

July 1, 2011

Hello Reinhardt University Student-Athletes and Parents,

I would like to take this opportunity to welcome all freshman and transfer student-athletes and their parents, as well as to welcome back all returning student-athletes. I hope you all have been enjoying your summer and are ready for another great year at Reinhardt.

Attached to this letter are inserts to our Reinhardt University Athletic Training Handbook. With this you will be able to get a better idea of how things run, and how we handle if your child ever gets injured and what your role, as a parent is. Please feel free to read this now and use it as a reference tool at a later time as well.

We do require all student-athletes to maintain a primary insurance policy, either through themselves or as a part of your family insurance. As an added benefit to your child, we do utilize a secondary insurance policy. What this means is that if any time your child is injured and needs to be seen by an outside physician, we will submit all costs through your primary insurance first, and then submit all remaining costs to our secondary policy. All claims are subject to review. You can read about how insurance works in our overview.

All student-athletes are required to have physical examinations prior to their participation in intercollegiate athletics at Reinhardt University through our department. Returning student athletes received them in the Spring, before they left for summer and new student/transfers will complete them upon arrival to campus. You can also read about the physicals in our overview.

If at any point during your student-athlete's career at Reinhardt University, you have any questions or concerns, please feel free to contact either myself or Sonya. We will be more than happy to help you in any way that we can.

GO EAGLES!

Ashley Wolary, MA, ATC, LAT
Head Athletic Trainer

Reinhardt University Athletic Training

Student-Athlete Pre-Participation Physical Examination Policy

Reinhardt University requires all student-athletes to receive approval/certification from the Reinhardt University Athletic Training department before participating in any practice, strength and conditions sessions or compete in intercollegiate events. The pre-participation physical examination must be administered by a Reinhardt University Team Physician and/or his/her designee. This procedure must be completed on an ANNUAL basis. No member of the Reinhardt University Athletic Training Department will knowingly permit an athlete to participate, nor will the University Athletic Training Department provide insurance coverage to any student-athlete who has not completed the pre-participation physical examination procedure.

All student-athletes will be required to pay \$10.00 for all pre-participation examination physicals. Any additional costs associated with any tests, consultations, and/or medical procedures needed to gain medical clearance for participation in intercollegiate athletics at Reinhardt University will be the responsibility of the student athlete and/or his/her primary health insurance.

INCOMING FRESHMAN AND/OR TRANSFER STUDENT-ATHLETES:

Incoming transfer and freshman student-athletes must have the following materials completed and on file in the Reinhardt University Athletic Training Department in order to be considered for medical clearance (beginning Spring 2011):

- Medical Examination Form
- Health History Questionnaire Form
- Student-Athlete Information Form
- Photocopy (front and back) of Health Insurance Card
- Medical Information & Authorization Waiver
- Authorization for the Use, Disclosure & Release of Protected Health Information Form
- Supplement Notification Form
- Substance Abuse Policy Authorization
- Policy and Procedures Acknowledgement Form

Every incoming transfer and freshman student-athlete must undergo a pre-participation physical examination done by a Reinhardt University Team Physician or his/her designee. Pre-participation physical examinations for first year athletes will include, but not limited to the following:

- Medical history review
- Height, weight, vision screen
- Pulse and blood pressure
- Blood test
- Balance Error Scoring System (BESS) Baseline Test
- Medical Physical examination
- Orthopedic Screening examination

Selected individuals may also be required to complete additional tests, such as:

- Urinalysis
- EKG and/or Echocardiogram
- X-ray, MRI or bone scan
- Other diagnostic test as prescribed by Team Physician

If, for any reason the incoming freshman and/or transfer student-athlete is not medically cleared for intercollegiate athletics participation, he/she will be notified by a member of the Reinhardt University Athletic Training Department at the end of the pre-participation physical examination. *The Reinhardt University Athletic Training reserves the right to refuse medical clearance for participation in athletics based on the medical opinion of the Reinhardt University Team Physician. Under no circumstance may a student-athlete seek medical clearance from a private physician.*

If an incoming freshman and/or transfer student-athlete is absent for his/her scheduled physical examination, they will have one (1) opportunity to “make-up” the physical examination at a time equitable with the Reinhardt University Athletic Training Department. They will be responsible for providing their own transportation to and from the physical appointment. They will be required to pay the \$65 and any additional costs associated with the pre-participation exam. *The physical examination must be completed and on file in the Athletic Training Department before the student-athlete is permitted to participate in intercollegiate athletics at Reinhardt University.*

