

# **William Jewell College**

## **Institutional Substance Abuse Policy**

Developed by the William Jewell Athletic Training Department  
Revised Summer 2025

The William Jewell College Athletics Department is committed to the health, safety, and well-being of all student-athletes who participate in its programs and represent the college in intercollegiate athletics. Substance abuse is one of the most important issues facing athletics and society today. The use of illegal drugs, misuse of legal drugs and dietary supplements, use of performance-enhancing substances, misuse of alcohol and inappropriate use of tobacco products are inconsistent with standards expected of student-athletes at William Jewell College. The use of these types of substances can pose risks to the student-athlete's health, negatively affect his or her academic and athletic performance, pose risks to the safety of others, and diminish team performance. It can also compromise the integrity of athletic competition and the ideals of William Jewell College.

William Jewell College institutional substance abuse program consists of education, testing, rehabilitation, and counseling intended to promote the health and welfare of all William Jewell College intercollegiate athletes. Amendments to these procedures may be issued with or without notice as deemed appropriate by College personnel. Nothing in these procedures shall be construed to create a contract between student-athletes and William Jewell College. However, signed consent and notification forms shall be considered affirmation of the student-athletes agreement to the terms and conditions contained therein and to this policy and these procedures, and shall be legal contractual obligations of the student-athletes. This policy is separate and distinct from the NCAA drug testing policy.

The Department of Athletics at William Jewell College believes it is our responsibility to do everything possible to protect the health and well being of our student-athletes. It is our desire, therefore to educate our student-athletes about the effects (both long and short term) of drugs and over-the-counter dietary supplements on their performance and much more importantly, on their lives. It is our hope that our student-athletes will recognize the dangers of drug use and therefore compete and live free of all dangerous substances.

### **Purpose**

The central purpose of the program is to protect student-athletes from the detrimental effects of drug use/abuse. The substance abuse program should discourage the use of drugs and illegal substances and appropriate intervention will take place should drugs or illegal substances be detected during a random drug test. Other specific goals of the comprehensive testing and education program are as follows:

- A. Education – to provide educational guidance to athletes to ensure awareness of the physical, mental, and legal consequences of illegal drug use. Athletes will participate in a substance abuse education program annually.
- B. Prevention – to discourage athletes from drug experimentation and possible substance

abuse and dependency by imposing significant sanctions on offenders.

- C. Detection of abuse – to detect student athletes who may be involved in substance use or abuse through random testing methods.
- D. Treatment and Rehabilitation – to assist those athletes for whom a possible substance abuse problem exists in obtaining rehabilitation through substance abuse counseling programs available through referral from the Office of Counseling Services.
- E. Promote health and safety of student participation – to provide reasonable safeguards assuring that every athlete is able to participate in intercollegiate activities unimpaired by illegal or banned drugs.

### **Tobacco and Substance Abuse Education**

Athletes who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. William Jewell College will conduct a drug education program for student-athletes at least once a year. This educational program will be designed to review athletic department and institutional policies related to the use of tobacco and other drugs. Appropriate educational materials will be made available to participants. Additionally, a resource pool of educational materials will be made available for use by coaches and student-athletes at any time throughout the year. All student-athletes and athletics staff members are required to attend the educational programs.

In addition to educating student-athletes and athletics staff about the various policies, an annual review of William Jewell College's institutional substance abuse program will be conducted. Dietary supplements and their inherent risks for student-athletes will be discussed.

### **Athletic Department Responsibility**

All athletics staff members must be aware of and committed to the drug education and substance abuse program. No athletics staff member shall encourage or advise any student-athlete to take performance-enhancing or non-therapeutic drugs and further, they shall not issue or assist student-athletes in obtaining any of these substances. Staff members shall advise and educate student-athletes against these types of substances and shall report the use, or suspected use, of performance-enhancing and/or non-therapeutic drugs by a student-athlete to the appropriate athletic department administrator. All athletic staff members shall direct student-athletes who desire to use dietary supplements to any member of the athletic training staff. Head coaches are required to maintain up to date squad rosters with the compliance office to be used in the random selection process. Any staff member found in violation of this policy is subject to dismissal.

### **Consent to Participate**

As a condition of participation in intercollegiate athletics at William Jewell College, each student-athlete will be required to sign a William Jewell College consent form agreeing to undergo drug testing and authorizing release of test results in accordance with this policy. A student-athlete will not be permitted to participate in team activities until completed. Failure or refusal to sign this consent or comply with the requirements of this policy may result in the student-athlete's athletic

scholarship being revoked and the termination of eligibility to participate in intercollegiate athletics at William Jewell College. Student-athletes will be given the opportunity to ask any questions regarding the information contained in the policy, the testing program, or other related issues prior to signing the William Jewell College substance abuse consent form (Appendix A).

### **Eligibility**

All William Jewell College student-athletes, including cheerleading and dance team members, listed on the institutional squad list and who have signed the institutional consent form shall be subject to drug testing under the terms of this policy. This includes, but is not limited to, student-athletes who are “red-shirting,” academically ineligible, or injured. All student-athletes shall be subject to the terms of this policy throughout the calendar year.

