



Dear LHU Student-Athlete,

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I hope that you are enjoying summer and looking forward to returning to campus for the 2015-16 academic year. In advance of your return, I wanted to provide you a copy of our Department of Athletics Substance Abuse Policy for your review and file. Once you have read and thoroughly understand the policy, please complete and return the associated form (enclosed) which is an annual requirement for all LHU student-athletes prior to participation in our program. **No student-athlete will be allowed to practice unless the form has been fully completed and returned as required.**

The Lock Haven University of Pennsylvania (LHU) Substance Abuse Policy provides very important information in four key areas related to your health and safety and our commitment to providing an alcohol, tobacco, and drug-free environment for our student-athletes:

- (1) Athletics Tobacco Code of Conduct
- (2) Athletics Alcohol Code of Conduct
- (3) LHU's Drug Free Athletic Program
- (4) LHU Athletics Drug Testing Policies and Procedures

During orientation or at the pre-season meeting for your particular sport(s), this policy and the key areas will be explained by a member of our Athletic Training Faculty and you will have an opportunity to ask questions.

Please note that, if you are under the age of eighteen you must also obtain the signature of a parent or legal guardian on the form. Therefore, in order to expedite the processing of the form and to prevent you from missing practice time, please take time now to review the policy, complete the form, obtain a parental or guardian signature if needed, and return the form. Or, if you prefer, you can bring the completed and signed form with you to your pre-season or orientation meeting and submit it at that time.

It is important to note that for **anabolic agents and peptide hormones, a medical exception must be approved by the NCAA before the student-athlete is allowed to participate** while taking these medications. Additionally, to gain a potential NCAA exception for other banned drugs that may be prescribed, including stimulants (often prescribed for ADHD), documentation from the prescribing physician is required. Contact LHU Head Athletic Trainer, Andrea Harmon (ash135@lhup.edu), prior to reporting to campus for the new academic year.

If you or your parents have any questions or require any additional information regarding the policy, please do not hesitate to contact me at: 570-484-2102 or by e-mail: mcs6313@lhup.edu.

Sincerely,

Mark C. Sherburne  
Director of Athletics



**Lock Haven University of Pennsylvania  
Department of Athletics**

**Substance Abuse Policy**

**Last update: 4/21/2015**

## **PURPOSE OF THE POLICY**

Lock Haven University of Pennsylvania is a member of the Network of Drug-Free Colleges and Universities. The University is committed to establishing and enforcing clear policies that promote an environment free from the abuse of alcohol and other drugs. The LHU Department of Athletics strives to educate members of the campus community on the prevention of alcohol and drug abuse, as well as provide information about the use of legal drugs in ways that are not harmful to one's self or others. Every effort is made to create an environment that promotes and reinforces healthy living; respect for community and campus standards; individual responsibility within the community; and the intellectual, social, emotional, ethical, and physical well-being of our student-athletes and coaches. The policy strives to provide for a reasonable level of care for student-athletes who may have a problem with alcohol and drug use through proper referral, counseling, and treatment.

### **UNDERLYING PRINCIPLES OF THE POLICY**

This policy is designed for students who represent Lock Haven University of Pennsylvania in Intercollegiate Athletics. The general purpose of LHU's Department of Athletics Substance Abuse Policy (hereinafter referred to as "Substance Abuse Policy") is to:

- Educate participants of the serious risks associated with alcohol, tobacco, and drug use.
- Discourage the use of alcohol, tobacco and drugs by student athletes.
- Ensure a healthy and safe environment for student-athletes.
- Develop a pro-active approach to dealing with drug and alcohol use/abuse.
- Establish reasonable safeguards for all student-athletes.
- Identify abusive behavior and provide a means of treatment when necessary.

### **EDUCATIONAL COMPONENT**

All student-athletes are required to participate in scheduled education programs on substance abuse while participating in intercollegiate athletics at Lock Haven University of Pennsylvania. The programs are part of an ongoing effort designed to educate student-athletes about healthy lifestyle choices and the risks associated with alcohol, tobacco products, legal and illegal drugs.

### **POLICY IMPLEMENTATION**

At the beginning of the academic year a presentation will be made to all student-athletes at Lock Haven University of Pennsylvania to outline and to review the Substance Abuse Policy. A copy of this policy will be distributed to every student-athlete. Each student-athlete will be asked to sign a form acknowledging receipt and understanding of this policy.

