Drug and Alcohol Testing Policy

Cedarville University Athletic Department
Drug and Alcohol Testing Policy

Cedarville University values stewardship of our bodies and believes that the Christian lifestyle includes healthy and responsible choices. Cedarville prohibits the use or possession of alcohol, tobacco products, all illegal drugs, and the misuse of controlled substances and medications.

Cedarville University Athletic Department believes that illegal or controlled substances and performance enhancing drugs and alcohol threaten the integrity of intercollegiate athletics and represent a danger to the health, safety, and well-being of the student-athlete. This written policy and consent form affirm student-athlete agreement to terms and conditions of the drug testing policy. Cedarville University’s drug and alcohol testing policies and procedures are separate and distinct from NCAA’s drug testing policy.

This policy is not to be construed as a contract between the university and the student-athletes at Cedarville University. However, signed consent and notification forms shall be considered affirmation of the student-athlete’s agreement to the terms and conditions contained in the policy and shall be a legal contractual obligation of the student-athlete.

It should be noted that according to the Cedarville University Student Handbook: “Students are not allowed to use, purchase, or possess alcoholic beverages, tobacco products, or any illegal drug on or off campus. Students are also prohibited from misusing legally prescribed medications. Violation of these prohibitions may result in probation, suspension, or dismissal.”

Purpose

The drug and alcohol testing program serves to promote fair competition while discouraging the use of illegal drugs and dangerous substances, including alcohol and tobacco. Cedarville University wants to protect student-athletes from the effects of drug and alcohol use and promote the positive role of student-athletes as representatives of the university. The program should identify individuals with substance abuse problems and provide intervention and access to treatment for them. The policy will participate in the following steps of prevention:

- Education—the Athletic Department will provide student athletes and the Athletic Department staff with accurate information regarding the issues associated with substance abuse in sport, while promoting health and safety in sports. In conjunction with the Athletic Training Department, the Athletic Department will sponsor a yearly Drug and Alcohol Education Seminar that each student athlete must attend at the beginning of each school year.
- Testing—analyzing biological specimens to detect prohibited substances student athletes may introduce into their bodies and punitive consequences resulting for their use.
- Professional Referral—facilitating appropriate treatment and rehabilitation of student athletes.

Eligibility

Institutional Drug Testing Consent Form

As a condition for team membership, the student-athlete must agree to participate in the drug and alcohol testing program. All current student-athletes including red-shirts, medical red-shirts and student athletes who are academically ineligible will be subject to drug and alcohol testing. The student-athlete must sign the Drug Testing Consent Form at the beginning of every academic year.
Medication and Supplements Disclosure Form
All student-athletes must disclose all medications and supplements they are taking to the athletic training staff on the Medication and Supplements Disclosure Form at the beginning of every academic year and update it as necessary. All medications not prescribed by the Team Physician must have a copy of the prescription on file.

Types of Drug Testing

Random Testing
Periodic testing of a 10% of the total student-athlete population will occur at regular intervals. The list will be randomly generated by computer from official rosters. All athletes are eligible for every test.

Reasonable Suspicion Testing
When there is reasonable suspicion to believe that a student-athlete is using or has used a prohibited substance through demonstration of symptoms or behaviors that are indicative of substance abuse, they are subject to reasonable suspicion testing. This shall be based on objective information as determined by the Athletic Director, the Head Coach, an Athletic Trainer or Team Physician. No notice of testing is required. Reasonable suspicion may include, but is not limited to 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 appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Such behaviors could be: decrease in class attendance, significant GPA changes, decrease in athletic practice attendance, increase injury rate of illness, physical appearance changes, and legal involvement.

Re-entry Testing
After a positive, the student-athlete must have a negative test before being cleared for participation. The re-entry testing will be performed at the student-athlete’s expense.

Reasonable Cause/Follow-up Testing
Student-athletes who have previous violations of the drug policy will be tested individually or as part of a regularly scheduled test. This will be part of the management plan.

Post-season or Championship Testing
Student-athletes who are competing in post-season play or in championships are also eligible for drug-testing.

