required to participate in additional drug screenings at the discretion of the department. The student-athlete will only be removed from reasonable suspicion testing after he/she has had two successive negative tests in which they produced no dilute samples. In most cases student-athletes will receive no advance notification prior to collection. A member of the Sports Medicine Staff will notify them as they are leaving the practice field or athletic related activity. Upon notification, student-athletes will be asked to sign a **Student-Athlete Notification Form**. A copy of the **Student-Athlete Notification Form** can be found in Appendix F. In some cases it will not be possible to collect a urine specimen immediately following notification. In those cases same day notification will be the method of choice. It will also be communicated that failure to report will counted as a positive test.

Failure to report for a screening, participate in screening, or otherwise act in a manner that seeks to alter or tamper with a urine specimen or disrupts the collection process will be considered a violation of department policy. In such cases, the student-athlete will be subject to departmental actions and sanctions.

**XII. Defined Institutional Policy Violations**

Student-athlete shall be in violation of the department’s drug and alcohol policy when:

1. A student-athlete’s urine specimen test positive for a proscribed substance by an approved drug testing laboratory during an institutional or NCAA drug test.
2. An Athletics Department SAMSA approved drug testing laboratory determines a urine specimen has been altered or tampered.

3. An Athletics Department SAMSA approved drug testing laboratory indicates that foreign substances were either ingested by the student-athlete and/or added to a urine sample in an effort to destroy or disguise traces of substances.

4. A student-athlete is convicted of a drug related criminal offense or is found responsible for a University drug related violation to include, but not limited, to possession, manufacture, or distribution drugs.

5. If a student-athlete fails to report or refuses to submit to an institutional test after notification by an athletic department official through the Student-Athlete Notification Form found in Appendix F.

6. If a student-athlete fails to produce an adequate urine specimen as defined by Appendix C within three hours from signing into the testing site.

7. A student-athlete attempts to interfere with the protocol for collection as determined by the University of Richmond Sports Medicine Department (Appendix C).

XIII. INSTITUTIONAL VIOLATION SANCTIONS AND DEPARTMENTAL ACTIONS

GENERAL POLICY

Student-Athletes who violate the drug and alcohol policy as defined by this policy will be subject to department actions and sanctions. Head Coaches may also establish team rules that address the misuse, prohibited use and illegal use of drug and alcohol as well as other associated University violations or criminal acts related to drugs and alcohol. These rules may include sanctions above and beyond what is indicated in this policy. All team rules must be approved by the assigned Sport Administrator.

Documentation

For all sanctions, the Department of Athletics will document that the student-athlete understands and agrees to comply with all departmental actions by requiring the student-athlete sign a Disciplinary Action Contract (Appendix G) to be generated by the Associate Director of Athletics / SWA. Copies of this document will be provided for the Director of Athletics, the appropriate Sport Administrator, the Assistant Athletic Director for Sports Medicine, the Head Coach, the respective Dean’s Office and the Compliance Office.
Failure to Comply with Departmental Actions or Sanctions
If a student-athlete fails to comply with any aspect of their Disciplinary Action Contract (i.e., fails to report for a mandatory drug test, fails to attend mandated counseling sessions or fails to attend mandated meeting with coaching, Athletics Department or University staff), the student-athlete will be suspended for a minimum of one competition during their championship season (not to include a scrimmage or exhibition game) All initial assessments as well as monitoring of compliance with all aspects of a student-athlete’s disciplinary contract (i.e., compliance with and completion of recommended treatment plan) will be facilitated by the Associate Director of Athletics / SWA.

Financial Responsibility
The financial responsibility for the initial assessment and subsequent recommended counseling or treatment will be the responsibility of the student-athlete unless a formal request for an exception is made to the Associate Director of Athletics / SWA and approved by Director of Athletics or designee due to financial hardship.