The Department of Athletics reserves the right to amend this policy from time-to-time, as needed. Lock Haven University of Pennsylvania recognizes the serious threat that the abuse of alcohol and tobacco and use of illegal drugs present to the physical, mental and emotional well-being of student-athletes and to the integrity of intercollegiate athletics. Indeed, student-athletes under the influence of drugs or alcohol pose a serious threat to their own safety and health, as well as to that of other student-athletes participating in intercollegiate competition or practice. Therefore, LHU Department of Athletics has implemented a policy that includes

drug and alcohol education, prevention, counseling, rehabilitation, and screening to assist the University's student-athletes and help maintain an alcohol and drug-free competitive environment.

Each LHU student-athlete must sign a form (**See Appendix A**) acknowledging receipt of the policy and providing consent and authorization for drug testing. The form provides confirmation of:

1. **Acknowledgement of Receipt of LHU's Athletic Substance Abuse Policy:** This acknowledges that the student-athlete has received a copy of the Substance Abuse Policy. It also verifies that the information in the policy has been explained to the student-athlete and that he/she understands the policy.
2. **Informed Consent/Release from Liability:** This gives consent to the University, its employees and agents, to perform drug testing on the student-athlete. This document also releases from liability the University, its staff, employees and agents.
3. **Authorization for Release of Testing Information and Records:** This allows the release of the test result information to a select group which may include, but is not limited to: the director of athletics, head coach, athletic trainer, Vice President for Student Affairs or designee, and attending psychologist or counselor.

#### **SAFE HARBOR**

A Safe Harbor is available to LHU student-athletes who refer themselves 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 has received a positive Lock Haven University of Pennsylvania or NCAA drug test.

Lock Haven University of Pennsylvania of Pennsylvania 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 voluntary enrollment into Safe Harbor and a positive initial test will not result in any internal administrative sanction, except those listed in this section. The team physician and/or or head athletic trainer may suspend the student from play and/or practice if medically necessary. A student will be permitted to remain in Safe Harbor for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. NOTE: A student-athlete will not be permitted to enter Safe Harbor within thirty (30) days prior to NCAA or Conference postseason competition. A student-athlete will only be permitted to enter Safe Harbor one time during his/her athletics eligibility at Lock Haven University of Pennsylvania.

If a student-athlete is determined to have used a banned substance after the initial Safe Harbor test (as determined by follow-up testing), or fails to comply with any Safe Harbor requirements, the student-athlete will be removed from Safe Harbor and subjected to appropriate sanctions, as detailed here within. NOTE: An initial positive test upon entering Safe Harbor will not be treated as a positive test as it relates to sanctions. However, any positive test after the initial test will be treated as a second positive test.

While enrolled and in compliance with Safe Harbor, the student-athlete will not be included in the list of students eligible for random *institutional* drug testing. NOTE: Students in Safe Harbor may, however, be selected for drug testing by the NCAA.

The Director of Athletics, the Associate Director of Athletics, the Head Athletic Trainer, the Drug Testing Coordinator, the student-athlete's Head Coach, and the Team Physician may be informed of the student's participation in Safe Harbor. 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. At the discretion of the Director of Athletics or his/her designee, other employees will be informed only to the extent necessary for implementation of this policy.

### **ATHLETICS TOBACCO CODE OF CONDUCT**

Lock Haven University of Pennsylvania Department of Athletics discourages the use of tobacco in any form (cigarettes, smokeless, electronic, etc.). The use of tobacco is prohibited in connection with any intercollegiate athletics function or trip. Student-athletes using tobacco products in connection with any intercollegiate athletics function or trip [?] may be suspended from intercollegiate athletics practices or competitions as determined by the Director of Athletics and/or Head Coach on a case-by-case basis.

#### **NCAA PROHIBITION**

The use of tobacco products is prohibited by all game personnel (i.e., student-athletes, coaches, managers, athletic trainers, game officials, etc.) in all sports during practice, competition, or team travel to and from events.

### **ATHLETICS ALCOHOL CODE OF CONDUCT**

Pennsylvania state law sets a minimum age for the purchase of alcoholic beverages at 21-years of age. Alcohol consumption is illegal and unacceptable for student-athletes under the age of 21-years of age. Even after reaching 21-years of age, student-athletes are prohibited from drinking alcoholic beverages when traveling with or representing their teams. Additionally, alcoholic beverages are not to be consumed prior to or while attending athletic or athletically sponsored events.