RETURNING STUDENT-ATHLETES:

To be considered for medical clearance, Reinhardt University returning student-athletes must complete the following materials on an annual basis:

- Medical Examination Form
- Health History Questionnaire Form
- Student-Athlete Information Form
- Photocopy (front and back) of Health Insurance Card
- Medical Information & Authorization Waiver
- Authorization for the Use, Disclosure & Release of Protected Health Information Form
- Supplement Notification Form
- Substance Abuse Policy Authorization
- Policy and Procedures Acknowledgement Form

Every returning student-athlete must undergo a pre-participation physical examination done by a Reinhardt University Team Physician or his/her designee. Pre-participation physical examinations for first year athletes will include, but not limited to the following:

- Medical history review
- Height, weight, vision screen
- Pulse and blood pressure
- Blood test
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Selected individuals may also be required to complete additional tests, such as:

- Urinalysis
- EKG and/or Echocardiogram
- X-ray, MRI or bone scan
- Other diagnostic test as prescribed by Team Physician

If, for any reason the returning student-athlete is not medically cleared for intercollegiate athletics participation, he/she will be notified by a member of the Reinhardt University Athletic Training Department at the end of the pre-participation physical examination. *The Reinhardt University Athletic Training reserves the right to refuse medical clearance for participation in athletics based on the medical opinion of the Reinhardt University Team Physician. Under no circumstance may a student-athlete seek medical clearance from a private physician.*

If a returning student-athlete is absent for his/her scheduled physical examination, they will have one (1) opportunity to “make-up” the physical examination at a time equitable with the Reinhardt University Athletic Training Department. They will be responsible for providing their own transportation to and from the physical appointment. They will be required to pay \$65 and any additional costs associated with the pre-participation exam. *The physical examination must be completed and on file in the Athletic Training Department before the student-athlete is permitted to participate in intercollegiate athletics at Reinhardt University.*

RETURNING STUDENT-ATHLETE RECERTIFICATIONS:

At the beginning of the Fall semester, returning student-athletes (that had physicals in the spring), will be required to fill out the following documentation, before participating in ANY team activity:

- Recertification
- Medical Information and Authorization Waiver
- Student-Athlete Information sheet

TRY-OUT STUDENT-ATHLETES:

Individuals wishing to try-out for a specific team at Reinhardt University, will be required to complete a Try-out Release & Waiver of Liability Form releasing Reinhardt University from any and all liability and responsibility in the event of an injury during the try-out period. The Try-out waiver must be completed and signed by a Reinhardt University certified athletic trainer BEFORE the try-out period.

If the student-athlete is chosen to join Reinhardt University athletics, they will need to complete a physical examination prior to starting official practice with the team. All requirements of incoming student-athletes pre-participation physical examinations will apply. *The physical examination must be completed and on file in the Athletic Training Department before the student-athlete is permitted to participate in intercollegiate athletics at Reinhardt University.*

EXIT PHYSICAL EXAMINATIONS:

Student-athletes are requested to schedule an appointment with a member of the Reinhardt University Athletic Training Department prior to the completion of their graduation. This examination will include a review of all injuries and/or illnesses received during participation as a student-athlete at Reinhardt University.

MEDICAL CARE/ INSURANCE PROCEDURES FOR THE STUDENT-ATHLETE:

INJURY TREATMENT PROCEDURES:

1. Student-athletes are to report ALL injuries, no matter how minor, to the Reinhardt University certified athletic trainers as soon as possible
2. All injuries seen by an athletic trainer will be evaluated and the status of the injury will be reported to the coaching staff as soon as possible
3. All referrals for a student-athlete to see a team physician and/or medical consultant must be made by a member of the Reinhardt University Athletic Training staff. ***If a student-athlete decides to see a physician/specialist without prior authorization/referral, the student-athlete assumes all financial responsibility for any and all medical bills incurred.***
4. Questions, suggestion and/or complaints regarding a student-athlete's injury, evaluation, treatment, and/or rehabilitation should be addressed directly to the Head Athletic Trainer.
5. Coaches are always welcomed to accompany a student-athlete to an appointment. However, coaches should not personally call physicians.

