Dakota College at Bottineau
Substance Abuse Policy for Student-Athletes

Philosophy

Being a member of Lumberjack and Ladyjack athletics is a privilege, not a right. With this privilege comes the expectation of displaying honorable conduct both on and off the playing field. As a student-athlete, you are representing not only yourself but also your family, your team, and Dakota College at Bottineau. Therefore, it is expected that individuals at Dakota College at Bottineau exhibit leadership qualities and respectable character at all times.

Dakota College at Bottineau recognizes the negative effects of drug use. The abuse of drugs is not only illegal, but also can pose a threat to students’ physical and mental well-being. It is our objective to discourage the use of illegal drugs and the misuse of controlled substances both on and off campus; and, to provide a living and learning environment that is drug free at every level of the educational and athletic process.

Purpose

Dakota College at Bottineau is concerned about the health, development, and well-being of its student-athletes. We do not support and will not tolerate drug use or abuse. Therefore, the Athletic Department believes that random drug testing and testing based on reasonable suspicion are appropriate to help ensure the following:

- To promote the health, safety, and welfare of the Dakota College at Bottineau student-athlete
- To prevent and deter drug and substance use and abuse among student-athletes
- To educate student-athletes about the health, safety, and academic risks associated with the use of illegal, controlled, or banned substances
- To identify, address, and provide treatment and counseling options for student-athletes who use and abuse illegal drugs and/or controlled substances
- To protect, not only the student-athlete, but all individuals from potential injury or other negative consequences as a result of drug use, misuse, and abuse
- To maintain and protect the integrity and character of the Athletic Department at Dakota College at Bottineau and the Dakota College at Bottineau community as a whole.

Definitions

**Student-athlete is defined as:**
Any individual on a Dakota College at Bottineau intercollegiate sports roster. This includes any individual who is eligible by NJCAA, institutional, or relevant association guidelines; or any individual
who participates but is academically ineligible, redshirted, injured, or temporarily suspended from the
team but who has eligibility and who may or may not be involved in team activity or practice.

**Director of Athletics is defined as:**
The current Athletic Director of Dakota College at Bottineau. If the Director of Athletics at Dakota College at Bottineau is not available, he/she will designate the Assistant Athletic Director to assume the role of Director of Athletics.

**Athletic Disciplinary Committee is defined as:**
Director of Athletics, Campus Nurse, Head Coach of the individual’s sport, Assistant Athletic Director, and Designated Faculty/Staff Representative.

**Controlled Substance is defined as:**
Any of a category of behavior-altering or addictive drugs whose possession and use are restricted by law.

**Illegal Drugs are defined as:**
Any drug deemed illegal for use in the state of North Dakota.

**Banned/Prohibited drugs are defined as:**
Those drugs identified by the International Olympic Committee. A list of banned substances that may be tested is available at the NCAA website,


**Exhibition Games are defined as:**
A competition against competitors as noted as an Exhibition on the institutional and athletic schedule

**Scrimmages are defined as:**
A competition against competitors not identified with the institution when:
   a. The competition is not listed on the institutional and athletic schedule or
   b. Is noted as a scrimmage on the institutional and athletic schedule and
   c. No scores or statistics are reported by either institution and
   d. No admission is charged.

**Events are defined as:**
1. All athletic related activities.
2. Team volunteer activities authorized by the Head Coach or Athletic Director.
**Positive Test is defined as: (also see Appendix D)**
A test which indicates that a student-athlete has used a prohibited or controlled substance based upon traces of that substance detected in the student-athlete’s urine specimen. A drug screening will be considered positive if the urine sample has been altered or foreign substances have been added to the sample in an effort to destroy or disguise traces of prohibited substances; if the student-athlete fails to show up for the test at a specified time, or otherwise fails to provide a urine sample; and/or the student-athlete is found to be in possession of an unauthorized controlled substance, illegal substance or drug paraphernalia. Any attempt to bypass the drug test through partnership with an outside party will be considered a positive test.

