

**Franklin College**  
**Department of Intercollegiate Athletics**  
**Random Drug Testing Policy & Procedures**

*Purpose*

Franklin College is concerned with the health, safety and welfare of student-athletes who participate in its programs and represent the institution in competitive athletics. The athletics department believes that drug screening is appropriate and necessary to insure the health and safety of our student-athletes; to promote fair competition in intercollegiate athletics; to affirm compliance with the NCAA rules and regulations governing drug and alcohol use and abuse; and to prevent student-athletes from injuring themselves or others or becoming physiologically or psychologically dependent. Further, the athletics department recognizes its responsibility to provide educational programming which educates student-athletes on the physiological and psychological dangers inherent in the misuse of drugs and alcohol; informs student-athletes about local, state, and federal laws concerning the use and possession of alcohol and drugs; and reinforces alternative activities which reflect and support a drug- or alcohol-free lifestyle. A comprehensive drug and alcohol program which includes educational, screening, and, as necessary, rehabilitation components will help facilitate informed, intelligent decision-making among student-athletes.

In addition to Franklin College's drug testing policy, the NCAA conducts its own drug testing program during championship games, events and the year-round program. If a student-athlete tests positive during one of these drug testing sessions, the NCAA sanctions will apply in addition to Franklin College sanctions. Franklin College's policy is consistent with the NCAA drug testing policy, but it is independent, separate, and distinct from the NCAA drug testing policy.

*Goals*

1. To aid and educate coaches and student-athletes concerning the problems and dangers associated with the use and abuse of alcohol and drugs.
2. To discourage and prevent illicit drug use and alcohol abuse by Franklin College student-athletes. To provide education, counseling and referral services to those student-athletes identified as having a drug- or alcohol-related problem.
3. To encourage an atmosphere of open discussion with student-athletes about issues related to the use and abuse of alcohol and other drugs.
4. To promote informed, intelligent decision-making on the part of student athletes with regard to use of alcohol and other drugs.

*Conditions of Eligibility*

All student-athletes of Franklin College must sign an NCAA form through which they consent to drug testing during NCAA postseason championships, for the use of drugs and substances banned by NCAA legislation.

At the beginning of each academic year, each Franklin College student-athlete must acknowledge receipt of Franklin College's Random Drug Testing Policy & Procedures and sign a consent form to

allow for drug screening and release of screening results to a limited group of individuals directly involved in implementing Franklin College's Random Drug Testing Program. If the student-athlete is under 18 years of age at the time of signing, the parent or guardian will also need to consent for the student-athlete to participate in Franklin College's Random Drug Testing program as a condition of the student-athlete's eligibility.

Any student-athlete who does not wish to sign Franklin College's consent form may choose not to do so. Failure to complete and sign the consent form before practice or competition or before the Monday of the fourth week of classes, whichever date occurs first, shall result in the student-athlete not being eligible to participate in any intercollegiate athletics at Franklin College.

### *Prohibited Drugs/Banned Substances*

A student-athlete, during the period of either his/her membership on or affiliation with an intercollegiate athletic team, may not use the drugs/banned substances listed in Appendix A (hereafter referred to as "Banned Drugs"). Appendix A incorporates the list of NCAA banned drug classes as of June 2011. The NCAA at any time may add or delete drugs from its list of banned drug classes. Updates to the NCAA's list of banned drug classes may be found at [www.NCAA.org/drugtesting](http://www.NCAA.org/drugtesting). Any use of these or other non-prescription substances is expressly prohibited, whether such use occurs before, during, or after the student-athlete's competitive season.

The only drugs student-athletes should take are those prescribed by his/her physician. A student-athlete will provide the Athletic Training staff of Franklin College with a note from the student-athlete's prescribing physician demonstrating the need for use of the drug/substance which will be kept in the student-athlete's medical file.