PHYSICIAN REFERRALS/CONSULTATIONS:

Reinhardt University has built positive relationships with many medical providers in the Canton area who have consistently provided high quality service to Reinhardt University student-athletes. Members of the Reinhardt University Athletic Training Department will refer student-athletes to these providers unless extenuating circumstances necessitate a different provider.

All student-athletes must be seen and evaluated by a Reinhardt University certified athletic trainer before a referral to a physician will be made. A Reinhardt University certified athletic trainer must authorize and properly refer all student-athletes to see a physician or medical consultant and/or for diagnostic tests. ***If a student-athlete decides to see a physician/medical consultant, and/or undergo a diagnostic test WITHOUT prior authorization/referral from a member of the Reinhardt University Athletic Training Department, the student athlete will assume all financial responsibility for any and all medical bills incurred.***

Any student-athlete that wishes to see their own physician and/or outside physician, for any reason, must obtain prior authorization from the Head Athletic Trainer, and provide all the necessary paperwork required by Reinhardt University Athletic Training Department before the student-athlete is cleared for participation. In this case, the student-athlete may also have to get clearance from Reinhardt University team physicians. ***If a student-athlete decides to see a physician/medical consultant, and/or undergo a diagnostic test WITHOUT prior authorization/referral from a member of the Reinhardt University Athletic Training Department, the student athlete will assume all financial responsibility for any and all medical bills incurred.***

SECOND OPINIONS:

If a student-athlete and/or his/her parents desire a second opinion on a medical injury/illness, a Reinhardt University certified athletic trainer will make arrangements for the second opinion with a physician from a vast network within the Canton area. ***If a student-athlete decides to see a physician/medical consultant, and/or undergo a diagnostic test WITHOUT prior authorization/referral from a member of the Reinhardt University Athletic Training Department, the student athlete will assume all financial responsibility for any and all medical bills incurred.***

RETURN TO PLAY POLICY:

A Reinhardt University team physician or his/her designee, in consultation with a Reinhardt University certified athletic trainer, has the final authority in deciding if and when an injured student-athlete may return to practice and/or competition. A student-athlete's private physician does not have any jurisdiction as to the participation status of the student-athlete, in most cases.

Reinhardt University Athletic Training Department

Medical Care and Insurance Procedures

ATHLETIC INJURY REPORTING PROCEDURES:

Any student-athlete who receives an injury during and as a result of an approved practice, contest, or related travel must IMMEDIATELY report the injury/illness to a Reinhardt University certified athletic trainer in order to activate insurance coverage. Cost pertaining to an injury not reported in a timely manner will be the responsibility of the student-athlete and/or his/her parents/guardians.

REFERRAL/CONSULTATION FORM PROCEDURES:

A Referral Form must be filled out in its entirety and signed by the student-athlete and a Reinhardt University certified athletic trainer whenever a student-athlete is sent to a RU team physician and/or consultant to be covered under the Reinhardt University secondary policy.

Sport Related Injury/Illness-

- Used when the student-athlete is being referred for an injury and/or illness that is the direct result of participation in the intercollegiate athletics program during the scholastic school year, and post-season (if season runs past calendar school year)

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INSURANCE COVERAGE OF STUDENT-ATHLETES:

All Reinhardt University student-athletes **must** be covered by some type of individual health insurance before participating in any practice, game, and/or competition. The student-athlete's insurance must cover athletics related injuries and/or illnesses, and shall be considered the **primary** insurance coverage for all athletic related injuries. The student-athlete must complete a health insurance information form and supply a photocopy (front & back) of the health insurance card on a yearly basis.

Reinhardt University provides a medical and catastrophic insurance program for its student-athletes. ***This policy, however, is secondary to, or in excess of, personal family medical insurance coverage***, and covers only injuries/illnesses/accidents resulting from the direct participation in the intercollegiate athletics program. **Reinhardt University's medical insurance program will pay for the excess of the "necessary" medical treatment up to the "usual" and "customary" charges for such expense incurred within 104 weeks from the date of the injury/illness/accident.** The first expense must be incurred within 60 calendar days of the date of the injury/accident.