### **Prohibited Substances**

The William Jewell College substance screening process may include analysis of the NCAA list of banned-drug classes (Appendix B). The NCAA banned-drug classes are as follows: stimulants, anabolic agents, diuretics, street drugs, peptide hormones, and their related compounds. For ongoing updated listing of the NCAA banned-drug classes, student-athletes and staff personnel are urged to review the NCAA’s website at [www.ncaa.org](http://www.ncaa.org) or contact the head athletic trainer.

William Jewell College explicitly reserves the right to test for substances not listed on the NCAA banned-substances list.

William Jewell College Department of Athletics requires that ALL student-athletes keep the athletic training staff aware of ANY AND ALL dietary supplements and prescribed drugs that he or she may be taking (Appendix C and D). Ignorance of the legality of a substance is no excuse for a positive test.

### **Tobacco Policy**

Aligned with the NCAA policy regarding tobacco use, the use of tobacco products is prohibited by all game personnel (e.g. coaches, student-athletes, athletic trainers, managers and game officials), in all sports, during practice and competition.

### **Alcohol Policy**

The William Jewell College Athletic Department will defer to the Alcohol Policy as it is outlined in the student-athlete handbook in accordance to the William Jewell College Honor Code. Violations of this policy will be handled on a case by case basis as outlined in the William Jewell College Honor Code.

### **Dietary Supplements**

William Jewell College Department of Athletics personnel will not distribute or encourage the use of any dietary supplements or ergogenic aids. Many dietary supplements or ergogenic aids contain NCAA banned substances. In addition, the US Food and Drug Administration (FDA) does not regulate the supplement industry; therefore, purity and safety of nutritional/dietary supplements cannot be guaranteed. Often the labeling of dietary supplements is not accurate and is misleading. Terms such as “healthy” or “all natural” do not mean that dietary supplements do not contain a

banned substance or are completely safe to take. Using dietary supplements may result in a positive drug test. Student-athletes who are currently taking dietary supplements or intend to take any are required to review the product with a member of the athletic training staff. The use of all supplements for any reason is at the student-athletes own risk. Student-athletes are solely responsible for any substance they ingest. All student-athletes are encouraged to use the Drug Free Sport Resource Exchange Center (REC) to obtain current and accurate information on dietary supplements or ergogenic aids. All inquiries are confidential. The REC may be accessed at [www.drugfreesport.com/REC](http://www.drugfreesport.com/REC). To access information, select NCAA Division II as the organization and password "ncaa2."

## **Types of Drug Testing**

### **1. Random Testing**

At any given time, student-athletes from any and/or all intercollegiate athletic teams will be randomly selected to participate in the institutional substance abuse testing program.

This type of testing also encompasses the pre-season and post-season (championship) time frames. Student-athletes are subject to preseason testing and may be notified by the Director of Athletics or his/her designee at any time prior to first competition.

### **2. Reasonable Suspicion**

Any student participating in an intercollegiate athletic program, including cheerleading and dance, is subject to drug testing upon request if there is reasonable cause to believe that the student may be using a banned substance. Circumstances which constitute reasonable cause, include but are not limited to, the following: current or past involvement with the criminal justice system for drug related activities, notification from the from the Department of Student Life of any report that includes the presence of drugs and/or drug paraphernalia, prior treatment for drug problems, admission of a current drug problem, prior positive test for any banned substances, physiological signs of possible impairment from drugs, or a pattern of abnormal behavior.

The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive urinalysis. See Appendix E for the Reasonable Suspicion Form.

### **3. Re-entry to Competition testing**

Any student-athlete testing positive for an illegal substance will be subject to further testing prior to release from administrative sanctions. A negative result on the first re-entry test will allow the student-athlete to return to competition within his or her sport. Following re-entry, the student-athlete will be subjected at any time to further testing as outlined in the follow-up testing procedures.

The student athlete will be required to provide two consecutive negative tests before being returned to the random testing pool. Continued lack of progress in re-entry testing procedures will require the institution to involve the parents/legal guardians in the process.

The **student-athlete** will pay the costs associated for the first required re-entry test, the cost of all subsequent required tests will be the responsibility of the student-athlete.

#### **4. Follow-up testing**

Any athlete testing positive for an illegal substance will be subject to repeated follow-up testing for one year from the time of the positive test or until two consecutive negative tests are obtained. After successful completion of follow-up testing, the student-athlete will then be returned to the general pool of student-athletes for random selection. Any positive test result during follow-up testing will qualify as a second offense and its sanctions will apply.

#### **Notification Process**

Usually, but not always, student-athletes will be notified of an impending test no more than 24 hours prior to the test session. However, under this policy, no notice testing is permissible. The Head Athletic Trainer or his/her designee will notify the student-athlete, in person or by direct telephone communication of the date and time to report to the Mabee Center for sample collection. Voice messages and emails are not acceptable forms of notification. The student-athlete will read and sign the Student-Athlete Notification form acknowledging that he/she has been notified of the test and verifying the date and time of the test. (Appendix G) The student-athlete also acknowledges that failure or refusal to appear, or tampering with the urine sample will constitute a positive test result and will be subject to disciplinary action. Additionally, tardiness will not be tolerated and failure to appear within one hour of designated arrival time will be considered a missed test.

