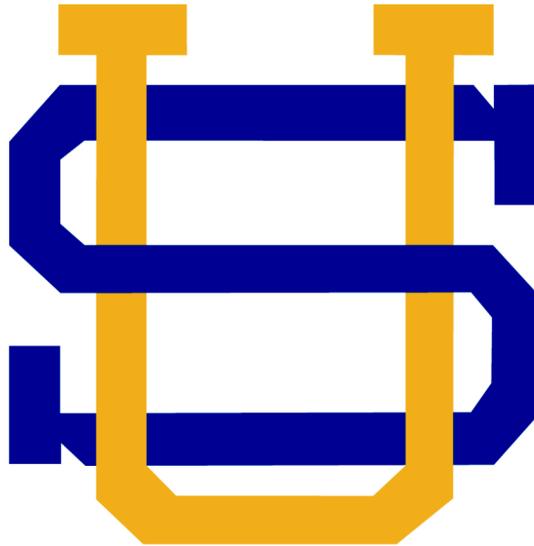


**SOUTHERN UNION
STATE COMMUNITY
COLLEGE**



**STUDENT – ATHLETE
ATHLETIC CARE
POLICY MANUAL
2021-2022**

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Dear Student – Athlete,

Congratulations on choosing Southern Union State Community College to further your educational and athletic goals! We expect the next two years will be successful ones in the classroom and in each competitive venue.

This manual will assist us in providing you with all of the necessary documentation for competition at the collegiate level. You will find general information forms, physical examination forms, insurance forms, and drug testing documentation on our website or attached to this manual.

Please take time to read this information, fill out all forms completely, and send them in a timely manner to the athletic department.

Thank you for your cooperation. We are looking forward to seeing you at Southern Union!

Sincerely,
Athletic Director

General Information Form

Occasionally, members of the athletic department need to contact you or your parents. On the following page you will find a general information form which will provide valuable information. After completing the form please remove the page from the manual and return to the athletic department.

Pre – Participation Physical Examination

It is a requirement of the National Junior College Athletic Association (NJCAA) and the Alabama Junior and Community College Conference (AJCCC) that all athletes have a yearly physical examination.

Southern Union will provide a free physical examination at the beginning of the fall semester. This date will be the only day that physicals are provided by the college. If you wish, at your cost, you may have your personal doctor perform your examination.

On the following page you will find a physical examination form which **must be completed before participation is allowed**. You must fill out the front of the form completely, which will allow the doctor to see your health history. You must sign the form and if you are under the age of 18, you must have a parent or guardian signature. The doctor will complete the back page during your examination.

Please send this form to the athletic department when completed. If you choose to participate in the fall physicals here at Southern Union, we will keep the form in your file until the day of physicals.

INSURANCE INFORMATION

The National Junior College Athletic Association rules do not permit us or any other college to provide coverage or pay the bills incurred for expenses related to illness or conditions which are **not** sustained as the direct result of an accident in our intercollegiate sports program. An Athletic Injury Report must be completed by the coach and maintained for each injury sustained by the student – athlete. Southern Union has a sincere interest in the welfare of the students and the families of those participating in our sports program. For this reason, we have adopted a program of **athletic**

accident coverage that will insure that all bills incurred **within one year** from the date of an athletic program accident will be paid. **In order to provide this coverage, we require that any and all bills be submitted first to the student's family or employer group insurance.** In the event that the student's insurance does not cover all the charges, **you** are to see that an itemized statement is submitted to the college, in a timely fashion. Failure to inform the athletic department of bills received could result in claims being denied payment.

HEALTH INFORMATION PRIVACY ACT

Here at Southern Union we are concerned about the privacy of our students. In order to provide optimal care to our athletes communication between all parties involved is of the utmost importance. The following two forms allow the medical staff to communicate with administrative and coaching staffs, parents, physician and their staffs, as well as insurance companies. Your personal information will be used only for official business. No information will be disclosed to any other sources.

Southern Union State Community College Student Athlete Drug Testing Policy

In November 1996 the State Board of Education approved a plan to test athletes in the State Community and Junior College. Policy Number 806.02 went into effect during the 1997 Summer Quarter. Southern Union State Community College is in accordance with the plan through the development of an institutional policy.