COMPLIANCE WITH INSURANCE COMPANY REQUESTS:

It is the student-athlete's and his/her parents/guardian responsibility to understand the conditions that apply to their policy and comply with any requests for information, etc. from the primary insurance company. Any delinquent bills resulting in bad credit due to non-compliance with insurance company requests will be the responsibility of the student-athlete and his/her parent/guardian.

In the event that a student-athlete and/or his/her parent/guardian receives payment/reimbursement directly from their insurance company for athletic related injury/illness claims, ***until such time as the provider receives payment, the full account balance becomes the responsibility of the student-athlete and/or his/her parent/guardian.***

INSURANCE POLICY CHANGES:

Reinhardt University Athletic Training must receive any changes to a health insurance policy as soon as they occur. If proper notification is not received, Reinhardt University Athletic Training Department will not be responsible for any delays in payment, collections notices, credit reports, etc. that occur. **If a cancellation of a policy occurs without proper notification, all bills incurred during that period will be the responsibility of the student-athlete and/or his/her parents/guardians.**

ABSENCE OF PRIMARY INSURANCE:

No student-athlete will be permitted to participate as a member of the Reinhardt University Athletics Department without primary health insurance.

MEDICAL BILLS

In the event that a student-athlete should receive a bill/statement for an injury/illness that occurred as a direct result of participation in intercollegiate athletics at Reinhardt University, the student-athlete must submit the bill/statement to the certified athletic trainer within **10 days** of receipt. They may also be faxed to Reinhardt University at 770-720-5622.

EXCLUSIONS AND LIMITATIONS:

The Reinhardt University's secondary medical insurance policy **WILL NOT** apply to the situations indicated below. This list is not all-inclusive:

1. Injuries/illnesses that are not the direct result of intercollegiate athletics participation.
2. Experimental procedures
3. Cosmetic surgery or procedures unless directly related to an athletics related injury
4. Hospital room and board charges in excess of the semi-private room rate unless hospitalized in an intensive care unit.
5. Injuries/illnesses that are a result of intramural, club sports, and recreational activities.
6. Injuries/illnesses that were sustained before participation in the intercollegiate sports program
7. Any tests and/or consultations needed to gain approval for participation in the intercollegiate athletic program
8. Expenses for athletic injuries incurred after completion of the student-athletes intercollegiate athletic eligibility

The importance of having some form of personal health insurance coverage cannot be overemphasized. Medical bills resulting from the aforementioned activities will be submitted to the student-athletes primary medical insurance. ***Any unpaid balances are the responsibility of the student-athlete and/or the student-athletes parent/guardian.***

MISSED DOCTOR'S APPOINTMENT POLICY:

Student-athletes who are late and/or fail to show-up for scheduled appointments with the team physician, medical consultants, and/or diagnostic tests/procedures will be financially responsible for any and all charges resulting from the missed appointment.

"OUT-OF-TOWN" PHYSICAL THERAPY/REHABILITATION PROCEDURES:

At times, it may be necessary for a student-athlete to utilize an "out-of-town" physical therapy facility. In such situations, permission must be granted from the Head Athletic Trainer. Referrals for physical therapy/rehabilitation services, especially if covered under the Reinhardt University, secondary insurance policy, must come from a RU certified athletic trainer. ***If a student-athlete decides to utilize physical therapy/rehabilitation services without the authorization of a RU certified athletic trainer, the student-athlete and/or the student-athlete's parents/guardians will be financially responsible for any and all medical bills incurred.***

Reinhardt University Athletic Training Department

Substance Abuse Testing Policies and Procedures

The Reinhardt University Athletic Training Department is committed to the physical and mental health and wellbeing of its student athletes. The RU Athletic Training Department recognizes that the use of certain drugs, legal or illegal, is not in the best interest of the student athletes. In an effort to combat the use of illicit drugs, the RU Athletic Training Department, has implemented a comprehensive substance abuse education and testing program to promote healthy and responsible lifestyles for student athletes. This policy will be effective January 1, 2011, and will be reviewed annually and revised if needed.