#### **Test Site**

Drug testing will commonly be conducted in the Mabee Center. Student-athletes will report to the designated location to sign in to the collection station. The student-athlete will be provided a time to report to the facility. A government-issued photo ID should be brought with the student-athlete to the drug testing site. The student-athlete will confirm and disclose any and all medications (prescription and over the counter) and dietary supplements that he/she is taking. The student-athlete is identified and begins the actual testing process.

#### **Student-Athlete Confidentiality**

Maintaining confidentiality and protection of the rights of the student-athlete is critical factor in drug-testing. Every effort will be made to protect the confidentiality of student-athletes under this policy, including those who test positive, undergo reasonable suspicion testing, or enter treatment programs. Only persons with a “need to know” will be informed of the drug testing results. Under no circumstances will any William Jewell College personnel or anyone else associated with the drug testing program be permitted to discuss publicly any information acquired in their capacity, whether it involves individual student-athletes or teams. All infractions will be referred to as “violation of team policy” in communication with any persons not directly affected by the infraction.

## **College Personnel**

The Director of Sports Medicine or his/her designee will serve as the site coordinator and liaison between the athletic administration, Drug Free Sport and the laboratory conducting the tests. The athletic training staff will provide support during the testing process. The Director of Athletics will be involved in all cases of positive tests.

## **Medical Exception Process**

William Jewell College recognizes that some banned substances are used for legitimate medical purposes. William Jewell College will allow exceptions to be made for those student-athletes with a documented medical history demonstrating a need for regular use of such a substance. The student-athlete is required to inform the Director of Sports Medicine of all medications he/she is taking prior to being tested. Additionally, documentation from the student-athlete's prescribing physician will be kept in the student-athlete's medical file.

In the event a student-athlete tests positive, the Director of Athletics in consultation with the Director of Sports Medicine, and Team Physician will review the student-athlete's medical record to determine whether a medical exception should be granted. This institutional policy will follow the same guidelines as outlined in the NCAA drug testing program.

## **Testing Procedure**

The testing collection process will be handled by the Sports Medicine staff in conjunction with Drug Free Sport team members. Collection will be completed by direct observation and the sample will be tested for dilution (specific gravity) and pH. Student-athletes will stay in the designated testing area until a valid sample is obtained. For a complete description of the urine collection process, please refer to Appendix F.

## **Definition of a Positive Test**

The detection levels for a positive test will remain consistent with NCAA cut-off screening values. Any result greater than these values will be deemed a positive test result.

## **Results Notification**

The Director of Sports Medicine and Director of Compliance will receive results (positive or negative) directly from the testing laboratory. All results will be handled using strict confidentiality. The Director of Athletics and the head coach of each respective sport will be notified in the case of a positive test.

## **Sanctions for Positive Test Results**

Among the sanctions that result from positive institutional drug tests are:

- Counseling session with Student Life
- Partial loss of season and potential loss of scholarship
- Permanent dismissal from team and loss of scholarship

Positive test results are cumulative for the student-athlete's athletic career at William Jewell College. Not meeting any or all of the sanction requirements will be considered another violation of

this policy and additional sanctions deemed appropriate by the Director of Athletics will apply. Additionally, failure to sign preseason consent to test form, failure to appear for requested testing or any attempt to manipulate test results will be considered a positive test and appropriate sanctions will apply.

### **First Violation**

- The Athletic Director will schedule a confidential meeting with the student-athlete, the Head Coach, the Director of Compliance and Sports Medicine Staff member assigned to that team to inform them of the positive test result. The head coach may bring one additional staff member from their team if they deem it necessary.
- The student-athlete will be required to notify his/her parent(s) or legal guardian(s) of the situation. Text messaging will not be considered a viable form of communication. A written letter will also be sent by the athletic department to inform the parent(s)/legal guardian(s) of the positive test within 48 hours of the notification meeting with the student-athlete.
- The student-athlete will be required to meet with a student life counselor for evaluation and determination of a treatment plan and any further sessions.
  - The student-athlete will be required to attend all team meetings, practices, and contests unless excused by the head coach.
- The student-athlete will be required to attend one meeting with a representative from the office of student life for the purposes of evaluation, education, and if necessary, treatment, counseling or referral.
  - The student-athlete will be required to sign a written authorization for release of information to necessary Department of Athletics staff members regarding compliance with attendance and cooperative participation. No information pertaining to matters discussed during meetings will be shared outside of the Office of Counseling Services staff members.
  - Failure to attend the counseling session will result in suspension from participation in competition and practice until session is made up.
- A student-athlete who has a positive drug test will be required to complete two subsequent drug test at their own expense no less than 30 days after each testing date but no more than 45 days apart.
- Student Athlete will be allowed to continue with team competition and practice during this period
- Student athlete must communicate with the Director of Sports Medicine to set up re-entry testing. Further testing is at the expense of the student athlete.

