

**UNIVERSITY OF RICHMOND
DEPARTMENT OF ATHLETICS**



**2007-2008
Drug/Alcohol Screening and Education Program**

I. PURPOSE

The University of Richmond is committed to developing and maintaining an environment that encourages students participating in intercollegiate athletic competition to prevent the abuse of alcohol and the unauthorized use of controlled substances and performance-enhancing drugs. The integration of a comprehensive educational program with reliable tests and predictable responses to student-athletes who test positive functions as an effective deterrent to substance abuse.

To this end, the program has several components. The educational program is designed to discourage student-athletes from alcohol abuse and experimentation with drugs and to minimize the risk of drug abuse and drug dependency. An accurate and reliable drug screening program will identify users and abusers of controlled substances and performance-enhancing drugs. Student-athletes who test positive will participate in a program designed to encourage them to make positive choices about their future conduct, and to discipline those student-athletes who continue to abuse controlled substances and performance-enhancing drugs.

The University of Richmond Drug/Alcohol Screening and Education Program and its sanctions are independent of the NCAA Drug Testing program. All student-athletes must sign a NCAA consent form.

II. GOALS:

1. To provide a safe and healthy environment for our student-athletes.
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. EDUCATION

All student-athletes engaged in the intercollegiate athletics program shall participate in an education program on the health concerns associated with drug and alcohol use, as well as the use of dietary supplements. (“All student-athletes” include those who (a) have exhausted athletic eligibility but are still receiving athletic-related aid; (b) have a season-ending or career ending injury but are using and/or receiving athletic-related services; and/or (c) are being “red-shirted.”). This education program will begin during a seminar for first year University of Richmond student-athletes. For the remainder of the student-athlete’s participation, follow-up presentations, including any change in policy, will occur during pre-season team meetings. The Director of Sports Medicine or a member of his/her staff will present this information.

IV. POLICY AND PROCEDURE

The unauthorized use of anabolic steroids, stimulants, diuretics, performance enhancing drugs, marijuana, cocaine, amphetamines, dietary supplements, and any other substance proscribed by federal or state law, or the abuse of alcohol by any member of an intercollegiate athletic team, at the University of Richmond, is expressly prohibited, regardless of whether such use or abuse occurs before, during or after the team’s competitive season. “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 and may be amended from time to time are listed in **Appendix A**.

The unauthorized use of the proscribed substances or abuse of alcohol constitutes an abuse of the privilege of practicing for and representing University of Richmond in intercollegiate athletics competition. Such unauthorized use or abuse may result in sanctions, including dismissal from intercollegiate athletic teams, loss of a student-athlete’s athletic grant-in-aid, and a permanent prohibition against competing in the intercollegiate athletics program at University of Richmond.

Nothing in these procedures shall be construed to create a contract between student-athletes and the University of Richmond. However, signed consent and notification forms shall be considered affirmance of the student-athlete’s agreement to the terms and conditions contained in this policy and shall be a legal contractual obligation of the student-athlete.

V. ADMINISTRATION OF DRUG TESTING PROGRAM

Each student-athlete shall, prior to participating in any sport, acknowledge in writing that he or she has received a copy of this Policy Statement or been directed to an on-line version, and shall consent to participate in the drug screening and education program, including but not limited to consenting to the collection of urine to be tested for the presence of the above-referenced proscribed substances. Any student-athlete who does not sign the consent form will be ineligible for participation in intercollegiate athletics at the University of Richmond. A copy of the **Drug/Alcohol Education and Screening Program Student-Athlete Consent Form** can be found in **Appendix B**. All student-athletes shall provide urine specimens upon notice from an appropriate official within the Department of Athletics. Sample collection will be performed by a trained collector. A trained collector will be defined as an individual who has met the criteria to collect for an outside agency. Those individuals will be referred to as Urine Validators. The Director of Sports Medicine or a member of the Sports Medicine Staff will witness all testing. Picture identification will be required and checked. Urine Validators will follow the procedures in the **Drug Testing Collection Protocol** set forth in **Appendix C**. Said sample shall be subject to analysis by a licensed and/or certified professional testing laboratory to screen student-athletes' samples to determine use of the proscribed substances.