**Reasonable Suspicion is defined as:**
Suspicion based on specific observations concerning appearance, behavior, speech, etc.

**Refusal to Submit to Testing is defined as:**
1. Failure to provide adequate urine for prohibited substances testing without a valid medical explanation after he/she has received notice of the requirement for urine testing; or
2. Engaging in conduct that obstructs or interferes with the testing process; or
3. Failure or refusal to execute the required forms provided in conjunction with the receipt of this policy or which are a part of the testing procedure; or
4. Failure to be readily available for requested testing; and/or
5. Failure to report to, and undergo prohibited substances testing as required; and/or
6. Any refusal to submit to testing will be considered to be a positive drug test and all appropriate action will be taken.

**Disclosure of Substance Abuse/Other medications**
Student-athletes are encouraged to voluntarily come forward to seek assistance with a drug related problem. If the student-athlete seeks assistance prior to being identified as having violated this policy or being notified that he/she must undergo screening, the use will not be deemed an offense for purposes of determining sanctions under this policy; however, the student-athlete will be ineligible to participate in intercollegiate sports pending an evaluation, which will result in a treatment plan designed to eliminate the problem. If the student-athlete fails to comply with his/her treatment plan, it will be considered an offense.

It is the student-athlete’s responsibility to disclose any medications or supplements prior to the drug screen. Any disclosure made will require the athlete to provide proof of prescription by the prescribing healthcare provider. It is also the student-athlete’s responsibility to research any possible interactions supplements, prescription medications, or over-the-counter medications may have with the testing process. Speak with your personal healthcare provider if you have concerns.
Testing Procedure

Periodic Random Drug Screening

Dakota College at Bottineau will randomly select student-athletes to participate in drug screening using a computerized, blind, random selection process. A minimum of 10 (ten) percent of each athletic team will be selected per semester. In the event that the sample selected is not a whole number, the value will be rounded up to the next whole number. Drug testing will be conducted during the course of the academic year. The drug screening may include, but is not limited to, testing for marijuana metabolites (THC), amphetamines (AMP), benzodiazepines (BZO), methamphetamines (METH), cocaine (COC), opiates (OPI), oxycodone (OXY), barbiturates, methadone, phencyclidine (PCP), and performance enhancing substances. Refusal to submit, which includes failing to provide a sample or failing to cooperate with any part of the testing procedure, will be considered an immediate offense and will result in the stipulated disciplinary action.

Urinalysis will be the method of choice for the drug screenings. Direct observation by a same sex authority will be utilized. The student-athlete will receive notification no more than 24 hours prior to any test. Intentional avoidance by the student-athletes to receive notification will be treated as a positive test result. See Appendix D, Urine Collection Guidelines

In the event that the screening is positive, the athlete, head coach of the athlete’s sport, Athletic Director, Assistant Athletic Director, Associate Dean of Student Affairs, and campus nurse will be notified of the results. See disciplinary actions (Appendix A) and appeal process.

Reasonable Suspicion (see also Appendix B)

A student-athlete may be tested at any time if it is determined there is reasonable suspicion to believe the student-athlete is using an illegal substance or misusing a controlled substance. Such suspicion may be based on objective information such as, but not limited to:

- Observed possession or use of illegal or controlled substances or drug-related paraphernalia
- Observed abnormal appearance, conduct, or behavior
- Arrest or conviction for a drug related criminal offense
- See Substance Abuse Reasonable Suspicion Reporting Form, Appendix B

Follow-up Testing

A student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this policy will 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 in consultation with the counselor or specialist involved in the student-athlete’s case.
Cost

Costs associated with the drug screening program will be covered as follows:

1. The initial drug screening will be covered by Dakota College at Bottineau.
2. The cost of any follow-up testing will be covered by the student-athlete.
3. The cost of any challenged drug screening by a student-athlete will be the sole responsibility of the student-athlete.