### **Second Violation During Re-entry Testing**

- The Athletic Director will schedule a confidential meeting with the student-athlete, the Head Coach, the Director of Compliance and Director of Sports Medicine to inform them of the positive test result. The head coach may bring one other coach if they deem it necessary.
- The student-athlete will be required to notify his/her parent(s) or legal guardian(s) of the situation. Text messaging will not be considered a viable form of communication. A written letter will also be sent by the athletic department to inform the parent(s)/legal guardian(s) of the positive test within 48 hours of the notification meeting with the student-athlete.

- A phone call to the Student-Athletes parents will be made during the meeting to inform the parent(s) that the student has violated the institutional drug policy for a second time.
- The student-athlete may have his/her athletic scholarship revoked or reduced and will have a suspension of 25% of their playing season. (Refer to Chart A)
- Removal of athletic aid will occur at the end of the academic year
- The Suspension will begin with the next scheduled contest and will be in effect for both in-season and post season competition. (exhibition and scrimmages can't be used to serve this suspension)
- Suspension will roll over to the next season if necessary. If the positive drug test happens over the summer then the suspension will be served during the next season of competition.
- A positive drug test during the re-entry testing at this point will be considered an athlete's third violation. (See third Violation)

### **Second Violation After Clearing Re-entry Testing**

- The Athletic Director will schedule a confidential meeting with the student-athlete, the Head Coach, the Director of Compliance and Director of Sports Medicine to inform them of the positive test result. The Head Coach may bring one other coach if they deem it necessary.
- The student-athlete will be required to notify his/her parent(s) or legal guardian(s) of the situation. Text messaging will not be considered a viable form of communication. A written letter will also be sent by the athletic department to inform the parent(s)/legal guardian(s) of the positive test within 48 hours of the notification meeting with the student-athlete.
- A phone call to the Student-Athletes parents will be made during the meeting to inform the parent(s) that the student has violated the institutional drug policy for a second time.
- The student-athlete will be required to attend one meeting with a representative from the office of student life for the purposes of evaluation, education, and if necessary, treatment, counseling or referral.
  - The student-athlete will be required to sign a written authorization for release of information to necessary Department of Athletics staff members regarding compliance with attendance and cooperative participation. No information pertaining to matters discussed during meetings will be shared outside of the Office of Counseling Services staff members.
  - Failure to attend counseling sessions will result in suspension from participation in competition and practice until session is made up.
- Student-athlete will be suspended for 10% of their competitive season, also the student-athlete may have his/her athletic scholarship revoked or reduced. (Refer to Chart A)
- Removal of athletic aid will occur at the end of the academic year.
- A student-athlete who has a positive drug test will be required to complete two subsequent drug test at their own expense no less than 30 days after each testing date but no more than 45 days apart.

### **Third Violation**

- The Athletic Director will schedule a confidential meeting with the student-athlete, the Head Coach, the Director of Compliance and Director of Sports Medicine to inform them of the positive test result.



- The student-athlete will be required to notify his/her parent(s) or legal guardian(s) of the situation. Text messaging will not be considered a viable form of communication. A written letter will also be sent by the athletic department to inform the parent(s)/legal guardian(s) of the positive test within 48 hours of the notification meeting with the student-athlete.
- The student will be removed from collegiate athletic team and not allowed to participate in any William Jewell collegiate athletics.
- Loss of athletic aid will be effective immediately.

### **Referrals to the Office of Counseling Services**

When counseling services for the purpose of assessment and/or treatment are required, the referring party will make known to the counseling provider a time frame when the assessment or treatment will be needed by the Athletic Department. This will allow the Office of Counseling Services to schedule interviews in a timely manner. The student-athlete will be required to sign a release of information to allow communication between the psychologist/therapist and the athletic department for the purposes of attendance and cooperative participation. Failure by the student athlete to meaningfully participate in the process as defined by the counseling center staff will be considered as a second offense. The student-athlete has ten (10) days from the date of notification to arrange for his/her first mandated session with the Office of Counseling Services 816-415-5946 ([counselingservices@william.jewell.edu](mailto:counselingservices@william.jewell.edu)).

### **Appeals Process**

Student-athletes who test positive for a banned substance may contest the finding within 48 hours following receipt of notice. A written request for appeal must be submitted to the Director of Athletics within the 48 hour time frame. The Director of Athletics or his/her designee will request the laboratory to perform confirmation testing on the student-athlete's specimen B, if applicable. Specimen B findings will be final. If specimen B results are negative, the drug test will be considered negative.

If specimen B findings are positive, the student-athlete will be responsible for any costs incurred with analysis. Any student-athlete requesting an appeal of a positive B sample test is entitled to a hearing by the appeals committee which will consist of five (5) members of the Intercollegiate Athletic Committee, these members must include the following: the chair of the committee, the Faculty Athletic Representative (FAR) and three (3) other members of the committee. Requests for such a hearing must be made with-in 48 hours of notification of the positive B sample test. If 48 hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics.