Franklin College recognizes that some Banned Drugs are used for legitimate medical purposes. Franklin College allows an exception to be made for those student-athletes with a documented medical history demonstrating a need for regular use of such a drug. Exceptions for Banned Drugs in the classes of stimulants, anabolic agents, alcohol and beta blockers, diuretics and other masking agents, peptide hormones and analogues, anti-estrogens and beta – 2 agonists may be made by the Head Athletic Trainer and Director of Athletics after consulting with a physician chosen by Franklin College.

Consistent with NCAA policy, alternative non-banned based medications for the treatment of various conditions exist and should be considered before an exception is pursued. In the event that the student-athlete and the physician, coordinating with the sports-medicine staff of Franklin College, agree that no appropriate alternative medication to the use of a banned substance is available, the decision may be made to continue the use of the medication. Anabolic or peptide hormone must be approved by the NCAA before the student-athlete is allowed to participate in competition while taking these medications.

Student-athletes shall provide the Athletic Training staff with proper medical documentation from the student-athlete's physician supporting the diagnosis and treatment. The documentation can be a letter or copies of medical notes from the prescribing physician that documents how the diagnosis was reached and that the student-athlete has a medical history demonstrating the need for regular use of such drug. It should contain appropriate verification of the diagnosis, medical history and dosage

information. A signed note is not considered proper documentation. All documentation should be submitted at the beginning of the academic year or when a particular medical situation requiring the use of a banned substance arises during the academic year. The documentation will be maintained in the student-athlete's medical record on campus.

Unless requesting a review for the medical use of an anabolic agent or peptide hormone, a student-athlete's medical records or physician's letters should not be sent to the NCAA unless requested by the NCAA. Use of any substance need not be reported to the drug-testing crew at the time of NCAA drug testing.

In the event that a student-athlete is tested by the NCAA and tests positive for a substance for which Franklin College desires an exception, NCAA procedures for reporting positive test results will be followed. Franklin College, through its Athletic Director, may request an exception at the time of notification of the positive drug test by submitting to The National Center for Drug Free Sport the prescribing physician's letter and any other medical documentation demonstrating the need for regular use of the drug which it wishes to have the NCAA consider. The medical exception will be considered by the NCAA and the student-athlete will remain eligible during this time, if the medical documentation is submitted before the "B" sample is reported as positive, confirming the positive finding. If the medical documentation is submitted after the "B" sample is reported as positive to Franklin College, the student-athlete will be withheld from competition until such time as the documentation is received, reviewed and the medical exception granted.

Also, in compliance with NCAA regulations, any student athlete prescribed ADD/ADHD medications must have documentation of appropriate diagnostic testing on file in the athletic training room.

### *Education Program*

The College offers a number of educational programs each year on wellness, safety and risky behaviors (e.g., use of alcohol, other drugs, etc). Student athletes are encouraged to attend all such programs. Each year a specific program focusing on healthy lifestyle choices is provided specifically for student-athletes, and their attendance is required. Student athletes will be educated on an on-going basis by the Athletic Training staff on the use of nutritional supplements.

### *Voluntary Admission and Request for Counseling*

Any student-athlete may refer himself/herself for voluntary evaluation, testing, and treatment by contacting his/her head coach, a staff athletic trainer, or athletic administrator. In such cases the athlete will be referred to the Student Health and Counseling Center to meet with the college's counseling staff. The student-athlete will be tested for Banned Drugs. A positive result under these circumstances will not subject the student-athlete to sanctions which otherwise apply to positive results.

The student athlete will be responsible for any costs that are incurred for voluntary evaluation, testing, and treatment. The student-athlete will remain in the random drug screening pool. All drug screen results accumulate during the entire period of the student-athlete's athletic eligibility at Franklin College. Student-athletes who directly contact the counseling center for services are

protected by Indiana laws of confidentiality, and the counseling staff can only contact the athletic department if a consent form has been signed by the student athlete.

If the student-athlete does not report to the counseling center or does not follow through with the advice of the counseling staff, he/she will then be subject to the sanctions which apply to a positive test result.