Refusal/Failure to Test

If student-athletes fail to show up for the drug test at a specified time or otherwise fail to provide a urine sample when requested, they will immediately begin their suspension. The student-athlete will then be required to meet with the Athletic Disciplinary Committee. At this meeting, the student-athlete will be given the opportunity to explain his/her actions. The student-athlete will then have to follow the appeal process to get reinstated.

Disciplinary Procedures (See also Appendix A)

Any student-athlete receiving a confirmed “positive” drug test will be treated in the following fashion:

1. First positive test
   a. The student-athlete will be suspended immediately from 20% of competition.
   b. If there are not 20% of the contests remaining, then the suspension will carry over to the following season.
   c. The student-athlete will meet with the Athletic Disciplinary Committee in order to discuss the results, consequences, and develop a treatment plan.
   d. The student-athlete will be subject to the loss of all athletic scholarship.
      i. The Athletic Director will notify the student-athlete and their parents/guardian if athletic aid is lost, as stated on the Substance Abuse consent form. (See Appendix E)
   e. The student-athlete may not travel with team or participate in competitions or other events. If the suspension expires over the extent of multiple road games, travel will be at the discretion of the Head Coach.
   f. Additional consequences will be at the discretion of the Head Coach.
2. **Second positive test**
   a. If the student-athlete tests positive again during their time of enrollment at Dakota College at Bottineau, the student-athlete will be suspended for one calendar year from all competition.
   b. The student-athlete will meet with the Athletic Disciplinary Committee in order to discuss the results, consequences, and develop a treatment plan.
   c. The student-athlete will be subject to the loss of all athletic scholarship.
      i. The Athletic Director will notify the student-athlete and their parents/guardian if athletic aid is lost, as stated on the Substance Abuse consent form. (See Appendix E)
   d. The student-athlete may not travel with team or participate in competitions or other events. If the suspension expires over the extent of multiple road games, travel will be at the discretion of the Head Coach.
   e. Additional consequences will be left to the discretion of the Head Coach.

3. **Third positive test**
   a. The student-athlete will be dismissed from participating in any Dakota College at Bottineau athletic program.
   b. The student-athlete will lose all athletic scholarship/aid.
      i. The Athletic Director will notify the student-athlete and their parents/guardian when athletic aid is lost, as stated on the Substance Abuse consent form. (See Appendix E)

**Appeal Procedure (Also see Appendix C)**

Student-athletes may contest any test result or disciplinary action.

- In the event of a positive test, the student-athlete may choose, at their expense, to have another drug test administered. This request must be made in writing to the Athletic Director within 24 hours of notification of the results of a positive test. The results of the second test will be final.
- Student-athletes who test “positive,” or dispute that they have refused or failed to take a required test, under the terms of the Dakota College at Bottineau Substance Abuse Policy, are entitled to meet with the Athletic Disciplinary Committee. Requests for such a meeting must be made in writing within 48 hours of student-athlete notification of the results and will take place within 3 business days of student-athlete turning in a completed written appeal form. See Appendix C.
  1. During this meeting, the student-athlete may have an advocate present. The advocate may not be an attorney. The student must present his/her own case. The advocate and
student-athlete may confer during the meeting but the advocate will not address the committee. The Athletic Disciplinary Committee reserves the right to question the student’s advocate or representative for further pertinent information.

2. The student-athlete will receive the committee’s final decision within 2 business days of the appeal meeting.

• Sanctions imposed by the Athletic Director or Head Coach will not be suspended during the appeal process.
Appendix A

Any student-athlete receiving a confirmed “positive” drug test will be treated in the following fashion:

1. First positive test
   a. The student-athlete will be suspended immediately from 20% of competitions.
   b. If there are not 20% of the contests remaining, then the suspension will carry over to the following season.
   c. The student-athlete will meet with the Athletic Disciplinary Committee in order to discuss the results, consequences, and develop a treatment plan.
   d. The student-athlete will be subject to the loss of all athletic scholarship.
      i. The Athletic Director will notify the student-athlete and their parent/guardian(s) if athletic aid is lost, as stated on the Substance Abuse consent form. (See Appendix E)
   e. The student-athlete may not travel with team or participate in competitions or other events. If the suspension expires over the extent of multiple road games, travel will be at the discretion of the Head Coach.
   f. Additional consequences will be at the discretion of the Head Coach.