Cancellation of Athletic Scholarship Appeals
In cases when it has been recommended that a student-athlete’s grant-in-aid be non-renewed, the student-athlete shall be granted the opportunity for a hearing by the appropriate University authorities, consistent with procedures set forth at the University of Richmond per NCAA rules.

XIV. PERFORMANCE ENHANCING DRUGS (PEDs) – INSTITUTIONAL SANCTION AND DEPARTMENT ACTIONS

First Violation
A Student-athlete who tests positive for sport enhancing drugs to include, but are not limited to, anabolic steroids, ephedrine, and/or amphetamines and other substances as indicated by the NCAA shall be subject to the following departmental actions and sanctions.

1. The student-athlete may be deemed ineligible to compete for a period up of one year from the date the urine sample was collected per decision of the Director of Athletics.

2. A team physician may withhold a student-athlete from practice, competition or other team activities for medical reasons and require additional drug screening prior before return to all team activities.
3. The student-athlete will be required to participate in an assessment, educational course and/or treatment program as directed by the department’s intervention team. All related financial costs are the sole responsibility of the student-athletes.

4. The student-athlete will be continually tested until test results are negative for performance enhancement substances. Additionally, the student-athlete will be required to participate in periodic follow-up testing for the duration of their college athletic career at the University of Richmond.

5. The Director of Athletics, the Sport Administrator, the Head Coach, the Head Team Physician, the appropriate Dean’s Office and the parents or legal guardians of the student-athlete will be notified of positive drug testing results, and/or actions equating to a positive drug test per this policy as well as resulting departmental sanctions.

6. Head Coaches may recommend additional sanctions be included in addition to departmental sanctions and actions per the approval of the assigned Sport Administrator and the Director of Athletics.

Second Positive
For a second positive test for performance enhancing drugs, a student-athlete may be permanently dismissed from an athletic team and their athletic scholarship may be cancelled. In these cases, sanctions shall be determined by the Director of Athletics.

XV. Cannabinoids – Institutional Sanctions and Departmental Actions

First Violation
A Student-athlete who has a policy violation related to cannabinoid drugs and associated products shall be subject to the following departmental actions and sanctions. For the purpose of this policy, cannabinoids drugs shall include, but are not limited to marijuana, oils, synthetic products and edibles.

1. The student-athlete will be required to participate in an assessment, educational course and/or treatment program as directed by department’s intervention team. All related financial costs are the sole responsibility of the student-athletes.
2. A team physician may withhold a student-athlete from practice, competition or other team activities for medical reasons and require additional drug screening prior before return to all team activities.

3. The student-athlete will be continually tested until test results are negative for illicit drug. Additionally, the student-athlete will be required to participate in periodic follow-up testing for the duration of their college athletic career at the University of Richmond.

4. The Director of Athletics, the Sport Administrator, the Head Coach, the Head Team Physician, the appropriate Dean’s Office and the parents or legal guardians of the student-athlete will be notified of positive drug testing results, and/or actions equating to a positive drug test per this policy as well as resulting departmental sanctions.

5. Head Coaches may recommend additional sanctions be included in addition to departmental sanctions and/or actions per the approval of the assigned Sport Administrator and the Director of Athletics.

Second Violation
A Student-athlete has a second violation related to cannabinoid drugs and associated products are subject to the same departmental actions and sanctions as indicated for a first violation, and may also be subject to additional sanctions to include, but not inclusive of suspension from team activities. In these cases, Head Coaches may recommend sanctions. Sanctions shall be determined by the Director of Athletics.

Subsequent Violations
For any subsequent policy violations related to cannabinoid drugs and associated products, sanctions will be determined by the Director of Athletics and may include suspension or permanent dismissal from an athletic team and cancellation of an athletic scholarship. In these cases, sanctions shall be determined by the Director of Athletics.

