

University Policies

Policy Name: Student-Athlete Drug and Alcohol Testing and Education	Effective Date: August 1, 2008
Custodian of Policy: Vice President for Finance and Administration	Last Review: New Policy
	Next Review: September, 2013

Policy:

Each student-athlete participating in Intercollegiate Athletics at Minnesota State University, Mankato will be required to sign a consent form agreeing to undergo random drug testing and authorize release of test results in accordance with the Minnesota State Mankato Student-Athlete Drug and Alcohol Education and Testing Program. Failure to consent or comply with this policy will result in suspension from participation or termination of eligibility to participate in intercollegiate athletics. .

Student-athletes listed on the institutional squad list, who have signed the institutional consent forms shall be subject to drug testing under the terms of this policy* throughout the calendar year, including the summer. This includes, but is not limited to, student-athletes who are “red shirting”, student-athletes who are academically ineligible, student-athletes who are injured, and 5th year student-athletes who are receiving athletic-related aid and/or using other athletic-related services.

At least once a year, all student-athletes and athletic staff members will be required to participate in educational programs, designed to review athletic department, institutional and NCAA policies related to the use of alcohol, tobacco and other drugs. . .

* A detailed description of the Minnesota State Mankato Drug and Alcohol Education and Testing Program (24 pages), along with all referenced forms and procedures is available for review upon request to the Director of Intercollegiate Athletics.

Procedures:

Responsibilities of student-athletes participating in intercollegiate athletics at Minnesota State University, Mankato:

- To sign a Minnesota State Mankato Drug and Alcohol Education and Testing Program Student-Athlete Consent Form at the initial compliance meeting for their sport or at the program’s education session every calendar year.
- To have a working knowledge of the Minnesota State Mankato Drug and Alcohol Education and Testing Program, including related policies, notification procedures, testing protocols, appeals processes, and sanctions related to a positive test or failure to comply with testing.
- To attend all scheduled Minnesota State Mankato Drug and Alcohol Education and Testing Program’s educational sessions or attend a make-up session for the student-athletes who must miss a scheduled educational session for an approved reason.
- To sign the “Student-Athlete Notification Form” presented to the student-athlete by the institutional representative informing the student-athlete of the location, date, and time of their scheduled drug test.

- To be present at their scheduled drug-test and prepared to provide whatever sample or specimens are required for the specific drug test.
- To participate and meet all sanctions required by this policy following a positive test result.

Responsibilities of the University:

- To provide at least one educational session each year for student-athletes and intercollegiate athletics staff members, informing them about the drug testing program and to review athletic department, institutional and NCAA policies related to the use of alcohol, tobacco and other drugs.
- To ensure that all intercollegiate athletics staff members attend the educational session each calendar year.
- To ensure each student-athlete participating in intercollegiate athletics signs a “Student-Athlete Consent Form” each calendar year.
- To provide an institutional representative to notify each student-athlete who is randomly selected for drug testing of the location, date and time of their test, and ensure completion of the “Student-Athlete Notification Form.”
- To provide a secure area for drug testing to ensure privacy and proper chain of custody.
- To confirm with contracted testing organization of the random drug test dates and times.
- To fax institutional squad lists to Drug Free Sport for random selection of student-athletes for the scheduled drug test.
- To educate institutional staff members on the proper completion of the “Drug Testing Reasonable Suspicion Reporting Form” for any student-athlete that they are concerned might be taking an illegal substance.
- In order to maintain their opportunity to participate in the intercollegiate athletic program, guide each student-athlete who tests positive through all sanctions identified in the Minnesota State Mankato Student-Athletes Drug and Alcohol Education and Testing Program.

Policy Rationale:

The Department of Intercollegiate Athletics at Minnesota State University, Mankato is concerned with the health, safety, and well-being of the student-athletes who participate in its programs and represent the university in competitive athletics. Substance abuse is one of the most important issues facing student-athletes and society. Providing an opportunity for drug education to our student-athletes about the short and long term effects that certain drugs and dietary supplements can have on their performance in the classroom and sports participation, as well as their lives, is consistent with the mission and ideals of the Minnesota State Mankato Department of Intercollegiate Athletics. In addition to educating our student-athletes, random drug testing and drug testing based on reasonable suspicion are appropriate and necessary to:

- 1) Ensure the health, safety, and well-being of our student-athletes.
- 2) Promote fair and equitable competition in Intercollegiate Athletics.
- 3) Affirm compliance with applicable rules and regulations on drug and alcohol abuse.
- 4) Identify student-athletes who are improperly using drugs or alcohol and assist them in developing, maintaining, and achieving a healthier lifestyle.
- 5) Maintain the integrity and ideals of competition at Minnesota State Mankato.

Appendix A
Minnesota State University, Mankato
Department of Intercollegiate Athletics
Drug Education & Testing Program
2006-07 Student-Athlete Consent Form

I, _____, hereby acknowledge that I have received a copy of, read, and been given the opportunity to ask questions regarding the Drug/Alcohol Education & Testing Program implemented for the Department of Intercollegiate Athletics at **Minnesota State Mankato**. I understand the policies, procedures and my responsibilities as described in such policy.

As a condition to my participation in intercollegiate athletics at **Minnesota State Mankato**, 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 academic 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 their designee, my head coach, the head athletic trainer and/or assistant athletic trainers, team physician, Appeals & Reinstatement Committee and/or my parent(s), guardian(s), or spouse. I acknowledge and understand that a copy of this consent form may be sent to my parent(s), guardian(s), or spouse along with a copy of the Drug/Alcohol Education & Testing Program. To the extent set forth in this document, I waive any privilege I may have in connection with such information.