Example of suspended game criteria:

<table>
<thead>
<tr>
<th>SPORT</th>
<th>SCHEDULED REGULAR SEASON GAMES</th>
<th>SCRIMMAGES/EXHIBITIONS</th>
<th>20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>8 games</td>
<td>0</td>
<td>2 games</td>
</tr>
<tr>
<td>Volleyball</td>
<td>30 games</td>
<td>1 dates</td>
<td>6 games</td>
</tr>
<tr>
<td>Women’s Basketball</td>
<td>31 games</td>
<td>4 dates</td>
<td>7 games</td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>31 games</td>
<td>4 dates</td>
<td>7 games</td>
</tr>
<tr>
<td>Hockey</td>
<td>24 games</td>
<td>0</td>
<td>5 games</td>
</tr>
<tr>
<td>Softball</td>
<td>30 games</td>
<td>6 games</td>
<td>7 games</td>
</tr>
<tr>
<td>Baseball</td>
<td>30 games</td>
<td>6 games</td>
<td>7 games</td>
</tr>
</tbody>
</table>

2. Second positive test
   a. If the student-athlete tests positive again during their enrollment at Dakota College at Bottineau, the student-athlete will be suspended for one calendar year from all competition.
   b. The student-athlete will meet with the Athletic Disciplinary Committee in order to discuss the results, consequences, and develop a treatment plan.
   c. The student-athlete will be subject to the loss of all athletic scholarship.
      i. The Athletic Director will notify the student-athletes and their parent/guardian(s) if athletic aid is lost, as stated on the Substance Abuse consent form. (See Appendix E)
   d. The student-athlete may not travel with team or participate in competitions or other events. If the suspension expires over the extent of multiple road games, travel will be at the discretion of the Head Coach.
e. Additional consequences will be left to the discretion of the Head Coach

3. Third positive test
   a. The student-athlete will be dismissed from participating in any Dakota College at Bottineau athletic programs.
   b. The student-athlete will lose all athletic scholarship/aid.
      i. The Athletic Director will notify the student-athlete and their parents/guardian when athletic aid is lost, as stated on the Substance Abuse consent form. (See Appendix E)
Dakota College at Bottineau
Drug Testing Reasonable Suspicion Reporting Form

I, ________________________________________, under the reasonable suspicion clause that is outlined in the Dakota College at Bottineau Substance Abuse Policy for Student-Athletes, report the following objective sign(s), symptom(s) or behavior(s) that I reasonably believe warrant __________________________________ be referred to the Director of Athletics or Assistant Athletic Director for possible drug testing. The following were observed by me over the past ___________hours and/or ___________days.

Please check all that apply:

The student-athlete has shown:

___ Irritability
___ Loss of temper
___ Poor motivation
___ Failure to follow directions
___ Verbal outburst
___ Physical outburst
___ Emotional outburst
___ Weight gain (excessive)
___ Weight loss (excessive)

The student-athlete has been:

___ Late for practice
___ Late for class ___________ number of times
___ Not attending class
___ Missing appointments
___ Exhibiting a change in academic performance

The student-athlete has demonstrated the following:

___ Dilated pupils
___ Red eyes
___ Staggering or difficulty walking
___ Over-stimulated or “hyper”
___ Excessive talking
___ Withdrawn and/or less communicative
___ Recurrent motor vehicle accidents and/or violations (give dates) __________________________
___ Recurrent bouts with a cold or the flu (give dates) __________________________
___ Recurrent violations of Student Code of Conduct
___ Possession of or visualized use of an illegal substance and/or drug paraphernalia