XVI. Other Illicit Drugs – Institutional Sanctions and Departmental Actions

First Violations
A Student-athlete who has policy violation related to illicit drugs other than cannabinoids shall be subject to the following departmental actions and sanctions. For the purpose of this policy, illicit drugs include, but are not limited to, cocaine,
heroin, and other illegal and/or NCAA banned substances categorized as street or illicit drugs.

1. The student-athlete will be required to participate in an assessment, educational course and/or treatment program as directed by department’s intervention team. All related financial costs are the sole responsibility of the student-athletes.

2. A team physician may withhold a student-athlete from practice, competition or other team activities for medical reasons and require additional drug screening prior before return to all team activities.

3. The student-athlete will be continually tested until test results are negative for illicit drug. Additionally, the student-athlete will be required to participate in periodic follow-up testing for the duration of their college athletic career at the University of Richmond.

4. The Director of Athletics, the Sport Administrator, the Head Coach, the Head Team Physician, the appropriate Dean’s Office and the parents or legal guardians of the student-athlete will be notified of positive drug testing results, and/or actions equating to a positive drug test per this policy as well as resulting departmental sanctions.

5. Head Coaches may recommend additional sanctions be included in addition to departmental sanctions and/or actions per the approval of the assigned Sport Administrator and the Director of Athletics.

Second Violation
A Student-athlete has a second violation related to illicit drugs (not including marijuana) are subject to the same departmental actions and sanctions as indicated for a first violation, and will also be subject to additional sanctions to include, but not inclusive of suspension from team activities, permanent dismissal from an athletic team and cancellation of an athletic scholarship. In these cases, sanctions shall be determined by the Director of Athletics.

Subsequent Violations
Any subsequent policy violations related to illicit drugs will be determined by the Director of Athletics and for illicit drugs may result in permanent dismissal from an athletic team and cancellation of an athletic scholarship. In these cases, sanctions shall be determined by the Director of Athletics.
XVII. Drug Related University and Criminal Offenses – Institutional Sanctions and Departmental Actions

If a student-athlete has been convicted of drug related crime and/or has been found to be in violation of the University, Department of Athletics or team policies, the student-athlete will subject to departmental actions and sanctions as determined by the Director of Athletics. Sanction may include, but are not limited to, team suspension, removal from an athletics team and a recommendation to the Office of Financial Aid student-athlete’s athletic grant-in-aid not be renewed.

Student-Athletes convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving Federal Title IV, HEA program funds or need-based institutional financial aid funds, will lose eligibility for all Title IV, HEA grant, loan, and work-study assistance and for need-based institutional financial aid.

An illegal drug is a controlled substance as defined by section 102(6) of the controlled Substances Act (21 U.S.C. 801(6)), and does not include alcohol or tobacco. Questions about this loss of eligibility for federal funding should contact the Financial Aid Office at finaid@richmond.edu.

XVIII. Alcohol Policy and Departmental Sanctions for Policy Violations

General Statement on Alcohol Use
Alcohol consumption is highly discouraged at all times and is illegal in the Commonwealth of Virginia for anyone under age twenty-one. Student-athletes are responsible for complying with all state laws, University policies, and team rules as related to alcohol.

All student-athletes are specifically prohibited from consuming alcoholic beverages while representing the Department of Athletics in any capacity (i.e., practice/competition, travel for away contests, team dinners, recruiting visits, banquet etc.).

Self-Referrals
A student-athlete suspects or self-identifies as having concerns surround alcohol use will be referred to a member of the athletic training staff who will coordinate
care by providing educational materials, facilitating access to counselors or physicians, and providing a list of community and University resources.

In cases where a student-athlete self-refers, the financial responsibility for any initial assessment will be covered by the Department of Athletics. All costs associated with and subsequent recommended counseling will be the responsibility of the student-athlete unless a formal request for an exception is made to the Associate Director of Athletics / SWA and approved by Director of Athletics or designee due to financial hardship.