The student-athlete may have an advocate or other representatives present; however, the student-athlete must present his or her own case. The hearing should take place no more than 48 hours after the written request is received by the Director of Athletics. Either the student-athlete or the other parties involved may request an extension of time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, to question adverse testimony, as well as to review the results of the drug test. The proceedings shall be confidential. The decision

by the appeals committee regarding the sanction to be imposed shall be final. The Director of Athletics shall inform the student-athlete of the committee's decision in writing.

### **Self-Referral Program**

Any student-athlete may refer himself/herself for evaluation or counseling by contacting their head coach, a member of the sports medicine staff, or an athletics department administrator. (See Appendix H)

1. A student-athlete may not initiate self-referral after he/she has been informed of their participation in an impending substance abuse test as well as been informed of a pending substance abuse test.
2. A student-athlete cannot enter the self-referral program at any time after a positive test. This includes the entire time of athletic eligibility for that student-athlete.
3. There will be no team or administrative sanctions imposed upon the student-athlete for seeking professional help through self-referral.
4. A treatment plan arranged through William Jewell College Office of Counseling Services will be put into place upon self-referral. In addition, follow-up testing will occur frequently while in the self-referral program.
5. A student-athlete testing positive on the initial testing after entering this program will not be subject to applicable sanctions. However, a positive test in subsequent retest or failure to adhere to treatment program will result in the appropriate administrative sanctions consistent with a first offense.
6. Self-referral does not exempt an athlete from NCAA sanctions in the event of NCAA year round and championship testing.

### **Chart A**

Time missed per sport for second violations (all percentages rounded down)

Sport	During Re-entry testing (25%)	After Clearing re-entry (10%)
Baseball	12	5
Basketball	6	2
Cross Country	1	1
Football	2	1
Golf	5	2
Soccer	4	1
Softball	14	5
Swimming	4	1
Tennis	5	2
Track and Field	3	1
Volleyball	6	2

**Appendix A**  
**William Jewell College**  
**Institutional Substance Abuse Policy**  
**Consent to Participate**

You must sign this form to participate (i.e., practice or compete) in intercollegiate athletics at William Jewell College, per the requirements set forth by the institutional substance abuse policy. If you have any questions, you should discuss them with the head athletic trainer or the Director of Athletics. This consent form must be signed at the start of each year of participation.

**By signing this form, you affirm that you are aware of the William Jewell College substance abuse program, which provides:**

A student-athlete who tests positive shall be subjected to the sanctions set forth by the institutional substance abuse policy.

A student athlete who tests positive has an opportunity to appeal the positive result.

The penalty for missing a scheduled test is the same as the penalty for testing positive for the use of a banned substance.

By signing below, I consent:

\_\_\_\_\_ To be tested by William Jewell College in accordance with William Jewell College  
Initial substance abuse policy, which provides that:

- a. I will be notified of selection to be tested;
- b. I must appear for said testing or be sanctioned for a positive test; and
- c. My urine sample collection will be observed by a person of my same gender.

\_\_\_\_\_ To accept consequences of a positive test; and  
Initial

\_\_\_\_\_ To allow disclosure of my testing results only for purposes related to eligibility  
Initial for participation in NCAA competition.

\_\_\_\_\_ To report any and all prescription medications and nutritional supplements that I  
Initial may be taking at any given time to a member of the Sports Medicine staff. This information will be documented in my student-athlete medical file.

**I understand that if I sign this document falsely or erroneously, I violate William Jewell College Policy, and will jeopardize my eligibility.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student-Athlete

## **Appendix B**

### **2017-18 NCAA Banned Drugs**

**The NCAA and William Jewell College bans the following classes of drugs:**

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers (banned for rifle only)
- d. Diuretics and Other Masking Agents
- e. Street Drugs/illicit drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens
- h. Beta-2 Agonists

**Note: Any substance chemically related to these classes is also banned.**

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

#### **Drugs and Procedures Subject to Restrictions:**

- a. Blood Doping and Gene Doping
- b. Local Anesthetics (under some conditions).
- c. Manipulation of Urine Samples.
- d. Beta-2 Agonists permitted only by prescription and inhalation. .

#### **NCAA Nutritional/Dietary Supplements Warning:**

**Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!**

- 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.**

**Note to Student-Athletes: There is no complete list of banned substances.  
Do not rely on this list to rule out any supplement ingredient.**

**Check with your athletics department staff prior to using a supplement.**

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.

**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.

**It is your responsibility to check with the appropriate or designated athletics staff before using any substance.**

**Appendix C**  
**William Jewell College Sports Medicine**  
**Student-Athlete Nutritional Supplement Disclosure Form**

Student-Athlete's Name: \_\_\_\_\_ Sport: \_\_\_\_\_

By completing this form I am disclosing any and all nutritional supplements that I am taking or intend to take. I acknowledge the risk of losing my eligibility to participate in intercollegiate athletics if I test positive for an NCAA banned substance that may be found in any substance that I may take, regardless of the reason or purpose for taking such supplements. I also acknowledge the possible health-risks that may be associated with taking an over-the-counter nutritional supplement.