Violations of the Alcohol Code of Conduct include, but are not limited to, the following:

- Use of alcohol before and/or during department-sponsored events or competitions.
- Use of alcohol on road trips.
- Use of alcohol or signs of alcohol intoxication during practice, competition, team activity, or department-sponsored events (i.e., SAAC event).
- A violation of any TEAM or University rule involving use or abuse of alcohol.
- Use of alcohol with recruits; specifically, the individual host(s) responsible for the safety and well-being of the recruit, regardless of the recruit's or host's age.
- Irresponsible use and/or being intoxicated in a public place.

Department of Athletics sanctions for code of conduct violations concerning use/abuse of alcohol may include, but are not be limited to, the following as determined by the Director of Athletics and Head Coach on a case-by-case basis:

- Meeting with the Head Coach, Director of Athletics, Head Athletic Trainer, and/or University Counseling Services.
- Suspension from practices and/or competition (Director of Athletics and Head Coach will determine length).
- Loss of a portion or all of athletically-related financial aid.
- Permanent suspension from all intercollegiate athletics and forfeiture of all athletically-related financial aid.
- Required attendance at alcohol education class or programming.
- Required assessment and/or evaluation by qualified agency to determine severity of abuse.

Any issuing of sanctions related to the alcohol code of ethics is final and not subject to appeal.

**IMPORTANT:**

**AS IT RELATES TO UNIVERSITY DISCIPLINE:**

In accordance with the University's drug, alcohol and disciplinary policies, student-athletes determined to have committed any alcohol violations while on campus are subject to discipline by the University, which may include suspension. Failure to comply with any of the assigned sanctions may result in suspension from practice and competition until they are satisfied. If a student-athlete participates in more than one sport, the suspension will apply to all sports.

**APPEALS IN CASES INVOLVING UNIVERSITY DISCIPLINE**

Student-athletes are entitled to a hearing before the appropriate student judicial officer or body in accordance with the University's drug, alcohol and disciplinary policies outlined in the Student Handbook. However, if a student-athlete is found to have committed an alcohol violation, in addition to any sanctions that may be imposed by the appropriate student judicial officer or body, the Department of Athletics may apply additional sanctions throughout the student-athlete's terms of NCAA eligibility.

**LHU'S DRUG-FREE ATHLETICS PROGRAM**

This policy applies to all student-athletes. For LHU student-athletes, use of any of the drugs listed in this section, except when prescribed by a qualified physician to treat a student-athlete's medical condition and documented by the University's head athletic trainer, is forbidden before, during, or after the competitive sport season.

The policy is not to be construed as a contract between the institution and the student-athletes at Lock Haven University of Pennsylvania. However, signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions contained in this policy.

Lock Haven University of Pennsylvania may amend the policy at any time and LHU's Drug Free Athletic Program is separate and distinct from the NCAA Drug-Testing Program.

### **NCAA PROHIBITED DRUGS**

The NCAA bans the following classes of drugs:

- Stimulants
- Anabolic Agents
- Alcohol and Beta Blockers (banned for rifle only)
- Diuretics and Other Masking Agents
- Street Drugs
- Peptide Hormones and Analogues
- Anti-estrogens
- Beta-2 Agonists

NOTE: Any substance chemically related to these classes is also banned. The University and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

### **DRUGS AND PROCEDURES SUBJECT TO RESTRICTIONS**

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

### **NCAA NUTRITIONAL/DIETARY SUPPLEMENTS WARNING**

Before consuming any nutritional/dietary supplement product, review the product with LHU's Head Athletic Trainer. It is important to do so because:

- Dietary supplements are not well regulated and may cause a positive drug test result
- Student-athletes have tested positive and lost their eligibility using dietary supplements
- Many dietary supplements are contaminated with banned drugs not listed on the label
- Any product containing a dietary supplement ingredient is taken at your own risk

### **SOME EXAMPLES OF NCAA BANNED SUBSTANCES IN EACH DRUG CLASS**

#### **Stimulants**

Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine; "bath salts" (mephedrone); etc.

*exceptions:* phenylephrine and pseudoephedrine are not banned.

**Anabolic Agents** (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione) Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; testosterone; trenbolone; etc.