Failure to appear for a scheduled drug test, or refusal to give a urine specimen, will be considered a positive test. A management plan will be determined by the Athletic Director, the Head Coach, and the Head Athletic Trainer.

Testing Procedures

Notification Process
Student-athletes will have an assigned number and a computerized random selection will determine those tested for each session. The student-athlete will be contacted by the Drug Testing Coordinator and made aware of their selection no earlier than the afternoon before the morning drug test. The Drug Testing Coordinator will contact the student-athlete and record if they spoke in person, on the phone, or left a message.

Collection
Drug testing will typically take place in the Men’s and Women’s Locker Rooms in the Callan Athletic Center. The student-athletes will be given a time to report to drug testing. The student-athletes will check in with the Drug Testing Coordinator and will need to show a picture ID and sign in. The specimen collection process will be handled by the Center for Drug Free Sport and will be directly observed. The procedures for collection will
be determined by the Center for Drug Free Sport. Student-athletes must stay in the testing area until they are able to produce a useable sample. The names of student-athletes not reporting to the scheduled test, or who refuse or fail to give a specimen, will be given to the Athletic Director and they will be considered as a positive test.

If a student-athlete is found to have adulterated, manipulated or diluted their sample, he/she will be placed under the sanctions of a positive drug test.

*Please see Appendix A for complete collection procedures.*

**Banned Substances**

The NCAA and Cedarville University bans the use or possession of the following classes of drugs:

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers (banned for rifle only)
- d. Diuretics and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens
- h. 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:**

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

**NCAA Nutritional/Dietary Supplements Warning:**

Before consuming any nutritional/dietary supplement product, review the product and its label with your Athletic Training Staff. There are no 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 using dietary supplements.
3. Many dietary supplements are contaminated with banned drugs not listed on the label.
4. Any product containing a dietary supplement ingredient is taken at your own risk.

**Post-Test Procedure**

**Results Notification**

The Athletic Director will receive results for positive tests and will then notify the Head Athletic Trainer, Head Coach and necessary involved personnel. Student-athletes who test positive will be notified by the Athletic
Director. Results will be kept confidential and only disclosed to those deemed appropriate by the Athletic Director.

**Consequences for a Positive Alcohol Test**

**First Positive Test**
- 2 weeks suspension from all team activities, including practice, competition, strength and conditioning sessions from date of positive test results
- Loss of 10% of season competition (if out of season, first 10% of following season). If the 10% calculates as a fraction of a game, all fractions will be rounded up to the next full game. For example, 33 games scheduled, 10% equals 3.3, the suspension will be 4 games.
- Other punishment deemed appropriate by Head Coach, approved by the Athletic Director
- Counseling through University Counseling Services
- Possible University sanctions
- Eligible for reasonable cause/follow up testing
- Parents will not be notified by the Athletic Director

**Second Positive Test**
- Dismissal from team
- Possible University sanctions
- Parents will be notified by the Athletic Director

**Consequences for a Positive Drug Test**

**First Positive Test**
- 4 weeks suspension from all team activities, including practice, competition, and strength and conditioning sessions from date of positive test results
- Loss of 25% of season competition (if out of season, first 25% of following season)
- Other punishment deemed appropriate by Head Coach, approved by the Athletic Director
- Counseling through University Counseling Services
- Possible University sanctions
- Eligible for reason cause/follow up testing
- Parents will not be notified by the Athletic Director

**Second Positive Test**
- Dismissal from team
- Possible University sanctions
- Parents will be notified by the Athletic Director

**Intervention**
Appropriate intervention will take place should drugs, alcohol or illegal substances be detected. A management team will be formed to work with the student-athlete, including the Athletic Director and Athletic Trainer. The student-athlete will be required to receive counseling through the University Counseling Services, and well as any other interventions deemed necessary by the Team Physician and Athletic Trainer.