Upon notification of selection, the student-athlete must present himself or herself at the testing site at the designated time for testing. Once the student-athlete presents himself or herself, he or she will not be released from the testing site until he or she provides an appropriate sample. Failure to provide an appropriate sample or report to the testing site following notification will be construed as a positive test.

Any attempt to circumvent or tamper with the urine collection process will result in the testing being considered a positive test. The student-athlete will be provided an opportunity to appeal using procedures outlined in the "Appeals" section of this policy.

VI. 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 as required by law.

VII. SAFE HARBOR PROGRAM

A student-athlete eligible for the University of Richmond Safe Harbor Program may refer himself or herself to the Program for voluntary evaluation, testing, and counseling. A student is not eligible for the Program after he or she has been informed of an impending drug test or after having received a positive University of Richmond or NCAA drug test.

The University of Richmond will work with the student to prepare a Safe Harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned 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. The team physician may suspend the student from play or practice if medically indicated. A student 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. A student will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference postseason competition. A student-athlete will be permitted to enter the Safe Harbor Program one time during his or her athletic eligibility at the University of Richmond.

If a student-athlete is determined to have tested positive for a new banned substance after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate sanctions as detailed in the University of Richmond Drug / Alcohol Screening and Education Program. Entering the Safe Harbor Program will not be treated as a positive test as it relates to sanctions. However, any positive test after the initial Safe Harbor Program test will be treated as the next subsequent positive (i.e., second positive).

While in compliance with the Safe Harbor Program treatment plan, the student-athlete 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 Director of Sports Medicine. Students-Athletes in the Safe Harbor Program may be selected for drug testing by the NCAA.

The Director of Athletics, the Deputy Director of Athletics, the Assistant Director of Athletics / SWA, the Director of Sports Medicine, the student-athlete's Head Coach 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. The assistant coach(es) also 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. To be eligible for the Safe Harbor Program, a student-athlete must complete a **Declaration of Safe Harbor Program** form and submit to a member of the Sports Medicine Staff. A copy this form can be found in **Appendix D**.

VII. SELECTION PROCESS

The University of Richmond Department of Athletics shall from time to time collect urine samples from student-athletes. Student-athletes shall be selected at random to be screened and tested in order to detect the presence of 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. Student-athletes who are suspected of using proscribed substances can be tested at the discretion of the Director of Athletics or his or her designee. In addition, if the Director of Athletics or his or her designee has reason to believe that the members of a particular team have been abusing proscribed substances, he or she may mandate that an entire team be tested. Individualized reasonable suspicion is defined as specific objective facts, which if taken as a whole, strongly suggest that drug or alcohol testing may produce a positive result.

The information leading to suspicion must be from a reputable source (coach, athletic trainer, academic advisor, administrator, support staff, or student-athlete) and specific factual information should be presented. Suspicion must be documented in writing and submitted to the Director of Sports Medicine. The **Substance Abuse Reasonable Suspicion Reporting Form** will be utilized for documentation. This form can be found in **Appendix E**. The Director of Sports Medicine will present the case to the Director of Athletics or his or her designee. Only at the discretion of the Director of Athletics or his or her designee will specimen collection be administered.

The decision to test any team or individual athlete as a result of this procedure shall rest entirely with the Director of Athletics or his or her designee, who may consult with members of the University’s Sports Medicine Staff. If the Director of Athletics or his or her designee decides to test any individual student-athlete, the Director of Athletics or his or her designee shall so advise the Director of Sports Medicine, who shall notify the student-athlete. Student-athletes will be advised by their athletic trainer of the designated time and location for the submission of urine samples and complete a **Student-Athlete Notification Form**. A copy of the Student-Athlete notification form can be found in **Appendix F**. If the student-athlete fails to submit a urine sample within the designated testing period, he or she will be deemed to have a positive test.

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.

In most cases student-athletes will receive zero notification prior to testing. 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 utilize zero notification. In those cases same day notification will be the method of choice. It will also be communicated that failure to report will result in ineligibility.

If a student-athlete refuses to participate or fails to show up for a drug test following notification, he or she will be immediately suspended from all athletic activity and will be referred to the Assistant Athletic Director/SWA for consultation. This suspension will be lifted only when the student-athlete fully complies with the terms of the University of Richmond Department of Athletics Drug Screening and Education Program.