A student will be subject to the sanctions that apply to a positive result if the student refers himself/herself for voluntary evaluation, testing, and treatment **after** being informed of an impending drug test, or **after** receiving a positive test result.

A student may refer himself/herself for voluntary evaluation, testing, and treatment without being subjected to the sanctions for positive test results only once during his/her athletic eligibility at Franklin College.

The student athlete will be subject to testing in the next drug testing selection.

After a student-athlete has referred himself/herself for voluntary evaluation, testing, and treatment, a subsequent test with a positive test result will subject him/her to the sanctions which apply to a 2<sup>nd</sup> positive test result.

The Athletic Director, the Athletic Training staff, the student-athlete's head coach and team physician may be informed of the student's participation in voluntary treatment. Other Franklin College employees may be informed only to the extent necessary to implement this policy.

### *Selection Procedures*

Effective with the Fall Semester of the 2011-12 academic year, the Franklin College Athletics Department will begin substance abuse screening in accordance with the accepted procedures set forth in this document. As part of this screening, a student-athlete may be asked to take a urine test to detect Banned Drugs at such times and places as directed by the Department of Athletics. The drugs or drug classes to be tested for are those Banned Drugs listed on Appendix A, including any NCAA updates to its list of banned drug classes.

Screening will be conducted for all student-athletes on the current year sport roster who have remaining athletic eligibility at the time of the testing. This includes student-athletes who are both in-season and out-of-season. Unannounced screening may occur at any time of any day. Screening will be based on random selection, a prior positive test, prior drug related issues or reasonable suspicion.

All student-athletes will be subject to periodic, unannounced, random testing. The selection of individuals will be made through a random drawing of names from the team roster by the Head Athletic Trainer or designee.

A student-athlete is subject to drug testing if there is reasonable cause to believe that the student-athlete is using a Banned Drug. Reasonable suspicion means suspicion founded on specific and

objective facts and reasonable inferences from those facts when, taken as a whole, strongly suggest that the student-athlete is using a Banned Drug. The evidence must be reasonably reliable and documented. Any employee or student of Franklin College may provide the members of the coaching staff, medical staff or administrative staff with information, in writing, of the facts/evidence constituting reasonable suspicion. The Director of Athletics shall determine whether reasonable suspicion exists to warrant drug testing.

Circumstances giving rise to reasonable suspicion include, but are not limited to: involvement with the criminal justice system for drug related activities, any report that includes the presence of drugs and/or drug paraphernalia, physical or mental impairment suggesting drug use, or a pattern of aberrant behavior.

### *Selection Notification Procedures*

Student-athlete notification of selection shall come from the Head Athletic Trainer or designee as to the date on which testing will take place. The notification procedure shall occur at any time prior to the scheduled testing. Such notification shall be by delivery of a signed statement to the student-athlete as one who was selected to be tested on the date specified. The notification shall also include the time and location for the test. The student is required to sign and submit the form to the Certified Athletic Trainer or designee acknowledging that he/she has been notified of the drug test and verifying the date and time for the test. If testing is immediate upon notification, the student-athlete must remain with the tester until he/she produces a sample.

### *Consequences of failure to participate in or cooperate with testing*

1. If the student-athlete declines to execute the required individual consent form, eligibility to participate in intercollegiate athletics will be suspended immediately.
2. If the student-athlete fails to appear at the designated time and place for testing, he/she will be suspended from athletic participation immediately. This will be treated as a positive test result. A student-athlete who arrives late or misses a test due to an emergency (car accident, death/illness in family) must present proof of the emergency to the Director of Athletics. The Director of Athletics will decide what sanctions should be placed on the student.
3. If the student-athlete refuses to provide a sample, it will be considered a positive test result.
4. If the student-athlete fails within a reasonable time to produce the required urine specimen, this will be considered a positive test.
5. Any student-athlete refusing to sign the notification of random selection shall be suspended from all athletic participation immediately.

### *Screening procedures*

All urine samples for screening will be collected in compliance with the NCAA drug screening guidelines. The Athletic Training Staff will maintain constant supervision of the collected samples as well as written documentation of the chain of custody for the same.