University Related Alcohol Violations
A student-athlete who violates the University’s Alcohol Policy will be subject to disciplinary actions and sanctions per this policy and team rules. Departmental actions and sanctions may include, but are not limited to suspension from team activities or competitions as well as required participation in educational courses, assessments, and treatment programs as directed by university officials, department approved drug counselors or team physician. Departmental actions and sanctions shall be determined by the Sport Administrator and Head Coach. All associated financial costs for assessments, education or treatment will be the sole responsibility of the student-athlete.

Criminal Offenses Related to Alcohol
In cases where a student-athlete has been convicted of alcohol related crime or offense, the Director of Athletics will determine sanctions. Sanctions may include, but are not limited to, team suspension, removal from an athletics team and a recommendation to the Office of Financial Aid student-athlete’s athletic grant-in-aid not be renewed.

XIX. Appeals Process

Appeals for Failure to Produce Viable Specimens, Failure to Report, and Other Process Collection Violations

A student-athlete fails to provide an adequate sample for testing, provides too many samples that are diluted, fails to report for a screening or otherwise acts in a manner that seeks to alter or tamper with a urine specimen or disrupts the collection process, may appeal the violation. To request an appeal, the student-athlete must complete the **Notification of Appeal Form** found in **Appendix H** and submit it to the Assistant Athletic Director for Sports Medicine. In order to appeal the violation, student-athlete must participate in an additional institutional drug screen at time to be determined by the Director of Sports Medicine. The date and
time of the test must be exceed 24 within hours from the date of the test original test that is being appealed.

**Test Results Validity Appeals**

A student-athlete may contest the laboratory finding of a positive test. To appeal, the student-athlete must submit the **Notification of Appeal Form** to the Director of Athletics or his / her designee within forty-eight hours of being notified of the positive result. The student-athlete must provide evidence to support appeal and assertion of test validity.

Once the Notification Form has been received, the department will request that a student-athlete’s “B” sample be tested. Per collection and laboratory procedures, the student-athlete’s original sample is split into two samples, “A” Bottle and “B” Bottle. “A” Bottle sample is used for the original test and the “B” Bottle sample is seal and store in cases where a retest is necessary. A student-athlete who appeals a positive finding may have the “B” Bottle tested. All expenses associated with retesting will be the responsibility of the student-athlete.

If the laboratory concludes the validity of the first test results, the violation will stand and applicable departmental actions and sanctions will apply. If the laboratory presents to the Director of Athletics or his or her designee a finding that the student-athlete does not have proscribed substances in his or her urine sample, the Director of Athletics must rely upon those test results and shall conclude that the student-athlete’s urine does not contain proscribed substances.

**Sanction Appeals**

A student-athlete may appeal a departmental action or sanction resulting from a violation of the department’s drug and alcohol policy to the Director of Athletics by completing a **Notification of Appeal Form** within forty-eight hours of being notification of action or sanction.

Once the department has been notified of an appeal request, a hearing will be scheduled and conducted by the University of Richmond Drug Screening and Education Appeals Committee. The Appeals Committee will consist of one Athletic Administrator to be selected by the Director of Athletics, the Associate Director of Athletic for Compliance, and one individual outside of the Athletic Department (Faculty Athletic Department Representative, Dean), to be selected by the Director of Athletics or designee. The Athletic Department may also call on an individual(s) with specific expertise in drug testing and the drug testing process. The student-athlete may have an advocate present, but that individual may not
be a lawyer. The appeals committee will render a decision within three business
days of each individual hearing. The Associate Director of Athletic for Compliance
will maintain a written record of the committee’s decisions including all evidence
considered by the committee as well as a rationale for the committee’s decision.

*Athletic Eligibility During Appeal*
During the all appeal processes the eligibility of the student-athlete will be
determined by the Director of Athletics. As in all cases surrounding the possible
use and drug and alcohol, a team physician for reasons of health and safety may
withhold an athletic from participation in team related activities and
competitions.