VII. ATHLETIC DEPARTMENT RESPONSE TO TEST RESULTS

Any student-athlete who has tested positive for a banned substance will meet with the Assistant Athletic Director/SWA to discuss the findings. At this meeting the student-athlete will be informed of the test results and his or her responsibilities thereafter. The student will sign a **Disciplinary Action Contract** that will specifically outline these responsibilities. A copy of this **Disciplinary Action Contract** can be found in **Appendix G**. The student-athlete will be given an opportunity to challenge or explain the results prior to imposition of any sanction or required treatment or counseling program. The Assistant Athletic Director/SWA will also notify the student-athlete's parent(s) or guardian(s), head coach, Team Physician(s), appropriate members of the Sports Medicine Department, the Deputy Director and Director of Athletics as well as the appropriate Dean of the University.

Positive test results from the NCAA Program will be treated as positive tests obtained under this policy and may result in sanctions under this policy. This will provide the opportunity for medical evaluation and counseling if necessary.

VIII. APPEAL PROCESS

A student-athlete may appeal any sanction as the result of a positive drug test result. A student-athlete desiring to appeal must complete a **Notification of Appeal Form** found in **Appendix H** within forty-eight hours of being notified of a positive test result.

A hearing will be conducted by the University of Richmond Drug Screening and Education Appeals Committee, which will consist of three Athletic Administrators, who are chosen by the Director of Athletics or his or her designee. The appeals committee will research a decision within three business days of each individual hearing. The Director of Athletics or his or her designee 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.

A student-athlete may contest the laboratory finding of a positive test. This request must be presented in writing to the Director of Athletics or his / her designee within forty-eight hours of being notified of the positive result. Evidence of the inaccuracy of the findings must be indicated. As per normal laboratory procedures, the student-athlete's sample is split into two samples, the A bottle is tested and the B bottle is sealed and stored at the laboratory. A student-athlete who appeals a positive finding may have the B bottle tested. Additional expenses associated with re-testing will be the responsibility of the student-athlete.

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.

During the appeal process the eligibility of the student-athlete will be determined at the discretion of the Head Team Physician (for reasons of health and safety) and the Director of Athletics. The Director of Athletics reserves the right to modify the sanctions set forth in section IX as his or her discretion.

IX. POST-TEST SANCTIONS:

A. First Positive.

The student-athlete will participate in a counseling program, will be tested a minimum of three (3) times within 180 days from the date of the first positive test, and be subject to follow-up testing for the duration of their college athletic career at the University of Richmond. In addition, the team physician may withhold the student-athlete from practice and/or competition for medical reasons after the student-athlete has tested positive (e.g. a student-athlete with cocaine in his or her system may be medically at-risk.)

Additional tests shall be scheduled in consultation with a drug testing laboratory or the University's team physician to assure that all traces of the proscribed substances identified in a prior test have passed through the student-athlete's system and can not be re-detected. Failure to comply with counseling may be deemed as grounds for a second positive test.

The student-athlete whose urine is found to contain anabolic steroids, ephedrine, and/or amphetamines may be deemed ineligible to compete for a period of one year from the date the urine was collected.

B. Second Positive.

If a student-athlete with one positive test result, or one conviction of a drug related criminal offense during matriculation at the University of Richmond, then has a second positive test result or is convicted of a second drug related criminal offense, he or she may be dismissed from his or her intercollegiate athletic team and may be prohibited from representing the University of Richmond in intercollegiate athletic competition for the remainder of his or her matriculation at the University.

If a student-athlete loses his or her athletically related financial aid as a result of a second positive test, he or she shall be, per NCAA rules, granted the opportunity for a hearing by the appropriate University authorities, consistent with procedures set forth at the University of Richmond.

C. Drug Related Criminal Offenses

If a student-athlete is convicted of a drug related criminal offense at any time during his or her matriculation at the University of Richmond, he or she may be suspended from all athletically related activities or deemed ineligible to compete for a specified period of time. The student-athlete may also be required to successfully complete a counseling program or face other sanctions to be determined by the Director of Athletics or his or her designee. Other sanctions may include his or her athletically related financial aid not being renewed at the conclusion of the semester during which the conviction occurred.