I acknowledge and understand that the labeling on these products can be misleading and inaccurate because they are not regulated by the Food and Drug Administration (FDA), and that sales personnel are paid to sell these products and cannot accurately certify that these products contain no substances banned by the NCAA. Terms such as "healthy" or "naturally occurring" do not necessarily mean safe to take or use, or that the NCAA endorses a product or approves its usage. In other words, what's in the bottle is not always on the label. If I do not know what I am taking, I am risking both my health and my eligibility.

The NCAA does not accept ignorance as an excuse following a positive drug test for a banned substance. Before taking or using any supplement, I am responsible for taking appropriate steps to ensure that it does not contain any substances banned by the NCAA. I acknowledge and understand that I can inquire about products by contacting the Center for Drug-Free Sport's Resource Exchange Center. I understand that this is a free service and all inquiries are kept confidential. ([www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) with the password: ncaa2)

Supplement/Product Name	Manufacturer	Where Purchased
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**Please initial if not currently taking any nutritional supplements:** \_\_\_\_\_

Comments:

Signature: \_\_\_\_\_

Student Athlete

Date: \_\_\_\_\_

**Appendix D**  
**William Jewell College Sports Medicine**  
**Student-Athlete Prescription Medication Disclosure Form**

Student-Athlete's Name: \_\_\_\_\_ Sport: \_\_\_\_\_

By completing this form I am disclosing any and all prescription medication that I am taking. I acknowledge the risk of losing my eligibility to participate in intercollegiate athletics if I take a prescription medication not prescribed to me, regardless of the reason or purpose for taking the prescription medication.

The NCAA does not accept ignorance as an excuse following a positive drug test for a banned substance. Before taking or using prescription medication, please make sure the Sports Medicine Staff has an up-to-date list of the prescription medications that you are on. Depending on what medication you are prescribed, you might need to acquire more information from the prescribing doctor to justify the need for that particular medication. Upon receiving the completed document, the Sports Medicine Staff may be in touch with you to acquire additional supporting documentation.

Date	Medication	Physician	Diagnosis
1.			
2.			
3.			
4.			
5.			

Prescribing Physician's Name, Address, and Phone Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please initial if not currently taking any nutritional supplements:** \_\_\_\_\_

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

Signature: \_\_\_\_\_  
Student Athlete

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Parent/Guardian Signature (if under 18 years old)

Date: \_\_\_\_\_

**Appendix E**  
**WILLIAM JEWELL COLLEGE DEPARTMENT OF ATHLETICS**  
**REASONABLE SUSPICION REPORTING FORM**

I, \_\_\_\_\_, a Department of Athletics Staff Member, under the reasonable suspicion clause that is outlined in the William Jewell College Substance Abuse Policy, report the following objective sign(s), symptom(s) or behavior(s) that I reasonably believe warrant \_\_\_\_\_, a William Jewell College student-athlete, be referred to the Director of Athletics or his/her designee for possible testing. The following sign(s), symptom(s) or behavior(s) were observed by me over the past \_\_\_\_ hours and/or \_\_\_\_ days.

**Please check below all that apply:**

*The Student-Athlete has shown:*

- |  |  |
|--|--|
| <input type="checkbox"/> sloppy hygiene and/or appearance                    | <input type="checkbox"/> loss of temper      |
| <input type="checkbox"/> poor motivation                                     | <input type="checkbox"/> weight gain         |
| <input type="checkbox"/> failure to follow directions                        | <input type="checkbox"/> weight loss         |
| <input type="checkbox"/> verbal outburst (e.g. to faculty, staff, teammates) | <input type="checkbox"/> irritability        |
| <input type="checkbox"/> physical outburst (e.g. throwing equipment)         | <input type="checkbox"/> emotional outbursts |

*The Student-Athlete has been:*

- |   |  |
|---|--|
| <input type="checkbox"/> late for practice      | <input type="checkbox"/> receiving poor grades |
| <input type="checkbox"/> late for class         | <input type="checkbox"/> staying up too late   |
| <input type="checkbox"/> not attending class    | <input type="checkbox"/> missing appointments  |
| <input type="checkbox"/> missing/skipping meals |  |

*The Student-Athlete has demonstrated the following:*

- |   |   |
|---|---|
| <input type="checkbox"/> dilated pupils   | <input type="checkbox"/> red eyes                           |
| <input type="checkbox"/> constricted pupils   | <input type="checkbox"/> over stimulated or "hyper"         |
| <input type="checkbox"/> smell of alcohol on the breath   | <input type="checkbox"/> periods of memory loss             |
| <input type="checkbox"/> smell of marijuana   | <input type="checkbox"/> excessive talking                  |
| <input type="checkbox"/> staggering or difficulty walking                                       | <input type="checkbox"/> slurred speech                     |
| <input type="checkbox"/> recurrent bouts with a cold or the flu                                 | <input type="checkbox"/> constantly running and/or red nose |
| <input type="checkbox"/> withdrawn and/or less communicative                                    |   |
| <input type="checkbox"/> recurrent motor vehicle accidents and/or violations                    |   |
| <input type="checkbox"/> recurrent violations of William Jewell College Student Code of Conduct |   |