I. Introduction and Overview

- A. **PURPOSE-** The purpose of the RU Substance Abuse Education and Testing Program is multifaceted. The program focuses on the following objectives:
1. To reinforce the Reinhardt University policy that the possession and/or use of illegal drugs and/or drug paraphernalia is prohibited on campus.
 2. Deterring the use of illicit drugs and alcohol
 3. Identifying substance-abuse users
 4. Providing substance-abuse rehabilitation and educational services
 5. Promoting the role of RU student athletes as representatives of the University and positive role models for the youth in the community
 6. Counseling student athletes and/or providing treatment options, who do not adhere to the requirements of the program
- B. **PROGRAM COMPLIANCE/ELIGIBILITY-** A student athlete must comply with the terms of this program that encompasses substance-abuse education, screening, and counseling. By signing RU's *Medical Examination and Authorization Waiver and Substance Abuse Testing Authorization Waiver*, the student-athlete agrees to submit to any and all tests ordered by RU in order to detect unauthorized substance abuse. Completion of this document is required of all student-athletes as a part of their annual pre-participation physical examination.
- C. **CONFIDENTIALITY-** All members of the Reinhardt University Athletic Training Department are expected to respect a student athletes privacy. It is essential that anything seen, heard, read, and/or otherwise obtained remain confidential by all parties involved. It is illegal for any unauthorized personnel to gain access to patient information, through any and all means, unless the information is needed in order to treat the patient, or their job would require such access.
- D. **WHAT IS BEING TESTED FOR/BANNED SUBSTANCES-** The Reinhardt University Athletics Department will adhere to the list of banned substances sanctioned by the NCAA. These substances can be found on the NCAA website at www.ncaa.org/health-safety or posted in the Athletic Training Room. No substance belonging to the prohibited class(es) may be used, regardless of whether it is specifically listed as an example.

1. Classes of Banned Substances:

- a. stimulants
 - b. anabolic agents
 - c. diuretics
 - d. urine manipulators
 - e. street drugs
 - f. peptide hormones and analogues
2. All nutritional/dietary supplements carry some risk of containing an NCAA banned substance because they are not well regulated and may be contaminated. Failure to check out any supplement with the sports medicine staff prior to use may result in a failed appeal for a positive drug test. Student athletes are responsible for anything they ingest.
 3. Student athletes can research banned substances and dietary supplements on the Dietary Supplement Resource Exchange website at www.drugfreesport.com/rec.

E. **MEDICAL EXCEPTIONS-** Exceptions will be made for student athletes with a documented medical history demonstrating the need for regular use of the following classes of banned drugs: stimulants, beta blockers, diuretics, and peptide hormones. Documentation of drug use must be provided to the Head Athletic Trainer by the prescribing physician. This documentation should include the medication, medical history, the reason it is being prescribed and the dosage. If a student athlete fails to provide the proper documentation and tests positive it will be considered a violation and they will be sanctioned accordingly. Student athletes are encouraged to report cold medication, cough syrups, decongestants, etc. to the Head Athletic Trainer.

II. Testing Selection and Frequency

- A. **RANDOM SELECTION DRUG TESTING-** All Reinhardt University student-athletes are subject to substance abuse testing. Selection for the testing will occur randomly by the Reinhardt University Athletic Training Department. Student athletes may be selected on the basis of position, playing time, a Sportsware random selection or any combination thereof. Each in-season sport will have to provide 20% of their eligible student athletes for testing, whereas out-of-season sports will provide 10% of their roster. The Director of Athletics and/or the Head Athletic Trainer will determine the date, time, and site for testing. The Reinhardt University Athletics Department will conduct a random testing a minimum of one (1) time each semester (Fall and Spring). Therefore, someone may be tested more than once per school year.
- B. **“REASONABLE SUSPICION”/PROBABLE CAUSE DRUG TESTING-** Reinhardt University reserves the right to screen a student-athlete anytime there is reasonable suspicion that he/she may be engaged in the use of banned substance. The term “reasonable suspicion” means that information has been given to a member of the coaching staff, Athletic Training Department, and/or athletics administrator, in good faith, from a reliable source or sources regarding a student-athletes use of banned substances. Other events or conduct or conduct may rise to the level of reasonable suspicion, including but not limited to: a. a student athletes possession or use of a prohibited substance; b. a student athletes arrest or conviction related to the possession of, use or trafficking of banned substances; c. abnormal conduct

interpretable as being caused by the use of banned substances. A student athlete selected based on reasonable suspicion can be tested without prior cause.

- C. TEAM TESTING- There may be a situation where it may be necessary for a team to be drug tested (refer to reasonable suspicion process).