**Alcohol and Beta Blockers** (banned for rifle only)

Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

**Diuretics (water pills) and Other Masking Agents**

Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

**Street Drugs**

Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. spice, K2, JWH-018, JWH-073).

**Peptide Hormones and Analogues**

Growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

**Anti-Estrogens**

Anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD); etc.

**Beta-2 Agonists**

Bambuterol; formoterol; salbutamol; salmeterol; etc.

**IMPORTANT:**

Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting). Any substance that is chemically related to the class, even if it is not listed as an example, is also banned. Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password ncaa1, ncaa2 or ncaa3. NOTE: It is your responsibility to check with Drug Free Sport, LHU's Head Athletic Trainer, and/or LHU's Drug Testing Coordinator before using any substance.

**VIOLATIONS OF THE DRUG FREE POLICY: Use and/or Possession of Illegal Drugs**

Violations pertaining to the use of and/or possession of illegal substances will require a meeting with the Head Coach, Associate Director of Athletics, and Drug Testing Coordinator to determine the extent of the violation and review the sanction. NOTE: The minimum LHU sanction for a first positive institutional drug test is similar to the new NCAA rule (effective 8/1/14) associated with a positive NCAA test for "street drugs". The LHU penalty is that the student-athlete will be immediately ineligible for competition and charged with the loss of the equivalent of 50% of a regular season of competition (i.e., 50% of all contests or dates of competition in the season following the positive test). The student-athlete shall remain ineligible for competition until the prescribed penalty is fulfilled. For a student-athlete who participates in only one sport, it is important to note that, depending upon when the positive test is confirmed and how many competitions remain in the current season, the withholding penalty may occur over two academic years. For a student-athlete who competes in more than one sport, it is important to note that the penalty will be determined and begin in whatever regular season the athlete is currently participating or the next available regular season (for

examples see Appendix D). Other related sanctions that may be imposed include, but are not limited to, those summarized under the “Sanctions for First Violation” section of this policy (see pg. 10).

### **VIOLATIONS OF SUBSTANCE ABUSE POLICY: Dealing Drugs**

Violations which involve the unlawful manufacture, distribution and/or dispensation of controlled substances/drugs will result in permanent removal from Lock Haven University of Pennsylvania athletics.

## **LHU ATHLETICS DRUG TESTING POLICY & PROCEDURES**

### **STUDENT-ATHLETE SELECTION**

A student-athlete is defined as any student attending Lock Haven University of Pennsylvania whose name appears on a current NCAA squad list. If a student-athlete subsequently quits the team or is removed from the team for disciplinary reasons, and is listed on the NCAA squad list, he/she will still be subject to institutional testing until the end of the academic year in May. Also, with the addition of NCAA Summer Testing, any student-athlete on the NCAA squad list may be subject to NCAA testing until the following August.

All LHU intercollegiate sports will be subject to “institutional” drug testing throughout the year. Typically, the selection of teams and individuals will be random, which could include only certain sports or every sport. The order of selection of athletes on the teams will also be randomly generated by the drug testing/collection agency. However, there are also other times in which LHU may test student-athletes as follows:

- **Reasonable Suspicion Screening** - A student-athlete may be subject to testing at any time when there is individualized reasonable suspicion to believe the participant is using a prohibited drug. Such reasonable suspicion may be based on objective information as determined by the Director of Athletics, the Associate Athletic Director, Head Coach, Assistant Coach, Head Athletic Trainer, Assistant Athletic Trainer, or Team Physician, and deemed reliable by the Director of Athletics or his/her designee. Reasonable suspicion may include, without limitation, 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or 3) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student-athlete’s abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement.
- **Post-season/Championship Screening** - Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within

thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he or she will not be allowed to compete at the post-season event and will be subject to the sanctions herein.

- **Re-entry Testing** - A student-athlete who has had his or her eligibility to participate in intercollegiate sports suspended as a result of a drug and alcohol violation may be required to undergo re-entry drug testing prior to regaining eligibility. The Director of Athletics or his/her designee shall arrange for re-entry testing as appropriate.
- **Follow-up Testing** - A student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee.
- **Pre-season Screening** - Student-athletes are subject to pre-season drug testing and may be notified of such by the Director of Athletics or his/her designee at any time prior to their first competition.