The Athletic Training Staff will screen the sample via the **Reditest® RediCup®**. Information for each sample will remain under the constant supervision of the Athletic Training Staff. The

Franklin College Athletics Department bans the use of substances and methods that alter the integrity or validity of urine samples provided during drug screening. Examples of banned methods include catheterization, urine substitution, and tampering with or modification of renal excretion by the use of diuretics, bleach, probenecid, bromantan, or related compounds, and epitestosterone administration.

Any urine screened for the presence of banned substances may also be screened for the presence of substances used to alter the integrity or validity of urine samples. A positive finding for these substances will be considered a positive test, with appropriate sanctions imposed. The results of the drug screening program will become a part of the student-athlete medical record and are considered, as all other medical records, confidential. Records and other information shall remain in the confidential possession of the Athletic Training staff or their designee and may be released only to appropriate college personnel unless released by written consent of the student-athlete.

#### *Administration of drug screening program and collection procedures*

1. Upon notification, the student-athlete will accompany the Athletic Training Staff member to the location designated for testing at that time.
2. If testing is not immediate upon notification, the student-athlete will report to the Athletic Training Room or otherwise specified location at the designated time in shorts and a t-shirt with a current photo ID card (Franklin ID or driver's license). A jacket and sweatpants may be worn if the weather necessitates.
3. The student-athlete will wash and dry his/her hands.
- 4.
5. The Certified Athletic Trainer will select a sealed Redicup drug screen test kit. The student-athlete watches this selection to assure accuracy.
6. The Certified Athletic Trainer will attach a unique bar code to the cup/test kit.
- 7.
8. The Certified Athletic Trainer or certified drug screen staff member takes the student-athlete and specimen cup/test kit to the collection area.
9. Prior to specimen collection, the student-athlete will be inspected to check for hidden or secreted tampering materials. The student-athlete will be asked to raise upper-body clothing for the Certified Athletic Trainer or certified drug screen staff member for urine manipulators. Any and all pockets will be emptied prior to collection of the urine specimen.
10. The student-athlete will enter the specimen collection room (private restroom) to produce the acceptable level/amount of urine at a specific concentration needed for testing. **Please note that the collection of a urine specimen for drug/banned substances testing is a "witnessed" procedure. The Certified Athletic Trainer or certified drug screen staff member will monitor the furnishing of the specimen by direct observation in order to ensure the integrity of the specimen.**
11. Fluids given to the student-athlete who have difficulty voiding must be from individual sealed containers (certified by the Certified Athletic Trainer or certified drug screen staff member) that are opened and consumed in the collection area. These items must be caffeine-free, alcohol-free and free of any other banned substances.

12. If the urine specimen is incomplete, the student-athlete must remain in the collection area until the sample is completed. During this period, the student-athlete is responsible for keeping the collection cup/kit closed and controlled.
13. If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the Certified Athletic Trainer or certified drug screen staff member, the specimen may be discarded at the discretion of the Certified Athletic Trainer or certified drug screen staff member. Upon return to the collection area, the student-athlete will complete the collection procedure.
14. Once a specimen (at least 85 ml) is provided, the Certified Athletic Trainer or certified drug screen staff member who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated.
15. The specimen will be checked by the staff member for temperature, specific gravity, pH, and tampering agents.
16. If the urine has a specific gravity at or 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 screened for drug/banned substances following the protocols of the Redicup drug screen test kit.
17. A Redicup test that indicates a positive test result will be sent to Redwood Toxicology Labs for further testing and confirmation of test result validity.
18. The Certified Athletic Trainer or certified drug screen staff member will seal each collection cup/kit in the presence of the student-athlete and identify the cup/kit with a code number in the required manner under the observation of the student-athlete.
19. Collection cup/kits sent to Redwood Toxicology Labs shall not contain the name of the student-athlete. All sealed collection cups/kits will be secured in a shipping case. The Certified Athletic Trainer or certified drug screen staff member will prepare the case for forwarding to Redwood Toxicology Labs.
20. The student-athlete and Certified Athletic Trainer or certified drug screen staff member will sign certifying that the procedures were followed as described herein. Any deviation from the procedures must be described and recorded at that time. If deviations are alleged, the student-athlete will be required to provide another specimen.
21. A student-athlete who refuses to sign the custody and control forms, fails to provide a urine specimen according to protocol, leaves the collection station before providing a specimen according to protocol, or attempts to alter the integrity or validity of the urine specimen and/or collection process, will be treated as if there were a positive test for a banned substance other than a street drug as defined by the NCAA. The Certified Athletic Trainer or certified drug screen staff member will inform the student-athlete of these implications and record such.
22. The Certified Athletic Trainer or certified drug screen staff member will deliver the shipping case(s) to the carrier.
23. The Redwood Toxicology Labs will record that the shipping case(s) has been received from the carrier.
24. The Redwood Toxicology Labs will record whether the numbered bar-code seal on each collection cup/kit arrived intact.
25. If a specimen arrives at Redwood Toxicology Labs with security seals not intact, Franklin College may collect another specimen.