X. 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 on file in the student-athlete's medical records as maintained by the University of Richmond Sports Medicine Department will suffice. This information helps enable the Head Team Physician to determine the medical qualification of a student-athlete to participate in the sports program. Further, it is possible that some prescription drugs may result in a positive test for proscribed substances (e.g. Ritalin for ADD). If a student-athlete tests positive because of a medication for a medically diagnosed reason, the student-athlete will proceed with a medical exception.

XI. STATEMENT ON SUPPLEMENTS

The University of Richmond does not condone 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. The 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. Any student-athlete who is considering taking a supplement must report it to a member of the Sports Medicine Department through completing a **Student-Athlete Supplement Notification Form**. This form can be found in **Appendix I**.

XII. STATEMENT ON TOBACCO

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.

XIII. STATEMENT ON ALCOHOL

Alcohol consumption is highly discouraged at all times and is illegal in the Commonwealth of Virginia for anyone under age twenty-one. Alcohol abuse is strictly prohibited and cause for disciplinary action by the Head Coach, Sport Administrator and/or Director of Athletics. The University's Alcohol Policy is applicable to all student-athletes, and University methods for treatment and discipline will be followed. The Department of Athletics may issue additional disciplinary actions on the student-athlete for violations of the University's Alcohol Policy.

In addition to the University's Alcohol Policy, student-athletes are prohibited from drinking alcoholic beverages whenever traveling as an official representative of the University of Richmond and prohibited from consuming alcohol at any Department of Athletics sponsored event (banquets, meetings, fund raising events, etc.). Sport programs may have stricter rules that govern consumption of alcohol during the season.

A student-athlete who self-refers with an alcohol 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.

XIV. 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.

How Drug Use May Affect Athletic Performance

Drug	Effect
Cocaine	Over stimulates muscle reflexes
	Distorts vision
	Hurries muscle movement
	Weakens breathing
	Long term use weakens muscles and nerves and makes them prone to injury
	Alters normal appetite
Marijuana	Slows reflexes
	Long term use weakens muscles and nerves and makes them prone to injury
	Slow or non-reactive pupil distorts vision
	Hearing impairment
Amphetamines	Over stimulates reflexes
	Distorts vision
	Alters normal appetite
Alcohol	Reduces mental alertness for approximately 24 hours after a binge of three beers or drinks

How marijuana and cocaine can cause athletic injuries:

- ▶ Depletes energy
- ▶ Impairs vision perception
- ▶ Alters normal reflexes
- ▶ Drives out chemicals at nerve endings
- ▶ Worsens normal simple injuries
- ▶ Decreases immune and inflammatory mechanisms necessary for healing
- ▶ Collects in fatty tissues around muscles, tendons, and ligaments

All the following risks have been linked to steroid use:

- | | |
|--------------------------------------|-----------------------|
| ▶ Aggressiveness leading to violence | ▶ Mood swings |
| ▶ Psychiatric disorders | ▶ Hypertension |
| ▶ High blood pressure | ▶ Cardiac arrhythmias |
| ▶ Liver damage | ▶ Kidney Disease |
| ▶ Impotence | |

In Males:

- ▶ Enlarged Prostrate

In Females:

- | | |
|-------------------------|---------------------|
| ▶ Menstrual problems | ▶ Breast atrophy |
| ▶ Excessive hair growth | ▶ Enlarged clitoris |
| ▶ Deepening of voice | |

Appendix A
NCAA and University of Richmond Banned Substances

Stimulants:

Amiphenazole	Fencamfamine
Amphetamine	Meclofenoxate
Bemigrade	Methamphetamine
Benzphetamine	Methylphenidate
Bromantan	Nikethamide
Caffeine (1)	Permoline
Chlorphentermine	Pentetrazol
Cocaine	Phendimetrazine
Cropropamide	Phenmetrazine
Crothetamide	Phentermine
Diethylpropion	Picrotoxine
Dimethylamphetamine	Pipradol
Doxapram	Prolintane
Ephedrine	Strychnine
Ethamivan	and related compounds
Ethylamphetamine	

Anabolic Agents:

Androstenediol	Methyltestosterone
Androstenedione	Nandrolone
Boldenone	Nandrolone
Clostebol	Norandrostenedion
Dehydrochlormethyl- testosterone	Norethandrolone
Dihydrotestosterone	Oxymesterone
Dromostanolone	Oxymetholone
Fluoxymesterone	Stanozolol
Mesterolone	Testosterone
Methandienone	Clenbuterol
Methenolone	and related compounds