#### **NOTIFICATION OF STUDENT-ATHLETES FOR TESTING**

The University's Drug Testing Coordinator will notify coaches of the student-athletes selected for drug testing. To protect the integrity of the testing process, notification to the coach and student-athlete will not occur earlier than 24 hours prior to the test date. On the day before the test, each coach will notify, in person, the individual(s) to be tested. At the time of notification, the coach will have each student-athlete sign a Lock Haven University of Pennsylvania Drug Testing Appointment form (**See Appendix B**), indicating the time and location of the test the next day. The student-athlete will be given a copy of the form.

#### **COLLECTION PROCEDURES**

All individuals being tested will be required to present a photo I.D. for admittance to the test on the provided date and time and at the indicated location. Any student-athlete who does not report at the provided test time will be placed under immediate suspension and will not be permitted to participate in practice or competition until reinstatement. NOTE: Any selected student-athlete who does not report for testing will be considered to have refused to undergo testing and will be treated as having tested positive. Rationale for absence or tardiness must be provided to the LHU Drug Testing Coordinator, who, in consultation with the Director of Athletics, will determine validity of each individual case.

Collectors will visually observe while the student-athlete provides the sample. The collection agency shall implement the specimen collection procedures identified by the Center for Drug Free Sport (**See Appendix C**). Student-athletes must remain at the testing location until a sample is obtained by the testing/collection agency.

## **REPORT OF POSITIVE TEST RESULTS**

The Drug Testing Coordinator, Director of Athletics, and Associate Director of Athletics shall be notified of any tests which are positive for prohibited substances. The Drug Testing Coordinator shall then notify the student-athlete of the positive result. NOTE: A student-athlete who tests positive will be immediately suspended from competition pending further review with determination of final sanction(s) as outlined in this section of the policy.

### **First Positive**

The Associate Athletics Director will coordinate a meeting with the Drug Testing Coordinator, the head coach, and the student-athlete in order to provide the student-athlete the opportunity to rebut and/or explain the positive test result. At this meeting, the student-athlete will be notified of what the process is if they want to confirm the positive test result (requesting use of the B Sample) under the established procedures of the testing agency. If the student-athlete elects to confirm the positive result, the student-athlete may remain eligible for competition until the result is confirmed by the testing agency. If the challenge results in a “false positive,” no further action is necessary. If the result is confirmed positive, LHU’s “standard sanction” for first violations, along with other possible sanctions, will be activated and enforced.

### **Sanctions for First Violation**

Standard Sanction – LHU’s standard sanction is similar to the new NCAA rule (effective 8/1/14) associated with a positive NCAA test for “street drugs”. The LHU penalty is that you will be immediately ineligible for competition and charged with the loss of the equivalent of 50% of a regular season of competition (i.e., 50% of all contests or dates of competition in the season following the positive test). Such a student-athlete shall remain ineligible for competition until the prescribed sanction(s) is fulfilled and LHU reinstatement of eligibility is communicated. For a student-athlete athlete who participates in only one sport, it is important to note that depending upon when the positive test is confirmed, and how many competitions remain in the current season, the withholding penalty may occur over two academic years. For a student-athlete who competes in more than one sport, the penalty will be determined and begin in whatever regular season the athlete is currently participating or the next available regular season (**for examples see Appendix D**).

Other related LHU sanctions that may be imposed at the discretion of the Director of Athletics include, but are not limited to, the following:

- Removal of all or a percentage of athletics aid
- Assessment by University Counseling Services
- Referral to outside/private agency for assessment and possible treatment
- Participation in drug abuse education seminar, speaker, or presentation(s)
- Participation in community service
- Will be tested again during the next institutional testing date

### **Appeal of Sanctions**

NOTE: A student-athlete who is found to have violated this policy for the first time may only request confirmation of the positive result (requesting use of the B sample) through the established procedures of the testing agency.

If the appeal results in a “false positive,” no further action is necessary. If the appeal confirms a positive result, LHU’s “standard sanction” will be activated and enforced.

Within 5 days of a positive test being confirmed, the student-athlete is required to schedule an appointment with the Director of Athletics. At this in-person meeting, the Director of Athletics will review the “standard sanction” and how it applies to the student-athlete and inform the student-athlete of any other related sanctions being imposed. This will be summarized in writing and signed/dated by both the Director of Athletics and Student-Athlete. A confidential copy of the signed document will be given to the student-athlete; a confidential copy will be kept on file by the Director of Athletics; and other confidential copies will be shared with the Head Coaches of the teams impacted for their reference and file.