**Medical Exceptions**
The Cedarville University Athletic Department recognizes that some banned substances are used for legitimate medical purposes. Medical exceptions are made if the student-athlete has a documented medical history for continued use of the substance. Student athletes are required to document any prescription medication with the athletic training staff. Student athletes must provide a letter of medical necessity from the prescribing physician on any prescription that may be deemed a banned substance. All substances that the student-athlete is taking should be on file on the Medication and Supplements Disclosure Form. In the event of a positive test, the Head
Athletic Trainer will consult the Team Physician and, if necessary, the student-athlete’s prescribing family physician in review of the medication history and determine whether a medical exception should be granted.

**Appeal Process**
A student-athlete who tests positive in a Cedarville University sponsored drug test is entitled to an appeal. The appeal must either be based on evidence of procedural error or evidence which refutes the finding. An appeal may also be against imposed sanctions. A request for an appeal must be received in writing by the Athletic Director within 48 hours of notification of a positive test finding. The appeals committee will consist of the Athletic Director, Head Athletic Trainer, Faculty Athletic Representative, Senior Woman Administrator and a representative of the drug testing laboratory for a contest of a positive result. The appeals committee should meet with the student-athlete within two working days of the written request. The majority decision vote of the committee will be final.

**Safe Harbor Program**
A Safe Harbor Program is a self-referral for student-athletes who admit, prior to being selected for testing, to using a banned substance. They cannot enter the Program at any time after a positive test. There will be no team or administrative sanctions imposed to a student-athlete seeking help in this program. A treatment plan will be arranged by the Team Physician, Athletic Trainer, and Counseling Services. If tested positive after completing a Safe Harbor program, it will be considered a First Positive Test.

If a student athlete admits to violating this policy after being selected for testing, but prior to the specimen collection, the consequences for violation will be reduced by 50%. For example, if a student athlete admits to drug use while reporting to the collection area but prior to giving a specimen, the student athlete’s penalty for a first time violation would be 2 weeks suspension from team activities and a 12.5% suspension from season competition.

This program can only be utilized once during the period of time of athletic eligibility.

**Student-Athlete Resources**
Student athletes are encouraged utilize the NCAA website at [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety) and the Dietary Supplement Resources Exchange Center (REC) website at [www.drugfreesport.com](http://www.drugfreesport.com) as resources for more information regarding drug testing and supplement information.

Reviewed and revised April 2015
Cedarville University
Athletic Department
Drug and Alcohol Policy Consent Form

I ________________________________________, certify that I agree that I have read and reviewed the Cedarville University Department of Athletics Drug and Alcohol Testing Policy and I understand that I must abide by the requirements set forth therein. I understand that this policy provides for education programs, screening, counseling, and disciplinary action related to abuse of chemical substances.

I acknowledge that my questions about the program have been answered, that I fully understand the provisions, and that I agree to voluntarily consent to participate in the program, and abide by its provisions.

I hereby consent to have a sample of my urine collected and screened for the presence of certain drugs or substances on random, unannounced bases, in accordance with the provisions of the program; and at such other times as screening is required under the program.

I further consent to a confidential release of all information and records, disclosed to the Athletic Director, the Head Athletic Trainer, Faculty Athletic Representative, Head Coach and any necessary personnel.

I understand this serves as my notice to be tested at any time from here forward as long as I am a student athlete at Cedarville University.

By signing below, I consent to allow my drug-testing sample to be used by Drug Free Sport laboratories for research purposes to improve drug-testing detection.

This the _______________ day of ___________________, 20________.

____________________________________
Signature of Student Athlete

__________________________   _______________________
Signature of Student Athlete        Student ID #

____________________________________
Signature of Parent / Guardian (If athlete is under 18)
CEDARVILLE UNIVERSITY ATHLETIC DEPARTMENT
DRUG TESTING REASONABLE SUSPICION
NOTIFICATION FORM

I, _________________________________, under the reasonable suspicion clause that is outlined in the Cedarville University Department of Athletics University Drug and Alcohol Policy, report the following objective sign(s), symptom(s) or behavior(s) that I reasonably believe warrant ___________________________ be referred to the Department of Athletics Drug and Alcohol Committee Chair or his/her designate 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, team)
_____ 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
_____ red eyes
_____ smell of alcohol on the breath
_____ smell of marijuana
_____ staggering or difficulty walking
_____ constantly running and/or red nose
Other specific objective findings include:

__________________________________________

__________________________________________

__________________________________________

__________________________________________

Signature of Athletic Dept. Staff          Date          Head Athletic Trainer/Drug Testing Coord.          Date

Drug Free Sport™

College/University:
Urine Collection Guidelines for Clients

1. Only those persons authorized by the client representative and certified collector will be allowed in the collection room. The certified collector and client representative will determine the release of a selected student-athlete from the collection room prior to completing the specimen collection process.

2. Upon arrival, student-athlete will provide photo identification and/or a client representative will identify the student-athlete. The student-athlete will then print his/her name and arrival time on the Roster Sign-In Form.

3. The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with collector and client representative to complete necessary information before proceeding with the specimen collection process.

4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by a collector (same gender) to the restroom to provide a specimen. The student-athlete will place a unique barcode onto the beaker. And then rinse his/her hands with water and then dry hands.

5. The collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.

6. The student-athlete will be responsible for keeping the collection beaker closed and controlled.

7. Fluids and food given to student-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 free of any other banned substances.

8. If the specimen is incomplete, the student-athlete must remain in the collection station until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.

9. If the specimen is incomplete and the student-athlete must leave the collection station for a reason
approved by the certified collector and client representative, specimen must be discarded.

10. Upon return to the collection room, the student-athlete will begin the collection procedure again.

11. Once an adequate volume specimen is provided; the collector will escort the student-athlete to the specimen processing table.

12. The specimen collector will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.

13. If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the collector observing. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen.

14. If the urine is concentrated (1.005 SG or higher), the specimen processor will record the specific gravity value on the CCF and then measure the urine’s pH If in range (4.5-7.5 inclusive), the specimen processor will record the pH value on the CCF in the appropriate area. If the student-athlete has a pH greater than 7.5 or less than 4.5, the specimen will be discarded by the student-athlete with the collector observing. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen.

15. Once the specimen processor has determined the specimen has a specific gravity above 1.005 and a pH between 4.5 and 7.5 inclusive, the sample will be processed and sent to the laboratory.

16. If the laboratory determines that a student-athlete’s sample is inadequate for analysis, at the client’s discretion, another sample may be collected.

17. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the collector will collect another specimen from the student-athlete.

18. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the student-athlete will select a sample collection kit from a supply of such.

19. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic, and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (35 mL in A vial; 15 mL in B vial) and pour as much urine as possible into vials using care not to exceed the maximum levels (90 mL in A vial; 60 mL in B vial).

20. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.

21. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.

22. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.

23. The student-athlete is then released by the collector.
24. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the “drugs of abuse” laboratory and one sample is placed in the shipping container for shipment to the “anabolic steroids” laboratory.

25. After the collection has been completed, the samples will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.

26. The samples become the property of the client.

27. If the student-athlete does not comply with the collection process, the collector will notify the client representative and Drug Free Sport.
Medication and Supplement Disclosure
Form

Appendix A

I, ___________________________ would like to disclose the following substance for which I consume as a dietary supplement other than those prescribed by a medical doctor. I understand that labeling on these products can be misleading and inaccurate, and that advice of sales personnel may be inaccurate. Terms such as “healthy” or “naturally occurring” do not necessarily imply safety nor does it imply that the NCAA or Cedarville University approves these substances. Ultimately, I am responsible for knowing what is contained in any supplement that I may take.

1. Brand Name: _____________________________________________________
   Description: _______________________________________________________

2. Brand Name: _____________________________________________________
   Description: _______________________________________________________

3. Brand Name: _____________________________________________________
   Description: _______________________________________________________

4. Brand Name: _____________________________________________________
   Description: _______________________________________________________

5. Brand Name: _____________________________________________________
   Description: _______________________________________________________

_____________________     _________  ___________________  _____
Student-Athlete    Date   Sports Medicine Staff    Date