Diuretics:

Acetazolamide	Hydroflumethiazide
Bendroflumethiazide	Methyclothiazide
Benzthiazide	Metolazone
Bumetanide	Polythiazide
Chlorothiazide	Quinethazone
Chlorthalidone	Spirolactone
Ethacrynic Acid	Triamterene
Flumethiazide	Trichlormethiazide
Furosemide	and related compounds
Hydrochlorothiazide	

Street Drugs:

Heroin
Marjuana
tetrahydrocannabinol (THC)

Peptide Hormones and Analogues:

Corticotrophin (ACTH)
Human chorionic
Gonadotropin
Luteinizing hormone (LH)
Growth hormone (HGH,
somatotrophin
Insulin like growth hormone

**All the respective factors of
the above mentioned
substances also are banned:**

Erthropoietin
Darbepoetin
Sermorelin

Appendix B
University of Richmond Department of Athletics
Drug/Alcohol Screening and Education Program
Student-Athlete Consent Form

I, _____, hereby acknowledge that I have either received a copy of or been directed to an on-line version of and have read and been given the opportunity to ask questions regarding the Drug/Alcohol Education & Testing Program implemented for the Department of Intercollegiate Athletics at the University of Richmond. I understand the policies, procedures and my responsibilities as described in such policy.

As a condition to my participation in intercollegiate athletics at the University of Richmond, I consent to participate in the Drug/Alcohol Education & Testing Program. I understand that my participation in this program includes the collection and testing of my urine at various times during the year for drugs, alcohol, and/or other banned substances.

I further consent to the release of the results of any drug test to the Director of Athletics or his/her designee, the Deputy Director of Athletics, the Assistant Director of Athletics, my Head Coach, the Director of Sports Medicine and/or Assistant Athletic Trainers, Team Physician, Appeals Committee and/or my parent(s) or guardian(s). I acknowledge and understand that a copy of this consent form may be sent to my parent(s) or guardian(s) along with a copy of the Drug/Alcohol Education & Testing Program. To the extent set forth in this document, I waive any privacy or other privilege I may have in connection with such information.

I fully understand that the University of Richmond Drug/Alcohol Education & Testing Program is separate and distinct from the NCAA drug-testing program and its sanctions, however, I also understand that sanctions may be imposed by the University of Richmond under its Drug/Alcohol Education & Testing Program upon a positive result under the NCAA drug-testing program.

Notwithstanding anything to the contrary in the policy, I fully understand that I may be suspended from competition and/or practice by the team physician if credible evidence suggests that such competition and/or practice poses a health and safety risk to me, my teammates, and/or my competitors.

The University of Richmond, its officers, employees, and agents are hereby released from legal responsibility and/or liability for the release of any information and/or record as authorized by this consent form. I fully and forever release and discharge the aforementioned parties from any claims, demands, rights of action, or causes of action, present or future, whether the same be known or unknown, anticipated or unanticipated, resulting from my participation in the University of Richmond's Drug/Alcohol Education & Testing Program, including without limitation those claims, demands, rights of action, or causes of action arising out of any positive test result under such Drug/Alcohol Education & Testing Program.

Student-Athlete Signature

Date

Printed Name of Student-Athlete

Date of Birth

Social Security Number

Sport(s)

Parent/Guardian Signature (if a minor)