### **Second Positive**

A student-athlete who allegedly fails to comply with the sanctions for a first violation, or who is alleged to have committed a second violation, will be referred to the University Judicial process for a hearing, adjudication, and appeal of the alleged violation, as outlined in the LHU Student Handbook.

### **Sanctions for Second Violation**

If found to have a violation, student-athletes will be subject to the sanctions outlined within this policy and LHU Student Handbook.

NOTE: A student-athlete who has been determined to have committed a second violation under the drug-free policy will permanently lose all eligibility for athletics participation and athletics aid at Lock Haven University of Pennsylvania.

### **Consequences of Failure to Participate in Testing or to Cooperate With Treatment Plans**

- 1. Failure to Execute Consent and Notification Form** - Any student-athlete who fails to execute the Substance Abuse Policy form will be unable to participate in intercollegiate athletics at Lock Haven University of Pennsylvania and will forfeit any athletically-related financial aid.
- 2. Failure to Appear for Testing** - If a student-athlete fails to show up for a designated test it will be treated as if the student-athlete tested positive. The test may be rescheduled within 24 hours if the Director of Athletics is satisfied that the reasons for the student-athlete’s failure to appear for the testing were beyond the individual’s control. If a student-athlete quits the team or is removed from the team for disciplinary reasons, and is on the NCAA squad list, he/she will still be subject to institutional testing until the end of the academic year in May. Also, with the addition of NCAA Summer Testing, any

student-athlete on the NCAA squad list will be subject to testing until the following August.

3. **Failure to Comply with Rehabilitation or Treatment Plans** - If a student-athlete tests positive and fails to comply with the sanctions for a first violation, he/she may be subject to a second violation under the policy. Compliance requires that the individual appears for all scheduled appointments and participates in the activities in a manner meeting the expectations of the drug counselor.

### **Confidentiality of Information Concerning Drug Abuse**

All information, including test results, under the Substance Abuse Policy are confidential student records subject to the requirements and protections of FERPA. In addition to the student-athlete involved, the Director of Athletics shall release information, on a need-to-know basis, to the following individuals: the team physician, the student-athlete's supervising athletic trainer, the University psychologist or counselor (if used for treatment), the University Hearing Officer or the members of the University Judicial Board (depending upon which is involved), and the student-athlete's head coach(es). If an appeal takes place, the hearing records and drug test results will be released to the student-athlete and appropriate University officials involved in the appeals process. Requests from other parties, such as a court of law, would be governed by the requirements of FERPA.

### **Procedures for Medical Exceptions – Prescriptions**

The NCAA list of banned drug classes is composed of substances that are generally reported to be performance enhancing. The NCAA bans performance enhancing drugs to protect student-athlete health and safety and ensure a level playing field, and it also recognizes that some of these substances may be legitimately used as medications to treat student-athletes with learning disabilities and other medical conditions.

Accordingly, the NCAA allows exceptions to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. The benefit of a medical exception procedure is that in most cases the student-athlete's eligibility remains intact during the process.

Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta blockers, diuretics, anti-estrogens, anabolic agents (steroids)\*, and peptide hormones\* (**NCAA Bylaw 31.2.3**). (***\*anabolic agents and peptide hormones must be approved by the NCAA before the athlete is allowed to participate*** while taking these medications. The institution, through its Director of Athletics, may request an exception for use of an anabolic agent or peptide hormone by submitting to The National Center for Drug Free Sport (Drug Free Sport) any medical documentation it wishes to have considered.)

**In all cases, a student-athlete, in conjunction with his or her physician, must document that other non-banned alternatives have been considered prior to requesting the medical exception for the use of a medication containing a banned substance.** It is the responsibility of the University to educate student-athletes about this policy, and to follow-up with any student-

athlete who identifies the use of a banned medication to determine if standard non-banned medications have been pursued and documented.

In order for a student-athlete to be granted a medical exception for the use of a medication that contains a banned substance, the student-athlete must:

1. have declared the use of the substance to his or her Athletic Trainer responsible for keeping medical records,
2. present documentation of the diagnosis of the condition, and
3. provide documentation from the prescribing physician explaining the course of treatment and the current prescription.

Requests for medical exceptions will be reviewed by physicians who are members of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports. Medical exceptions will be granted if the student-athlete has presented adequate documentation noted above.