I. Purpose

The purpose of this drug testing policy is to encourage the student athlete to refrain from substance use and abuse. It is the desire of the Athletic Department at Southern Union State Community College that all athletes live a healthy life, free from the dangers of drugs. This will be accomplished by:

- A. Education
- B. Prevention
- C. Rehabilitation

II. Who Will Be Tested

Any athlete, cheerleader, manager, student trainer, or other student on a Southern Union athletic scholarship may be tested. Athletes who are on other scholarships (i.e. Presidential, Technical, etc.) and are identified as an athlete by their respective coach are subject to testing. Walk-ons and redshirts are required to submit to testing once they officially become team members

III. Consent

- A. Every student athlete is required to sign a letter of consent to be tested. If the athlete is under 18 years of age, a parent or guardian must also sign the letter of consent. The original will be kept on file with the Testing Supervisor.
- B. An athlete may refuse to be tested; however, he or she will not be able to participate in intercollegiate athletics at Southern Union.

IV. Type of Test

- A. Drug testing will be performed initially using the EMIT urinalysis procedure. Positives will be confirmed by gas chromatography/mass spectrometry (GC/MS). Detection levels will conform to federal standards.
- B. Testing will be performed by an approved laboratory on site. Laboratories certified by the Substance Abuse and Mental Health Administration, U.S. Department of Health and Human Services must be used to perform confirmatory urine drug testing analysis.

C. Testing Protocol will follow the state policy guidelines.

V. Drugs to be Tested

The following drugs will be tested:

- A. Amphetamines
- B. Cocaine
- C. THC
- D. Opiates
- E. PCP

VI. Schedule of Tests

- A. There will be four random drug test and two Drug Seminars during the 2019-2020 academic year. All athletes will be subject to this test. We will test ten percent of our total student- athletes per random testing, the ten percent will come from random selection of all athletes via computer program, 0-24 hour notice will be given.
- B. An athlete shall not be subjected to more than four tests per academic year.

VII. Reporting and Review of Results

- A. All tests will be reviewed by an MRO (Medical Review Officer). Negative results will be reported to the Testing Supervisor.
- B. A positive result of an initial drug screening must be further reviewed by an MRO (Medical Review Officer). The MRO will follow the protocol mandated by the State Policy.
 - 1. The first positive result will be reported to the Testing Supervisor who will inform the Athletic Director, the Head Coach, Southern Union President and the ACCC Commissioner.
 - 2. The second positive result will be reported to the Testing Supervisor who will inform the Athletic Director, the Head Coach, Southern Union President and the ACCC Commissioner.
 - 3. Test results will be confidential. Test results will not be released to any person who is not authorized to receive these results.

VIII. Penalties for a Positive Drug Test

A. First Positive Result

1. Suspension from athletic participation for a two week period. The athlete will be referred to a substance abuse program and will be required to attend during the suspension period. A negative follow-up test will be required before the student is permitted to return to participation. The athlete is also subject to follow-up testing for the next twelve months. Refusal to participate in a substance abuse program or follow-up testing will result in permanent suspension.
2. The Testing Supervisor will refer the athlete to a substance abuse counseling program. Alternative counseling programs must be approved by the Testing Supervisor. The athlete is responsible for all costs for counseling.

I. Second Positive Result

Permanent suspension from athletic participation and forfeiture of any athletic scholarship.

C. Refusal to be Tested

Any athlete who refuses to be tested will be considered to have made a decision not to participate in the athletic program at Southern Union State Community College.

II. Failure to Appear/Inability to Test

- A. Any athlete who fails to appear for a drug test will be given the opportunity to explain the failure to appear. If the athlete agrees to be tested, another test will be scheduled. If the athlete fails to appear a second time, a positive result will be recorded and the proper authorities will be notified.
- B. If the student athlete is unable to provide a specimen during the collection process the individual may leave the collection site and return at a later time to begin the process again. The Testing Supervisor should be notified by the collection site person that the student athlete was not able to provide a specimen at that time. The Athletic Director, Head Coach, or Testing Supervisor is responsible for ensuring that the student athlete returns to the collection site within the same day.
- C. Student athletes may be excused from drug testing only under the most extreme circumstances (e.g., illness, family emergency). The student athlete is responsible for providing written verification for such absences. Approval of a verifiable absence is the responsibility of the Athletic Director, Head Coach, or Testing Supervisor.