**XX. Prescription Drugs**
Student-athletes who are taking drugs pursuant to a prescription from a physician
must register in writing with the Sports Medicine Department. A copy of the
prescription must be filed in a student-athlete’s medical records as maintained by
the University of Richmond Sports Medicine Department.

*Medical Exceptions for Prescription Drugs for Banned Substances*
In order for a student-athlete to be granted a medical exception for the use of a
prescribed medication that contains a banned substance, the student-athlete must:

1. Have declared the use of the substance to the Assistant Athletic Director
   for Sports Medicine or a Staff Athletic Trainer
2. Present documentation of the diagnosis of the condition, and
3. Provide documentation from the prescribing physician explain the course
   of treatment and current prescription including the reason a non-banned
   substance could not be used to treat this condition.
4. In the case of a prescription medicine for the treatment of ADD/ADHD the
   student-athlete must have the treating physician complete.

Provided information enables the Head Team Physician to determine the medical
qualification of a student-athlete to participate in the sports program.

*Prescription Drugs and Institutional and NCAA Testing*
If a student-athlete, tests positive for a banned substance, but has an athletic
department approved prescription (e.g. Adderall for ADD) and has received a
medical exception, this positive test will not be consider a department or NCAA
violation.
XXI. SUPPLEMENTS

The University of Richmond does not condone and cautions against the use of dietary supplements. Dietary supplements do not undergo federal government approval and are not tested for quality like prescription and over-the-counter medications. Any student-athlete who is considering taking a supplement must report usage to a member of the Sports Medicine Department through completing a Student-Athlete Supplement Notification Form.

Product claims made by many dietary supplement manufacturers have not been based on scientific research in many cases. Many dietary supplements have not been subject to research by unbiased independent researchers in order to substantiate performance claims. The potential adverse and/or harmful effects of these substances have not been completely studied, but serious adverse effects have been reported in some instances. As there are minimal federal government labeling requirements for dietary supplements, some products may contain NCAA and/or University of Richmond banned substances, which are not listed on the label. It is important for student-athletes to remember that they will be held responsible for each and every substance that enters their bodies.

XXII. TOBACCO

The University of Richmond prohibits smoking inside classrooms and administrative buildings, residential facilities, dining areas, athletic facilities, and University-owned vehicles. Smoking is prohibited within 25 feet of the outside of any building to prevent tobacco smoke from entering through entrances, windows, ventilation systems, or other means. Additional details regarding this policy, enforcement, and the availability of smoking cessation programs for students, staff, and faculty, can be found at http://hr.richmond.edu/employees/policies/smoking.html.

The University of Richmond Athletic Department discourages the use of all tobacco products. Such use is inconsistent with proper nutrition and health and is contrary to the goals of athletic conditioning and athletic performance. Use of tobacco products (e.g., cigarettes, cigars, pipes, and smokeless tobacco) poses serious health threats to student-athletes. The US Surgeon General, National Cancer Institute, Center for Disease Control, and the National Institute for Dental Research recommend against the use of any tobacco products. It has been named the single most preventable cause of death in the United States.
Use of tobacco products during any official Department of Athletics function (i.e., practice/competition, travel for away contests, etc.) is strictly prohibited. Such use could result in an NCAA rules violation of Bylaw 17.1.7 and suspension from practice and/or competition.

A student-athlete who self-refers with a tobacco product problem to any Athletic Department Staff person will be referred to a staff athletic trainer. The Head Team Physician will assess the student-athlete and, if deemed necessary, will establish a treatment plan. Additionally, Student Health Services will provide access to smoking cessation programs for students upon request.

XXIII. AMENDMENTS

This program may be amended from time to time at the discretion of the Director of Athletics. Amendments shall be distributed to all student-athletes. No amendment shall be applied retroactively if such application will adversely affect a student-athlete's right to prior notice of standards of conduct or discipline.

Student-athletes may also want to review information contained on the following websites: www.drugfreesport.com/rec and www.ncaa.org/health-safety.