Other specific objective findings include:

____________________________________________________________________________________

__________________________________________________

Appendix B
Signatures:

____________________________________________________________________________________

Print name

Signature

Date

Reviewed by (name and title):

____________________________________________________________________________________

Date

Date

Reasonable suspicion finding upheld

Reasonable suspicion finding denied
Substance Abuse Appeal Form

I, ____________________________________________, wish to appeal the results of my substance abuse screening on _____/_____/________ for the following reason(s): ____________________________

____________________________________________________________________________________

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Printed name _______________________________ Date __________________________

Signature

Dakota College at Bottineau Substance Abuse Policy

April 2015
Urine Collection Guidelines

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. The institutional collector will then print his or her name and arrival time on the Roster Sign-in form.
3. The student-athlete will select a specimen collection container from a supply of such and then be escorted by the institutional collector (same gender) to the restroom to provide a specimen.
4. The student-athlete will rinse his/her hand with water (no soap) and then dry their hands.
5. The institutional collector may directly observe the furnishing of the urine specimen to assure integrity of the specimen.
6. The student-athlete will be responsible for keeping the collection container closed and controlled.
7. Fluids and food given to the student-athlete who has difficulty voiding must be from sealed containers (approved by the institutional collector), and will be opened and consumed in the collection room. These items must be free of any 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 container 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 urine specimen temperature will be read within 2-4 minutes after the student-athlete voided by the institutional processor. Normal temperature should be 90 F - 100 F. If the urine has a specific gravity outside of normal range (per test guidelines), no value will be recorded 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.
13. Once the specimen processor has determined the specimen has an appropriate temperature and specific gravity the sample will be processed.
14. The institutional processor will secure the cap of the specimen container. Then he/she will date and initial the security seal and place it over the cap. The institutional processor will peel off the label to reveal the results. Adulteration results must be read within 2-5 minutes from voiding/collection of the sample. The test results must be read within 5 minutes after collection.
15. The specimen process must then collect all necessary signatures and dates/times where indicated on the result report form.
16. The student-athlete is released by the institutional collector.
17. If the student-athlete does not comply with the collection process, the institutional collector will notify the appropriate institutional administrator(s).
Dakota College at Bottineau Substance Abuse Testing Consent Form

Participation in Dakota College at Bottineau Lumberjack/Ladyjacks athletics is voluntary. A student-athlete choosing to participate in intercollegiate athletics is choosing to accept and abide by all terms of the substance abuse policy and consents to all aspects of the policy. Failure to accept this policy will result in athletic ineligibility.

1. First positive test
   a. The student-athlete will be suspended immediately from 20% of competition.
   d. If there are not 20% of the contests remaining, then the suspension will carry over to the following season.
   e. The student-athlete will meet with the Athletic Disciplinary Committee in order to discuss the results, consequences, and develop a treatment plan.
   f. The student-athlete will be subject to the loss of all athletic scholarship.
      i. The Athletic Director will notify the student-athlete and their parents/guardian if athletic aid is lost.
   g. The student-athlete may not travel with team or participate in competitions or other events. If the suspension expires over the extent of multiple road games, travel will be at the discretion of the Head Coach.
   h. Additional consequences will be at the discretion of the Head Coach.

4. Second positive test
   a. If the student-athlete tests positive again during their time of enrollment at Dakota College at Bottineau, the student-athlete will be suspended for one calendar year from all competition.
   b. The student-athlete will meet with the Athletic Disciplinary Committee in order to discuss the results, consequences, and develop a treatment plan.
   c. The student-athlete will be subject to the loss of all athletic scholarship.
      i. The Athletic Director will notify the student-athlete and their parents/guardian if athletic aid is lost.
   d. The student-athlete may not travel with team or participate in competitions or other events. If the suspension expires over the extent of multiple road games, travel will be at the discretion of the Head Coach.
   e. Additional consequences will be left to the discretion of the Head Coach.