III. Interference with the Collection Process

- A. The student athlete designated to provide a specimen shall not be interfered with in any manner, by any person, other than those properly and specifically authorized by collection site personnel in order that the collection process shall be conducted within these guidelines.
- B. Any other student or student athlete, who interferes or in any way attempts to alter the results of the designated student athlete's specimen, shall be subject to discipline, including suspension from the institution, suspension from the athletic program, and forfeiture of any athletic scholarship.
- C. Any student athlete designated to provide a specimen, who voluntarily participates in this interference, shall be subject to discipline, including suspension from the institution, suspension from the athletic program, and forfeiture of any athletic scholarship.

XI. Education

A drug use and abuse education program shall be provided to all student athletes at the beginning of the fall term and at other times as deemed necessary by the Athletic Director, Head Coach, or Testing Supervisor. Attendance is mandatory for all student athletes. An Attendance roster shall be maintained for each session of this program and shall include the signatures of each student athlete and the date of attendance. This program should include, at the minimum, the following:

- 1. A discussion of drug testing policy for student athletes; and
- 2. Presentation by a qualified substance abuse counselor or an individual with relative qualifications for such presentations; and
- 3. Distribution of education materials concerning the use and abuse of illegal drugs.

XII. Testing Supervisor

The Drug Testing Supervisor will be the Head Athletic Trainer or Athletic Director at Southern Union State Community College.

XIII. The Alabama State Board of education Policy Number 806.02 supersedes the drug testing policy of Southern Union State Community College.

GUIDELINES FOR POLICY NUMBER 806.02**DRUG TESTING OF STUDENT ATHLETES****IV. PERSONS TO BE TESTED**

Any student who desires to participate in intercollegiate athletics at any institution of The Alabama College System will be required to submit to urinalysis drug testing.

V. TYPES OF TESTS TO BE PERFORMED

- A. An initial drug test will be required prior to eligibility determination for any scholarship and/or participation in intercollegiate athletics. A student will be required to authorize a drug test result to be provided to the Athletic Director, Head Coach, or other designated college representative. The student's specimen must have been collected and tested within the two (2) week period prior to eligibility determination. The college will not be responsible for the initial testing of the student.
- B. After the initial drug test has been provided, further testing of the student athlete will be conducted throughout the year at regular and random intervals, both announced and unannounced, utilizing an onsite device. The onsite testing device shall be used only for subsequent testing and not for the initial test coordinated by the student. The Athletic Director, Head Coach, or other designated college representative may request a test at any time. Random individual and/or random team testing will be done. For random testing, all student athletes will be included in a pool of names from which they may be selected by a computerized method of random selection. This selection shall be done by each college by utilizing random number selection computer software. Each college shall be responsible for maintaining an updated list of student athletes to provide an accurate random selection pool.

VI. DRUGS TO BE TESTED

The following five (5) panel drugs shall be tested:

- A. Amphetamines
- B. Cocaine
- C. THC
- D. Opiates
- E. PCP

VII. CONSENT TO DRUG TESTING

- A. Each student athlete is required to sign a statement certifying that he or she has received a copy of the drug testing policy and guidelines and consents to provide urine specimen(s) for the purpose of analysis. If the student athlete is under eighteen (18) years of age, the student athlete's parent or legal guardian must sign the drug testing consent form in addition to the student athlete. The Athletic Director, Head Coach, or designated college representative shall maintain the original of the signed consent form and may provide a copy of the consent form to the student athlete upon request.

- B. Student athletes have the right to refuse to consent to drug testing under this program; however, student athletes who decline participation in the program will not be permitted to participate in intercollegiate athletics.
- C. Student athletes may be excused from drug testing only under the most extreme circumstances (e.g., illness, family emergency). The student athlete is responsible for providing written verification for such absences. Approval of a verifiable absence is the responsibility of the Athletic Director, Head Coach, or other designated college representative.

VIII. SPECIMEN COLLECTION

A copy of the guidelines must be provided to each collection site person, prior to the collection of the specimen, to ensure that all specimens are collected and tested within these requirements. A specimen collection should not be initiated until the collection site has been made aware of the requirements of this program. Collection site personnel should contact the Athletic Director, Head Coach, or other designated college representative to obtain a copy of these guidelines before and specimen collection is performed.