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

## **APPENDIX OF FORMS**

- A. Acknowledgement Form – confirms: (1) Receipt of LHU’s Athletic Substance Abuse Policy, (2) Informed Consent/Release from Liability, and (3) Authorization for Release of Testing Information and Records.
- B. Lock Haven University of Pennsylvania Drug Testing Appointment Card – SAMPLE FORM
- C. Drug Free Sport Urine Collection Guidelines
- D. Examples of how a positive first time drug test impacts the application of the standard sanction for a multiple sport student-athlete currently in-season and not yet in season.



# APPENDIX A

## LOCK HAVEN UNIVERSITY OF PENNSYLVANIA ATHLETICS SUBSTANCE ABUSE POLICY 2015-16

### ACKNOWLEDGEMENT OF RECEIPT

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Lock Haven University of Pennsylvania Department of Athletics Substance Abuse Policy. I further acknowledge that I have read the information and that the policy was explained to me. I certify that I understand the provisions of the policy.

### INFORMED CONSENT/RELEASE FROM LIABILITY FORM.

I understand that, according to the Lock Haven University of Pennsylvania Department of Athletics Substance Abuse Policy, a copy of which I have received and reviewed, I am required to submit a sample of my urine for chemical analysis as requested by persons identified in the policy. I understand that qualified laboratory personnel at an independent laboratory selected by the University will conduct the analysis.

The purpose of this analysis is to determine or rule out the presence of non-prescribed or prohibited controlled substances in my urine as set forth in the Lock Haven University of Pennsylvania Department of Athletics Substance Abuse Policy.

I consent freely and voluntarily to any request for a urine sample under this policy. I hereby release the Commonwealth of Pennsylvania, the Board of Governors of the State System of Higher Education, Lock Haven University of Pennsylvania, its trustees, officers, employees, agents, and contractors, from legal responsibility or liability for decisions made concerning my eligibility to participate in intercollegiate athletics and loss of athletically-related financial aid while a student at the University based on the results of this analysis.

I understand a documented chain of custody for my urine sample exists to ensure the identification of my sample throughout the collection and testing process.

### AUTHORIZATION FOR RELEASE OF TESTING INFORMATION AND RECORDS

I hereby authorize release to those persons described in the Lock Haven Department of Athletics Substance Abuse Policy, information and records, including test results, relating to the provisions of the policy applicable to all members of Lock Haven University of Pennsylvania athletics teams.

I also authorize the release of such information and records to my parent(s) or legal guardian(s) in the event I am under the age of 18 and found to be in violation of the provisions of the Substance Abuse Policy, pursuant to an applicable student disciplinary proceeding.

I hereby release the Commonwealth of Pennsylvania, the Board of Governors of the State System of Higher Education, Lock Haven University of Pennsylvania, its trustees, officers, employees, agents and contractors, from legal responsibility or liability for the release of such information and records.

*Intending to be legally bound hereby, I have signed this document on the date listed below.*

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
LHU Student ID#

\_\_\_\_\_  
Print Sport

\_\_\_\_\_  
Parent/Guardian Signature (if student-athlete is under the age of 18)



# APPENDIX B

## ***SAMPLE TESTING APPOINTMENT FORM***

### **LOCK HAVEN UNIVERSITY OF PENNSYLVANIA DRUG TESTING APPOINTMENT FORM**

Name & Phone Number of Lock Haven University of Pennsylvania Testing Contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_ has an appointment in  
(Name of Student-Athlete)

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ am/pm.  
(Location) (Date) (Time)

#### **\*\*\*REMEMBER\*\*\***

- Be on time.
- Bring a picture ID.
- Do not drink excessive amounts of water prior to the test.
- Please do not urinate immediately before coming to the test.
- Failure to keep this appointment or to comply with testing requirements will be treated as a positive drug test.

I have received notification of the above date and time for an Institutional Drug Test.