Other specific objective findings include:

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\_\_\_\_\_  
Print Name of Athletic Dept. Staff

\_\_\_\_\_  
Signature of Athletic Dept. Staff

\_\_\_\_\_  
Date

Reviewed By: \_\_\_\_\_

Director of Athletics/Designee

\_\_\_\_\_  
Date

☐ **Reasonable suspicion finding upheld**

☐ **Reasonable suspicion finding denied**



**Appendix F**  
**Drug Free Sport™**  
**Urine Collection Guidelines for Clients**

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

14. If the urine is concentrated (1.005 SG or higher), the specimen processor will record the specific gravity value on the CCF and then measure the urine's pH. If in range (4.5-7.5 inclusive), the specimen processor will record the pH value on the CCF in the appropriate area. If the student-athlete has a pH greater than 7.5 or less than 4.5, the specimen will be discarded by the student-athlete with the collector observing. The student-athlete must remain in the collection station until another specimen is provided. The student-athlete will provide another specimen.
15. Once the specimen processor has determined the specimen has a specific gravity above 1.005 and a pH between 4.5 and 7.5 inclusive, the sample will be processed and sent to the laboratory.
16. If the laboratory determines that a student-athlete's sample is inadequate for analysis, at the client's discretion, another sample may be collected.
17. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the collector will collect another specimen from the student-athlete.
18. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the student-athlete will select a sample collection kit from a supply of such.
19. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic, and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (35 mL in A vial; 15 mL in B vial) and pour as much urine as possible into vials using care not to exceed the maximum levels (90 mL in A vial; 60 mL in B vial).
20. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.
21. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.
22. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.
23. The student-athlete is then released by the collector.
24. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the "drugs of abuse" laboratory and one sample is placed in the shipping container for shipment to the "anabolic steroids" laboratory.
25. After the collection has been completed, the samples will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.
26. The samples become the property of the client.
27. If the student-athlete does not comply with the collection process, the collector will notify the client representative and Drug Free Sport.

**Appendix G**  
**William Jewell College Institutional Substance Abuse Testing Program**  
**Student-Athlete Notification Form**

**Student-Athlete:** \_\_\_\_\_

**Institution:** William Jewell College

**Notification Date:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

**Time of Notification:** \_\_\_\_\_ am/pm

**Student Athlete Notified:** ☐ in person ☐ direct phone contact

**Institutional Representative**

I certify the above student-athlete has been notified of his/her selection for institutional substance abuse testing and informed that failure to sign the notification form or failure to appear for testing will be treated as if there was a positive test for a banned substance as defined in the William Jewell College Institutional Substance Abuse Policy.

**Institutional Representative Signature:** \_\_\_\_\_

---

**I, The Undersigned:**

- Acknowledge being notified (either in person or by direct telephone contact) to appear for William Jewell College institutional substance abuse testing and have been notified to report to the testing station with **picture identification** at

\_\_\_\_\_, on \_\_\_\_\_ at \_\_\_\_\_ am/pm  
(location of test) (date of test) (time of test)

- I will be prepared to provide an adequate amount of specimen and will not over hydrate. **(Do not drink too many fluids)**. I understand that providing numerous specimens may be cause for follow-up testing.
- I understand that failure to appear at the site on or before the designated time may constitute a withdrawal of my previous consent to be tested as previously indicated on the Institutional Substance Abuse Consent Form and will result in a positive drug test.
- Student-athletes who have had a previous positive result, or have had previous multiple dilutes, may be subject to follow up tests and may be tested with an expanded panel.

By signing, I have been notified of my selection for institutional substance abuse testing, and am aware of what is expected of me in preparation for this substance abuse testing event.

**Student Athlete Signature:** \_\_\_\_\_

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

Comments: \_\_\_\_\_

**Appendix H**  
**WILLIAM JEWELL COLLEGE**  
**DEPARTMENT OF ATHLETICS**  
**DECLARATION OF ENTRANCE INTO SELF REFERRAL PROGRAM**

I, \_\_\_\_\_, do willingly enter the Self Referral Program under the William Jewell College Department of Athletics Substance Abuse Policy. I understand that, so long as I am participating in the program, I will be exempt from the discipline that might otherwise result from my initial positive test administered during the entrance into this program. I understand that my participation in the Self Referral Program will expend for as long as two (2) scheduled counseling sessions over the course of two weeks with the WJC counseling services. I realize that while protected from institutional sanctions for a positive drug test, I am, however, still subject to random drug testing and its subsequent penalties enforced by the National Collegiate Athletic Association (NCAA). I authorize WJC Athletics Department to test me for substances appearing, but not limited to, those on the "NCAA Banned Drug Classes 2016-2017" List.

I understand that during my tenure in the Self Referral Program, I will be eligible for sport participation, including events, practices, and team weight/conditioning sessions, unless I fail to comply with my treatment plan. It is the assumption of William Jewell College Athletics that individuals actively seeking help through this program are interested in making positive life changes. It is the commitment of William Jewell Athletics to assist such individual in this process.