III. Student Notification Process for Testing

A. RANDOM AND "REASONABLE SUSPICION" TESTING BY URINALYSIS

1. Upon selection, student-athletes will be notified prior to test by a member of the Reinhardt University Athletic Training Department.
 - a. Personnel will call all available phone numbers in an effort to notify the student-athlete. Personnel may notify a student athlete in person if possible.
 - b. Personnel will not leave a phone message on the student athletes voicemail or with anyone answering the phone besides the student athlete.
2. Notification will take place no more than four (4) hours before the scheduled test.
3. Upon notification, the student athlete will be asked to read and sign a Reinhardt University *Substance Abuse Testing Notification Form*, notifying him/her of the date, time and site of the testing.
 - a. The student athlete will be instructed to report to the test site or location with a picture ID
 - b. The student athlete will not be allowed to practice or otherwise participate in team activities until he/she has reported to the testing site/location and supplied a viable sample.
 - c. If the student athlete does not contact the Athletic Training Personnel prior to their drug testing, THE TEST WILL BE CONSIDERED POSITIVE.
4. It is the Head Athletic Trainers responsibility to notify the Director of Athletics of those individuals that do no report for their test within the scheduled time periods.
5. If a student athlete does not report at the scheduled time for his/her test, he/she will be sanctioned appropriately for her/her action. A "no show" will be interpreted as a positive test result, and the student athlete will enter the Reinhardt University Substance Abuse Program at the appropriate level.

IV. Urinalysis Collection Procedures-

- A. Every possible step will be taken to ensure and maintain the confidentiality of the test results and to ensure the identity and integrity of the sample throughout the collection and testing process.
 1. Only those persons authorized by Reinhardt University Athletic Training Staff will be allowed in the specimen collection and processing areas.
 2. The Reinhardt University Director of Athletics or Head Athletic Trainer may release a sick or injured student athlete from the collection area or may release a student athlete to return to academic obligations only after appropriate arrangements for having the student athlete tested have been made and documented on the *Substance Abuse Testing Notification Form*.
 3. Upon entering the collection station, the student athlete will show his/her picture ID and will be identified by the Reinhardt University Athletic Training Staff. The student athlete will record the time of arrival and print his/her name on the *Substance Abuse Testing Roster Form*.

4. When ready to urinate, the student athlete will be asked to remove an unnecessary outer clothing, and to leave any personal belongings outside of the collection station.
5. The student athlete will meet with the third party collection agency to fill out any necessary paperwork needed.
6. A crew member will accompany the student athlete to the restroom, and will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen.
 - a. If the student athlete has difficulty voiding, he/she may drink fluids and/or eat foods approved by the Head Athletic Trainer. Such fluids and food items must be caffeine and alcohol free and free of any other banned substances.
 - b. If the specimen is incomplete, the student athlete must remain in the collection station with the sample until the sample is complete. During this period the student athlete is responsible for keeping the collection beaker closed and controlled.
 - c. If the specimen is incomplete and the student athlete must leave the collection for a reason approved by the Head Athletic Trainer, the specimen must be discarded. Upon return to the collection station, the student athlete will be required to begin the collection procedure again.
7. Once the specimen has been provided, the student athlete is responsible for keeping the collection beaker closed and controlled.
8. The collector will, in the presence of the student athlete, assure the sample is closed and apply the tamper-evident seal to the beaker.
9. The student athlete will initial the tamper-evident label.
10. The student athlete will turn over the sample beaker to the third party testing agency
11. The student athlete, and the collector will sign the Student Athlete Notification Form, certifying that the procedures were followed as described in the protocol.
12. Any deviation from the procedures outlined must be described and recorded on the Student Athlete Notification Form at that time.
13. The student athlete will sign out on the Testing Roster, collect his/her belongings, and immediately vacate the collection area.
14. After the collection has been completed, the specimens will be forwarded to the designated laboratory.
15. The specimens become property of Reinhardt University Athletics Department
16. Failure to sign the Substance Abuse Testing Notification Form, Substance Abuse Testing Roster Form, arrive at the collection station at the designated time without justification, or provide a urine specimen according to the aforementioned protocol is cause for the same action (s) as evidence of use of a banned substance. The RU Head Athletic Trainer will inform the student-athlete of these implications and will record such on the Substance Abuse Testing Notification Form.