### Laboratory Notification of Results

1. Redwood Toxicology Labs will use a portion of the specimen sample for Sample A for its initial analysis.
2. The laboratory director or designated certifying scientist will review all results showing a Banned Drug in Sample A.
3. Redwood Toxicology Labs will inform the Head Athletic Trainer of Franklin College of the results by each respective code number by telephone and by sending a letter or email marked "Confidential."
4. Upon receipt of the results, the Head Athletic Trainer of Franklin College will break the number code to identify any individuals with positive findings.
5. Franklin College shall notify the student-athlete of the finding.
6. Redwood Toxicology Labs will advise the Head Athletic Trainer during the telephone notification that Sample B will be tested. The student-athlete may be present at the opening of Sample B.
7. Franklin College and/or the student-athlete will be given the option to be represented at Redwood Toxicology Labs for the opening of Sample B. Notification by Franklin College and/or the student-athlete to be represented must be given to Redwood Toxicology Labs.
8. If Franklin College and/or the student-athlete desire representation, they must inform Redwood Toxicology Labs within 48 hours of the telephone notification set forth above in paragraph 3 who will attend the opening of Sample B, and present themselves at the lab within 48 hours of informing Redwood Toxicology Labs. If they choose not to send a representative to be present for the opening of Sample B, Franklin College or the student-athlete will give approval to Redwood Toxicology Lab to arrange for a surrogate to attend the opening of sample B.
9. The surrogate will not otherwise be involved with the analysis of the sample.
10. The student-athlete, student-athlete's representative, Franklin College's representative or the surrogate will attest by signature as to the code number on Sample B, that the security seal has not been broken, and that there is no evidence of tampering.
11. Preparation for Sample B's analysis will be conducted by a laboratory staff member other than the individual who prepared the student-athlete's Sample A.
12. Sample B findings will be final. Redwood Toxicology Labs will inform Franklin College of the results.
13. For student-athletes who have a Sample B positive finding, Redwood Toxicology Labs will contact the Director of Athletics or the Head Athletic Trainer by telephone. Franklin College shall notify the student-athlete of the finding.
14. At this point, Franklin College's sanctions and eligibility policy will apply.
15. In the event that a student-athlete tests positive for a substance for which Franklin College has considered an exception and documentation has been submitted by the student-athlete prior to the notification of the positive Sample B, the eligibility of the student-athlete may be maintained while the exception request is under review.
16. A positive finding may be appealed by the student-athlete as set forth below.
17. All results of screening will be communicated to the Director of Athletics by the Head Athletic Trainer.

### *Drug Screening Prior to NCAA Championships*

Teams and/or individuals likely to advance to NCAA championship competition are subject to a drug screen conducted on behalf of the NCAA. Screening may be required of all team members or individual student-athletes within thirty days prior to participation in NCAA Championship competition.