I fully understand that the **Minnesota State Mankato** 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 **Minnesota State Mankato** 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 if credible evidence suggests that such competition and/or practice poses a health and safety risk to me, my teammates, and/or my competitors.

Minnesota State Mankato, the State of Minnesota, the Minnesota State Colleges and Universities System and 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 **Minnesota State Mankato's** Drug/Alcohol Education & Testing Program including those claims, demands, rights of action, or causes of action arising out of any positive result under such a Drug/Alcohol Education & Testing Program

Student-Athlete Signature

Date

Printed Name of Student-Athlete

Date of Birth

Tech ID Number

Sport(s)

Parent/Guardian Signature (if a minor)

Date

Appendix B
Minnesota State University, Mankato
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS
DRUG TESTING REASONABLE SUSPICION
REPORTING FORM

I, _____, under the reasonable suspicion clause outlined in the **Minnesota State Mankato** Athletic Dept. Staff Member

Minnesota State Drug/Alcohol Education & Testing Program, report the following objective sign(s), symptom(s) or behavior(s) that I reasonably believe warrant

_____ be referred to the Director of Athletics or their designee for
Name of Student-Athlete

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 demonstrated the following behaviors that have created reasonable suspicion:

- _____ persistent irritability
- _____ frequent loss of temper
- _____ a pattern of poor motivation
- _____ systematic failure to follow directions
- _____ recurring verbal outbursts (e.g.-outbursts with faculty, staff, teammates)
- _____ recurring physical outbursts (e.g.-throwing equipment)
- _____ recurring emotional outbursts (e.g.- crying)
- _____ abnormal weight gain
- _____ abnormal weight loss
- _____ uncharacteristically sloppy hygiene and/or appearance

The student-athlete has undertaken the following actions that have created reasonable suspicion:

- _____ frequently late for practice
- _____ frequently late for class
- _____ not attending class on a regular basis

- Reasonable suspicion finding upheld
- Reasonable suspicion finding denied

Appendix C
Minnesota State University, Mankato Drug & Alcohol Education and
Testing Program
Student-Athlete Notification Form

Student-Athlete:

Tech ID No: _____ Sport(s): _____
 (optional)

Date of notification: _____ Time of notification: _____ a.m. /p.m.

I, _____, the undersigned:
 (NAME)

acknowledge being appropriately contacted to appear for institutional drug testing and have been notified to report to the drug 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 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 a failure to appear at the site on or before the designated time will constitute a violation of the Minnesota State University Drug & Alcohol Education and Testing Program and will result in a penalty as prescribed in this handbook.

By signing below, I acknowledge being notified of my participation in institutional drug and alcohol testing, and I am aware of what is required of me in preparation for this drug and alcohol-testing event.

Student-Athlete's Signature: _____ Date: _____

I can be reached at the following telephone number on test day: _____

Institutional Representative retain top portion of completed forms.

 ----- For Student-Athlete -----
Minnesota State Mankato Drug & Alcohol Education and Testing Program

Student-Athlete: _____

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

Report to the test site with photo identification.

Do not drink too many fluids.

Appendix D

Urine Specimen Collection Procedures

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 be officially signed into the station.
2. The student-athlete will select a sealed collection beaker from a supply of such and will record their initials on the collection beaker's lid or attach a unique bar code to the beaker.
3. The student-athlete will be required to wash their hands with water only. No soap is to be used.
4. A collector, serving as validator, will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen until a volume of approximately 85 mL is provided (volume may vary and is dependent upon client protocol and drugs being tested).
5. Only members of the drug-testing crew should serve as validators. Validators who are of the same gender as the student-athlete must observe the voiding process. 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 their shirt high enough to observe the midsection area completely to rule out any attempt to manipulate or substitute a sample.
6. Validators and other collectors must never handle the student-athlete's beaker or specimen until after the specimen is enclosed in the appropriate vials.
7. Student-athletes may not carry any item other than their beaker into the restroom when providing a specimen. Any problem or concern should be brought to the attention of the crew chief for documentation.
8. Once a specimen is provided, the student-athlete is responsible for keeping the collection beaker closed and controlled.
9. 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 caffeine- and alcohol-free and free of any other banned substances.
10. 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.
11. If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the collector, the specimen must be discarded.
12. Upon return to the collection station, the student-athlete will begin the collection procedure again.
13. 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.
14. 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.
15. 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.

16. 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.
17. The laboratory will make final determination of specimen adequacy.
18. If the laboratory determines that a student-athlete's specimen is inadequate for analysis, at the client's discretion, another specimen may be collected.
19. 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.
20. 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 or set of Specimen Bar Code Seals from a supply of such.
21. A collector will record the specific gravity and pH values.
22. The collector will pour approximately 60 mL of the specimen into the "A vial" and the remaining amount (approximately 25 mL) into the "B vial" (required volume is determined by client and/or laboratory) in the presence of the student-athlete
23. 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).
24. Vials and forms (if any) sent to the laboratory shall not contain the name of the student-athlete.
25. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.
26. 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.
27. After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.
28. The specimens become the property of the client.
29. If the student-athlete does not comply with the collection process, the collector will notify the client representative/site coordinator and the third party administrator responsible for management of the drug-testing program.
30. On occasion, a client may choose to test using a single specimen kit. The collector will follow the split specimen procedures up to the point where the student-athlete selects a sealed kit. With a single specimen kit, the collector beaker may serve as the secured vial for transporting the specimen to the laboratory. The collector will instruct the student-athlete to provide at least 35 mL of urine allowing for a 5 mL pour-off to measure specific gravity and pH on site. A single vial will be processed and transported to the laboratory for analysis.