I understand and agree I am subject to substance abuse testing no sooner than 30 days after my initial baseline testing. I must produce a negative drug screening at the conclusion of my participation in required counseling sessions. Failure to do so will result in second offense sanctions according to the Institutional Substance Abuse Policy. I will be released from the program after receiving a recommendation from the counseling center. Once discharged, my name will return to the random pool for selection of a substance abuse test at any time during my William Jewell College athletic tenure at the discretion of the Director of Athletics or Head Athletic Trainer. If at any time after my discharge from the Self Referral Program I produce a positive test, I will be subject to the sanctions associated with a second offense as directed by the Substance Abuse Policy.

If, at the start of the program, I test positive for a substance that the Team Physician believes may make it dangerous for me to engage in physical exercise or believes is otherwise hazardous to my health, the Team Physician may immediately suspend me from any physical activity until the he or she feels it is safe for me to return to physical activity. The Team Physician solely determines when it is "safe for me to return" to physical activity.

A purpose of the Self Referral Program is to allow those in need to receive necessary treatment for substance abuse. I will be required to attend two (2) counseling sessions over two weeks in the William Jewell College Office of Counseling Service. I am personally responsible for the scheduling of these counseling sessions as well as arranging transportation. These sessions must be scheduled so as not to conflict with any classes, academic appointments, or study hall hours. While the content of these sessions will remain confidential between the counselor and student, I will sign an authorization for the counselor to disclose to the Sports Medicine Department information regarding compliance and attendance. If I miss any sessions, I will be suspended from athletic participation until I attend all make-up sessions.

The Athletic Director, Sports Medicine Staff and affected sport's head coach will be notified of my entrance into the Self Referral program. Parent/guardians, or other university employees will be informed only if I become a threat to myself or others and only to the extent necessary for the

implementation of this policy. The student-athlete will be notified before the parent(s) or guardian(s) are called. All matters of confidentiality must be followed by those parties informed. The student-athlete's right to privacy is essential.

I HAVE READ AND UNDERSTAND THIS DOCUMENT. MY SIGNATURE BELOW INDICATES THAT EACH ITEM HAS BEEN EXPLAINED TO ME AND ALL QUESTIONS HAVE BEEN ANSWERED TO MY SATISFACTION. Further information can be obtained in the Policy and Procedures of the William Jewell College Department of Athletics Drug Testing Program.

\_\_\_\_\_  
Signature of Student Athlete

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Athletic Trainer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director of Athletics

\_\_\_\_\_  
Date

**Appendix I**  
**William Jewell College Institutional Substance Abuse Testing Program**  
**Student-Athlete Notification Form**

**Student-Athlete:** \_\_\_\_\_

**Institution:** William Jewell College

**Notification Date:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

**Time of Notification:** \_\_\_\_\_ am/pm

**Student Athlete Notified:** ☐ in person ☐ direct phone contact

**Institutional Representative**

I certify the above student-athlete has been notified of his/her violation for institutional substance abuse testing and informed that they had a positive test for a banned substance.

**Institutional Representative Signature:** \_\_\_\_\_

---

**I, The Undersigned:**

- Acknowledge being notified (in person) to appear for William Jewell College institutional substance abuse program

\_\_\_\_\_, on \_\_\_\_\_ at \_\_\_\_\_ am/pm  
(location of meeting) (date of meeting) (time of meeting)

- I will notify my parents or legal guardians of my violation.
- I will be suspended 10 % of regular scheduled contests, starting immediately.
- I will be required to attend one meeting with a representative from the office of student life.
- Produce two subsequent negative test no less than 30 days from each testing date prior to my return to athletic competition.

By signing, I have been notified of my violation for institutional substance abuse testing, and am aware of what is expected of me in preparation for this substance abuse testing event.

**Student Athlete Signature:** \_\_\_\_\_

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

Comments: \_\_\_\_\_

**Appendix J**  
**WILLIAM JEWELL COLLEGE**  
**DEPARTMENT OF ATHLETICS**  
**POSITIVE DRUG TEST**

A student-athlete who tests positive shall be subjected to the sanctions set forth by the institutional substance abuse policy.

A student athlete who tests positive has an opportunity to appeal the positive result.

**By signing this form, you are agreeing to the five following requirements that must be complete before returning to competition in your sport at William Jewell College. I understand that I am:**

\_\_\_\_\_ Required to notify my parents or legal guardians of my positive drug test immediately;  
Initial

a. A text message does not suffice as proper form of communication.

\_\_\_\_\_ Immediately suspended for 10% of my regular season scheduled contests;  
Initial

\_\_\_\_\_ Required to attend one meeting with a representative from the Office of Student Life;  
Initial

\_\_\_\_\_ Expected to produce and pay for my 2 negative test results no less than 30 days from each  
Initial testing date.

**I understand that if I do not fulfill the requirements list above, I will not regain my eligibility at William Jewell College until they are complete.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student-Athlete