5. Third positive test
   a. The student-athlete will be dismissed from participating in any Dakota College at Bottineau athletic program.
   b. The student-athlete will lose all athletic scholarship/aid.
i. The Athletic Director will notify the student-athlete and their parents/guardian when athletic aid is lost, as stated on the Substance Abuse consent form. (See Appendix E)

I agree to submit to a **random** substance abuse test.

I agree that if my performance/actions/behavior indicate, I will submit to a **reasonable suspicion** substance abuse test.

I understand that the penalty for missing a scheduled drug screening test is the same as the penalty for testing positive for the use of a controlled or illegal substance.

I understand and agree that the positive results of my drug screening test(s), if any, will be disclosed to the Athletic Director, Head Coach of my sport, the Assistant Athletic Director, the Associate Dean of Student Affairs, and the Campus Nurse.

I understand and agree that a second positive drug screening test may result in loss of athletic financial aid. My parent/guardian(s) will be notified in writing of this loss.

I agree to disclose my drug screening test results only for the purpose related to my eligibility for participation in all athletic competition and events.

I hereby certify that I have received and read the Dakota College at Bottineau Substance Abuse Policy.

**I CONSENT AND AGREE TO BE TESTED**

______________________________________________
Signature of Student-Athlete

______________________________________________
Signature of Parent/Legal Guardian (if student under 18 years of age)

______________________________________________
Name (please print full legal name)

______________________________________________
Primary Phone #

______________________________________________
Primary e-mail
Dakota College at Bottineau

Drug Test Results

Student-athlete name: ____________________________________________________________

Date of Birth: _______________________________ Gender: Male ____ Female ____

Head Coach: __________________________________________________________

Address: __________________________________________________________

Phone number: __________________________________________________________

Medications and supplements currently taken:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Signature _____________________________________________


<table>
<thead>
<tr>
<th>Test</th>
<th>Normal</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperature</td>
<td>90-100F</td>
<td>Result</td>
</tr>
<tr>
<td>Specific Gravity</td>
<td>1.003-1.025</td>
<td>Result</td>
</tr>
<tr>
<td>pH</td>
<td>4.0-9.0</td>
<td>Result</td>
</tr>
<tr>
<td>Nitrogen</td>
<td>0mg/dL- 20mg/dL</td>
<td>Result</td>
</tr>
<tr>
<td>Marijuana (THC)</td>
<td>Negative</td>
<td>Result</td>
</tr>
<tr>
<td>Cocaine (COC)</td>
<td>Negative</td>
<td>Result</td>
</tr>
<tr>
<td>Amphetamines (AMP)</td>
<td>Negative</td>
<td>Result</td>
</tr>
<tr>
<td>Opiates (OPI)</td>
<td>Negative</td>
<td>Result</td>
</tr>
<tr>
<td>Methamphetamines (mAMP)</td>
<td>Negative</td>
<td>Result</td>
</tr>
<tr>
<td>Benzodiazepines (BZO)</td>
<td>Negative</td>
<td>Result</td>
</tr>
</tbody>
</table>
Dakota College at Bottineau

REFUSAL OF DRUG TESTING FORM

I, ________________________, refuse drug testing.

I understand that refusing to drug test will result in a violation of the Dakota College at Bottineau Substance Abuse Policy for student-athletes and that disciplinary actions will be taken for my refusal. I understand that I may appeal these actions as defined in the appeal process of the Dakota College at Bottineau Substance Abuse Policy.

____________________________________
Printed Name

Date

____________________________________
Signature

Witnessed By: ________________________

Signature

Date
Substance Abuse Roster Sign-in Form

This is a confidential form. Only the Institutional Collector and Processor will have access to this form.

<table>
<thead>
<tr>
<th>Date/ Arrival time</th>
<th>Name</th>
<th>Picture ID</th>
<th>Results</th>
</tr>
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<tr>
<td></td>
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