Date

Appendix C

Drug Testing Collection Protocol

1. Upon entering the collection station, the student-athlete will provide photo identification and/or a client representative/site coordinator will identify the student-athlete and the student-athlete will officially enter the station.
2. The student-athlete will select a sealed collection beaker from a supply of such and will record his/her initials on the collection beaker's lid.
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 at least 50 mL is provided (100 mL if testing for anabolic steroids).
4. Validators who are of the same gender as the student-athlete must observe the voiding process and should be members of the official drug-testing crew. The procedure does not allow for validators to stand outside the immediate area or outside the restroom. The student-athlete must urinate in full view of the validator (validator must observe flow of urine). The validator must request the student-athlete raise his/her shirt high enough to observe the midsection area completely ruling out any attempt to manipulate or substitute a sample.
5. Student-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 collection crew chief or client representation for documentation. Student-athletes will rinse and dry hands, with water only, prior to urination, and wash with soap and water following urination.
6. Once a specimen is provided, the student-athlete is responsible for keeping the collection beaker closed and controlled.
7. 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.
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 athlete must leave the collection station for a reason approved by the collector, the specimen must be discarded.
10. Upon return to the collection station, the student-athlete will begin the collection procedure again.
11. 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.
12. 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 student-athlete. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen.
13. 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 student-athlete. 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 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.
15. The laboratory will make final determination of specimen adequacy.
16. If the laboratory determines that an student-athlete's specimen is inadequate for analysis, at the client's discretion, another specimen may be collected.
17. If a student-athlete is suspected of manipulating specimens (e.g., via dilution), the client will have the authority to perform additional tests on 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 specimen collection kit and a uniquely numbered Chain of Custody Form from a supply of such.
19. A collector will record the specific gravity and pH values.
20. The collector will pour approximately 35 mL of the specimen into the "A vial" and the remaining amount (approximately 15 mL) into the "B vial" (**another A=35 mL, B=15 mL in a second split sample kit for anabolic steroid testing, which will be shipped to a WADA accredited laboratory**) in the presence of the student-athlete. Therefore, two split sample kits will be used when testing for both "drugs of abuse" and anabolic steroids. The vials will be packaged identically, but shipped to two different laboratories.
21. The collector will place the cap on each vial in the presence of the student-athlete; the collector will then seal each vial in the required manner under the observation of the student-athlete and witness (if present).
22. Vials and forms (if any) sent to the laboratory shall not contain the name of the student-athlete.
23. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.
24. The student-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 student-athlete will be required to provide another specimen.
25. After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.
26. The specimens become the property of the University.
27. If the student-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.

Appendix D

University of Richmond Department of Athletics Drug/Alcohol Screening and Education Form Declaration of Safe Harbor Form

I, _____, hereby request “safe harbor” from the University of
(Student-Athlete Name – Print)
Richmond Department of Athletics Drug Screening Program. I understand that this is the
one and only time I am permitted to declare safe harbor and I will:

- Be tested for drugs and alcohol immediately.
- Be evaluated by a UR team physician and/or CAPS regardless of the test results.
- Follow and complete the prescribed counseling/treatment plan.
- Be drug/alcohol tested at the frequency prescribed by the counselor and/or team physician.
- Remain in the Safe Harbor Program until released by counselor and/or team physician for a period of time not to exceed 30 days.
- Not be eligible for randomized drug testing while in the Safe Harbor Program, but will remain eligible for drug testing by the NCAA.
- Follow other steps described in Safe Harbor Section of the University of Richmond, Drug Education and Screening Program.

Student-Athlete Signature

Date

For Sports Medicine Staff Member / Team Physician Use

Eligible for Safe Harbor Program:

Yes No

Reviewed Safe Harbor Program with Student-Athlete:

Yes No

Signature

Date

Title

Appendix E

**University of Richmond Department of Athletics Drug / Alcohol Screening and Education
Program
Substance Abuse Reasonable Suspicion Reporting Form**

I, _____, under the reasonable suspicion clause outlined in the

(Athletic Department Officer – Print)

University of Richmond Department of Athletics Drug Screening and Education
Program, under *Section VII, Selection Process*, report the following objective signs,
symptoms, and/or behaviors that I believe warrant _____ to be

(Student-Athlete – Print)

referred to the Director of Sports Medicine for case evaluation. I understand that the
decision regarding the need for drug testing will be made by the Director of Athletics or
his or her designee. The following signs, symptoms, or behaviors have been observed
over the past _____ days.

Student Athlete has shown:

- Poor motivation
- Sloppy hygiene or appearance
- Lack of hustle during participation
- Irritability/loss of temper
- Failure to follow orders/lack of discipline
medical attention
- Unexplained absences

Appearance of the following signs of illness:

- Dilated or constricted pupils
- Droopy eyelid or reddish eyes
- Excessive scratching or breaking out of skin
- Constant running, red nose
- Recurrent bouts of flu/colds requiring
- Appears overstimulated or “hyper”
- Becomes withdrawn and less communicative
- Repeated automobile and traffic violations

Student Athlete has recurrent problems with:

- Being late for practice
- Missing appointments
- Ignoring curfews
- Staying up too late
- Falling asleep during the day
- Skipping meals

Known Violation:

- UR Student Athlete Code of Conduct
- UR Student Code of Conduct
- State Law

Other specific findings include: _____

Athletic Department Officer Signature

Date

Director of Sports Medicine Signature

Date

Director of Athletics or Designee

Date

Appendix F
University of Richmond Drug and Alcohol Screening Program
Student-Athlete Notification Form

Student-Athlete:

UR Student ID 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 will be prepared to provide an adequate saliva sample if necessary and will not eat or drink at least 10 minutes prior to providing a saliva sample.