\_\_\_\_\_  
Student-Athlete

\_\_\_\_\_  
Date

# APPENDIX C



## **Urine Collection Guidelines for Clients**

1. Only those persons authorized by the institution will be allowed in the collection room.
2. When arriving to the collection room, the student-athlete will provide photo identification or a client representative will need to identify the student-athlete. The student-athlete will then print his or her name and arrival time on the Roster Sign-In Form.
3. The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with the institutional collector to complete the necessary information before proceeding with the specimen collection process.
4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by the institutional collector (same gender) to the restroom to provide a specimen. The student-athlete will rinse his or her hands with water (no soap) and then dry their hands. Then the student-athlete will place a specimen barcode from the Custody & Control Form onto the beaker.
5. The institutional collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.
6. The student-athlete will be responsible for keeping the collection beaker closed and controlled.
7. Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the institutional collector), opened and consumed in the collection room. These items must be free of any other banned substances.
8. If the specimen is incomplete, the student-athlete must remain in the collection room until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
9. If the specimen is incomplete and the student-athlete must leave the collection room for a reason approved by the institutional collector, the specimen must be discarded.
10. Upon return to the collection room, the student-athlete will begin the collection procedure again.
11. Once an adequate volume specimen is provided; the institutional collector will escort the student-athlete to the specimen processing table.
12. The specimen processor will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.
13. If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the institutional collector observing. The

student-athlete must remain in the collection room until another specimen is provided. The student-athlete will provide another specimen.

14. Once the specimen processor has determined the specimen has a specific gravity above 1.005 the sample will be processed and sent to the laboratory.
15. If the laboratory determines that a student-athlete's sample is inadequate for analysis, at the client's discretion, another sample may be collected.
16. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the institutional collector will collect another specimen from the student-athlete.
17. Once a specimen has been provided that meets the on-site specific gravity, the student-athlete will select a sample collection kit from a supply of such.
18. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (35 mL in A vial; 15 mL in B vial) and pour as much urine as possible into the vials using care not to exceed the maximum levels (90 mL in A vial; 60 mL in B vial).
19. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.
20. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.
21. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials in the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.
22. The student-athlete is then released by the institutional collector.
23. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the "drugs of abuse" laboratory and one sample is placed in the shipping container for shipment to the "anabolic steroids" laboratory.
24. After the collection has been completed, the samples will be forwarded to the appropriate laboratory and copies of any forms forwarded to the Sport Drug Testing Department.
25. The samples then become the property of the client.
26. If the student-athlete does not comply with the collection process, the institutional collector will notify the appropriate institutional administrator and Drug Free Sport.

# APPENDIX D

## EXAMPLE OF HOW A POSITIVE FIRST TIME DRUG TEST IMPACTS APPLICATION OF THE STANDARD SANCTION FOR A MULTIPLE SPORT STUDENT-ATHLETE CURRENTLY IN-SEASON

### SCENARIO:

- Student-athlete participates in football and indoor & outdoor track
- Student-athlete is selected for random LHU testing in the fall from the outdoor track roster
- At the time the positive test is confirmed, football is in-season with only 2-games of the originally scheduled 11-games remaining.
- Indoor track is the next sport in which the student-athlete would compete and the total number of scheduled competitions for the indoor track season is 8.

### APPLICATION OF THE STANDARD SANCTION (50% Sit-Out):

- A 2-game sit-out during the 11-game football season is equivalent to 18%, leaving 32% of competitions still needed for the sit-out sanction to be fulfilled.
- Since the next available opportunity for fulfilling the 50% sanction would then become the indoor track season for this student-athlete, in which the number of scheduled competitions is 8, the remaining 32% would be assessed from the 8 scheduled competitions ( $8 \times .32 = 2.56$  – rounded-up to 3).
- So to satisfy LHU's 50% sanction, the student-athlete would also sit-out the first 3 indoor track competitions.
- The student-athlete could then be reinstated for competition by LHU if all other sanctions are satisfied.

## EXAMPLE OF HOW A POSITIVE FIRST TIME DRUG TEST IMPACTS APPLICATION OF THE STANDARD SANCTION FOR A MULTIPLE SPORT STUDENT-ATHLETE NOT YET IN-SEASON

### SCENARIO:

- Student-athlete participates in both W. basketball and lacrosse.
- Student-athlete is selected for random LHU testing in the fall from the lacrosse roster.
- At the time the positive test is confirmed, the lacrosse season has not yet started.

### APPLICATION OF THE STANDARD SANCTION (50% Sit-Out):

- The first available opportunity to invoke the sit-out penalty will be during the basketball season.
- Basketball begins and they have 26 total competitions.
- 50% of 26 is 13 (which is the number of contests the athlete will be withheld from).
- The student-athlete would sit-out the first 13 competitions of the basketball season which would satisfy the penalty and the student-athlete could then be reinstated for competition by LHU if all other sanctions are satisfied.