V. Specimen Collection Manipulation or Adulteration

Any attempt to substitute, manipulate, adulterate or intentionally dilute a urine specimen will be treated as a positive drug test. Manipulation refers to the use of any product, including excessive

water consumption, used for the purpose of providing a dilute urine sample. Adulteration refers to the use or attempted use of any chemical or product (including water) added directly to the urine sample for the purpose of interfering with the testing procedures used to identify the presence of drugs.

VI. Reporting Results

- A. The designated third party will be responsible for reporting positive results to Reinhardt University Head Athletic Trainer. If the test results are negative, no correspondence will be needed.
- B. Specimens are identified by the last four (4) digits of a student athlete's social security number. Upon a positive finding, the code number will be broken to identify the student-athlete.
- C. Upon a positive finding, the third party testing agency will contact the Head Athletic Trainer. The Head Athletic Trainer, Director of Athletics, the Head Coach and the Vice President of Student Affairs will meet to discuss the findings of the test.
- D. The Director of Athletics and Head Athletic Trainer will meet with the student athlete to discuss the positive findings and the consequences. At the conclusion of the meeting the student athlete will sign a Disciplinary Action Contract.
- E. The Director of Athletics will then contact the student athlete parent/guardian to inform them of the findings. A copy of the Disciplinary Action Contract will be sent to the parent/guardian.
- F. In the event of a positive test for an illegal substance, the Vice President of student affairs may be authorized to allow a search of the student's on-campus residence.
- G. The student athlete will then carry out consequences of the substance abuse program.

VII. Sanctions for Positive Test Results

- A. FIRST (1st) VIOLATION
 1. Upon a confirmed positive test finding, the student athlete will be suspended from all athletic competition, travel, and pre-event meals for 10% of the season. All suspensions are rounded up to the nearest game. If the student athlete is unable to complete the suspension due to the end of the season, the suspension will carry over into the next season. Any suspension not completed prior to the post-season competition will continue throughout the post-season. This also applies in the event of an off-season test. If the student athlete is unable to participate due to injury or any other reason the suspension will be served once the student athlete is cleared for participation.
 2. The student athlete will be required to complete ten (10) hours of community service, to be completed within a time period determined by the discretion of the Head Coach/Athletic Director.
 3. The student athlete will also have to complete an initial meeting with the counseling center for which future treatment sessions and counseling sessions will be determined and closely monitored by the athletic training staff. The student athlete will continue in counseling until released by Reinhardt University's licensed counselor or designate.
 4. The student athlete must also pass a medical examination prior to return to activity.
 5. The student athlete will be required to submit to subsequent urine samples, as determined by the Head Athletic Trainer, the Director of Athletics, the team physician and/or the Vice President of student affairs.

6. Failure to comply with the above policy will result in an immediate suspension from all athletic activity indefinitely or until the above guidelines are met.

B. SECOND (2nd) VIOLATION

1. Upon a confirmed positive test finding, the student athlete will be suspended from all athletic competition, travel, and pre-event meals for 25% of the season. All suspensions are rounded up to the nearest game. If the student athlete is unable to complete the suspension due to the end of the season, the suspension will carry over into the next season. Any suspension not completed prior to the post-season competition will continue throughout the post-season. This also applies in the even of an off-season test. If the student athlete is unable to participate due to injury or any other reason the suspension will be served once the student athlete is cleared for participation.
2. The student athlete will be required to complete twenty (20) hours of community service, to be completed within a time period determined by the discretion of the Head Coach/Athletic Director.
3. The student athlete will also have to complete an initial meeting with the counseling center for which future treatment session and counseling sessions will be determined and closely monitored by the sports medicine staff. The student athlete will continue in counseling until released by Reinhardt University's licensed counselor or designate.
4. The student athlete must also pass a medical examination prior to return to activity.
5. The student athlete will be required to submit to subsequent urine samples, as determined by the Head Athletic Trainer, the Director of Athletics, the team physician and/or the Vice President of student affairs.
6. Failure to comply with the above policy will result in an immediate suspension from all athletic activity indefinitely or until the above guidelines are met.

C. THIRD (3rd) VIOLATION

1. Upon notification of a 3rd positive test, the student athlete will be immediately removed from all athletic participation
2. The student athlete will be referred to the on-campus Counseling Center to be further referred to an appropriate rehabilitation program.
3. All athletic financial aid will be withdrawn at the close of the academic semester for the remainder of the student athletes career
4. A student athlete may appeal, in writing, the findings of the drug test to the Athletic Director within forty-eight (48) hours of being notified.