I will be prepared to provide an adequate hair sample if necessary.

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: _____



..... For Student-Athlete

University of Richmond Drug and Alcohol Testing Program

Student-Athlete: _____

Location of test: _____ Date of test: _____ Time to report: _____

Report to the test site with picture identification.

DO NOT DRINK TOO MANY FLUIDS.

Appendix G
University of Richmond Department of Athletics
Drug/Alcohol Screening and Education Program Disciplinary Action Contract

I, _____, understand that on _____, I was found to have a
(Student-Athlete – Print) (Date)
positive drug test for the following proscribed substance(s) _____

This constitutes a: First Positive Second Positive Third Positive

Following a meeting with _____, I understand that I will follow the appropriate sanctions for the offense as outlined in the University of Richmond Drug/Alcohol Screening and Education Program.

Student-Athlete Informed of Current Sanctions:

Student-Athlete Informed of Future Sanctions:

My head coach may add the following sanctions:

Parent(s)/Guardian(s) contacted on _____ by _____
(Date-Print) (Athletic Department Officer)

I, _____, have read, understand, and agree to comply with the above.
(Student-Athlete – Print)

Student-Athlete Signature

Date

Athletic Department Officer Signature

Date

Head Coach Signature

Date

Appendix H

**University of Richmond Department of Athletics Drug/Alcohol Screening and
Education Program
Notification of Appeals Form**

This form is to be submitted to the Director of Athletics or his or her designee within 72 hours of being notified of a positive drug test. This form will be forwarded to the Drug Testing Appeals Committee Chair for notification of a pending meeting (within 72 hours of requesting the appeal) with the student athlete and those deemed necessary for clarification.

Student-Athlete Name: _____

Phone Number: _____

Date of Drug Test: _____

Date of Notification of Results: _____

Date of Notification of Appeal: _____

Reason for Appeal: _____

Director of Athletics Signature

Date

Student-Athlete Signature

Date

Appendix I
University of Richmond Department of Athletics
Student-Athlete Supplement Notification Form

I, _____, acknowledge that I am currently taking
(Student-Athlete Name – Print)
and/or have (*within the past 6 months*) taken the following ergogenic aids, creatine powder, amino acids, protein supplements, or other similar substances, hereinafter referred to as "supplements." (*Use the back of this form if necessary.*)

NAME	DOSAGE	MAIN INGREDIENTS	COMMENTS

I understand and agree:

- a) The University of Richmond Department of Athletics neither approves of nor condones the use of supplements.
- b) The use of supplements may result in serious harm to me, possible permanent injury to my health, and even death.
- c) I risk losing my eligibility to participate in intercollegiate athletics if I test positive for an NCAA banned substance that may be found in any substance that I may take regardless of the reason or purpose of taking such supplement(s).
- d) I heed the warnings concerning labeling of these products, specifically that labels can be misleading and inaccurate. The NCAA states this is a “buyer beware market.”
- e) If I choose to take a supplement, a member of the UR Sports Medicine Department will submit the supplement to the Resource Exchange Center of Drug Free Sport for information on this supplement. This information will be reviewed with me by a member of the Sports Medicine Staff, and I will be required to acknowledge receipt of this information.

I fully accept any and all risks and liability if I have used in the past, continue to use, or use at anytime in the future any form of Supplements.

I further understand and agree the University of Richmond, its officers, employees, and agents are not responsible for any harm or possible permanent injury to my health caused by my past, present, and/or future use of supplements. I agree to hold harmless, indemnify, and irrevocably and unconditionally release the University of Richmond, and its officers, employees and agents from any and all liability, demands, claims and causes of action relating to my use of supplements.

I understand the statements in this form and have had all questions about the information in this form answered to my satisfaction.

Student-Athlete Signature

Date

Sports Medicine Department Representative Signature

Date