### *Sanctions Following Positive Drug Screen Results*

#### 1<sup>st</sup> Positive

- A. Head Athletic Trainer and Director of Athletics notified
- B. Director of Athletics will notify Head Coach
- C. Additional drug screening whenever the Athletics Department conducts drug screening over the remainder of the student-athletes eligibility.
- D. Suspended immediately upon positive notification from intercollegiate athletic participation for one calendar year.
- E. The student athlete will be referred to the Dean of Students who will address the matter through the student judicial process. The college's student judicial process is an educational process, not a legal process, which addresses all students who are alleged to have violated college policy. It is described in the student handbook, The Key: A Guide to Campus Life, which can be found on MyFC and the college's website.
- F. The student-athlete will be required to have an assessment by the Franklin College counseling center and may be referred off campus for an evaluation. An evaluation may also occur at an external agency approved by the Franklin College counseling center. Recommendations from counseling services or any external agency will be forwarded to the Director of Athletics and Head Athletic Trainer and the student-athlete must comply with the recommendations. The evaluation and any recommendation must be implemented within a two-week period of the positive test result. The student-athlete is responsible for all costs incurred for these services.

#### 2<sup>nd</sup> Positive

- A. Head Athletic Trainer and Director of Athletics notified
- B. Director of Athletics will notify Head Coach
- C. Termination of intercollegiate athletic participation at Franklin College
- D. Mandatory conference call with parents/guardians by Director of Athletics or his/her designee.
- E. The student athlete will be referred to the Dean of Students who will address the matter through the student judicial process. The college's student judicial process is an educational process, not a legal process, which addresses all students who are alleged to have violated college policy. It is described in the student handbook, The Key: A Guide to Campus Life, which can be found on MyFC and the college's website.

#### *Failure to Comply*

Failure to comply with the recommendations of the counseling center or external counseling agency will subject the student-athlete to suspension from the team for a period of time designated by the Director of Athletics. Failure to comply with sanctions imposed through the college's student

judicial process may have additional consequences as described in the student handbook, *The Key: A Guide to Campus Life*.

### *Appeal Process*

Student-athletes who test positive under the terms of the Drug Screening Policy and Procedures will meet with the Director of Athletics or his/her designee prior to imposition of any sanction.

The student-athlete may appeal the positive test finding and imposition of sanctions in writing to the Director of Athletics within 48 hours of the first post-positive test meeting. The student-athlete may have an advocate or other representative present to advise him/her while presenting the appeal. An appeal meeting will be set no more than seventy-two (72) hours after the written request is received. Either the student-athlete or other parties involved may request an extension of this time to the Director of Athletics, upon showing good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Director of Athletics or his/her designee will be final.

### *Referral Process*

In the event of a positive screen, the student-athlete will be required to seek counseling and comply with any recommendations of the counselor. Part of the referral process will include the student-athlete signing a waiver and release of information that allows the Director of Athletics or his/her designee to contact parents/guardians and allows release of any treatment plan or recommendations to the Director of Athletics and parents/guardians. This waiver will also allow the Director of Athletics or his/her designee to monitor compliance with the treatment plan. Failure to comply with the recommendations of the counseling services office or external counseling agency will subject the student-athlete to an additional suspension from the team for a period of time designated by the Director of Athletics.

### *Responsibility of the Student Athlete*

It is the responsibility of the student athlete to read the Franklin College Drug Random Testing Policy and Procedure prior to participation in athletics. If the student-athlete tests positive under the guidelines set forth in the Athletics Drug Testing Policy and Procedures, it will be the student-athlete's responsibility to pay for any services, which are required by sanctions.

### *Confidentiality*

Each specimen will be identified at the testing site by only a code number to protect the anonymity of the student athlete and shall be analyzed for the presence of drugs. The identification of each sample taken will be kept confidential by the Athletic Training Staff. Only positive tests will be reported to the Director of Athletics. The identity of all student-athletes tested will be kept confidential.