IX. Substance Abuse Intervention

- A. The student athlete will be required to attend the Substance Abuse Intervention Program through the RU Counseling Center. The counselor will then evaluate the student athlete,

provide recommendations for treatment and then notify the Sports Medicine Staff of its recommendations. If the substance abuse problem goes beyond the scope of practice of the Counseling Center the student athlete will be referred to an off campus treatment facility. The Counseling Center will act as the liaison between the off-campus treatment facility and the Athletic Training Staff.

- B. The student athlete will be required to sign a release for the Counseling Center and/or if needed the off campus treatment facility to maintain attendance records
- C. The student athlete who does not adhere to the treatment plan administered by the Counseling Center or off campus treatment facility will be violating the rules set forth by the Reinhardt University Athletic Training Department. The student athlete will lose eligibility for the remainder of the current season and upon their 3rd violation they will lose all eligibility as a Reinhardt University athlete.

X. Appeal Process

- A. If a student athlete chooses to appeal a positive test, a written request must be provided within forty-eight (48) hours of being notified of a positive test. The written request must be submitted to the Head Athletic Trainer, Director of Athletics and Vice President of Student Affairs. The Head Athletic Trainer will request that specimen B be opened and tested for the student athlete. The student athlete will be responsible for payment of the screening of specimen B and all over laboratory costs. The findings of specimen B will be final.
- B. If a student athlete chooses to appeal a disciplinary action for a positive test or refusing to be tested, a written request must be provided within forty-eight (48) hours of being notified of a positive test. The written request must be submitted to the Head Athletic Trainer who will then provide a copy to the Director of Athletics. The appeals meeting will take place with seventy-two (72) hours of receiving the written notification. The request will be reviewed by the Department of Athletics Appeals Committee. The committee members include the Director of Athletics, the Vice President of Student Affairs, the Head Athletic Trainer, Director of Counseling Center, an uninvolved Coach, and a student athlete representative. Only the members of the Appeals Committee and the student athlete may be present during the appeals meeting. The decision made by a majority vote will be final and the disciplinary actions are not subject to further appeal.
- C. The Athletic Director will determine participation status of the student athlete during the appeals process following medical clearance by the team physician. Once cleared, the Head Coach will ultimately determine participation in team activities.

XI. Disclaimer

In the situation of a student athlete involving a substance abuse problem, that has not been addressed in the following policy, it is up to the discretion of the Director of Athletics, the Vice President of Student Affairs and the Head Athletic Trainer to set forth consequences for the student athlete.

XII. Safe Harbor Program

- A. The Safe Harbor Program is for student athletes who voluntarily self-disclose a problem with a banned substance. Student athletes are eligible for the program if they self-disclose **prior to**

- being selected for a drug test.** Student athletes will only be allowed to participate in the Safe Harbor program once while participating in Reinhardt University athletics.
- B. Requests for the Safe Harbor Program must be made to the Head Athletic Trainer and a request will be signed by the student athlete.
 - C. Once the student athlete declares safe harbor they will:
 - 1. Be immediately screened for drugs
 - 2. Become ineligible for random drug testing through the Reinhardt University Drug Testing Program
 - 3. Be evaluated by the Counseling Center and team physician to determine a treatment plan, which could include no athletic participation until cleared by the Team Physician
 - 4. Adhere and complete the prescribed treatment plan
 - 5. Remain in the Safe Harbor Program until the treatment plan has been completed and provide a negative drug test, which will not exceed thirty (30) days.
 - D. If the student athlete tests positive for a banned substance **upon entering** the safe harbor program, that positive test will not result in any administrative sanction
 - E. If the student athlete tests positive **after entering** the Safe Harbor Program they will immediately be removed and the test will be treated as a first positive test and sanctions will follow. If the student athlete is removed from the Safe Harbor Program they will be subject to random drug testing. If the student athlete tests positive on a subsequent drug test, it will be considered a second positive test and they will be sanctioned according to the drug testing policy.
 - F. The Director of Athletics, Vice President of Student Affairs, and Head Coach may be informed of the students participation in the Safe Harbor Program.