1. The collection site person shall be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures – not a coach, Athletic Director, or any other college employee.
2. Specimen collection procedures shall provide for the designated collection site to be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.
3. When the student athlete arrives at the collection site, the collection site person shall ensure that the student athlete is positively identifies as the individual selected for testing. This identification can be done through the presentation of photo identification or by an authorized college representative. If the student athlete's identity cannot be established, the collection site person shall not proceed with the collection until such identification can be made.
4. The student shall remove any unnecessary outer garments such as a coat or jacket. The collection site person shall ensure that all personal belongings such as bags, backpacks, purses, etc. remain with the outer garments. Through a visual check, the collection site person will make an effort to ensure that no concealed containers are on the student athlete's person.
5. The student athlete may provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy, unless there is a reason to believe that a particular individual may alter or substitute the specimen

to be provided. If direct observation is required, the collection site person or designated college representative, shall review and concur in advance with any decision by a collection site person to obtain a specimen under direct observation by a same gender collection site person.

6. If the student athlete is unable to provide a specimen during the collection process, the individual may leave the collection site and return at a later time to begin the process again. The designated college representative should be notified by the collection site person that the student athlete was not able to provide a specimen at that time. The Athletic Director, Head Coach, or other designated college representative is responsible for ensuring that the student athlete returns to the collection site within the same day or, if not possible, no later than the following day.
7. Once the specimen has been collected, the student athlete and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. The collection site person and the student athlete will complete the necessary information on the custody and control form. The student athlete will sign the custody and control form certifying that the specimen identified as having been collected for him or her is in fact the specimen he or she provided. The specimen and the chain of custody and control form shall then be sealed in a plastic bag and labeled in the presence of the student athlete. The student athlete's participation in the specimen collection process is complete.

IX. ON SITE TESTING TO BE USED

- A. Regular and random testing by the college shall be performed by utilizing an onsite testing device. The collection site person performing the test shall check the specimen containers to ensure that the seals have not been broken and that all identifying numbers of the specimen containers match the information on the chain of custody and control form.
- B. Using only the primary specimen, the individual performing the test shall transfer the urine onto the testing device. A negative test result shall be recorded on the chain of custody and control form and in a test results log book. The log book shall contain the student athlete's identification number, date of test, and test result. The testing device that was used shall be maintained with the completed chain of custody and control form for each student athlete. Positive test results shall be recorded on the chain of custody and control form and in the test result log book. A positive test shall require that the specimen be sent to a certified laboratory for confirmatory testing. The split sample which has not been tested shall be the specimen sent to the laboratory.

X. DRUG TESTING LABORATORY

Laboratories certified by the Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human SERVICES (HHS), must be used to perform confirmatory urine drug testing analysis. These laboratories have met the minimum criteria established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

XI. MEDICAL REVIEW OF POSITIVE DRUG TEST RESULTS

- A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory.
- B. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:
 - 1. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student athlete's medical history, or review of any other relevant biomedical factors.
 - 2. Review all medical records made available by the tested student athlete when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student athlete an opportunity to discuss the result. The MRO shall contact the student athlete directly; the MRO shall contact the designated college representative who shall have the student athlete contact the MRO as soon as possible.

XII. REPORTING OF DRUG TEST RESULTS

- A. Reporting of drug test results shall be made to the Athletic Director, Head Coach, or other designated college representative. Test results will not be released to any individual who has not been authorized to receive such results.
- B. A written notification of the test results shall be provided to the Athletic Director, Head Coach, or other designated college representative. The test result shall not be received from any student or any person who is not a designated representative of the service provider. Students shall not be allowed to hand deliver any test results to college representatives. Drug test results can be received by U.S. Mail, if sent directly from the service provider. The envelope should be marked "CONFIDENTIAL" and should not be opened by any person not authorized by the college to receive such results.
- C. Any institution of the Alabama College System may refuse to accept and test result that does not meet the requirements of the policy and guidelines.
- D. When drug test results are received by the Athletic Director, Head Coach, or other designated college representative, these records shall be maintained in a confidential manner in a secured file with limited access. Individual records shall not be released to any person, other than the student athlete, without first obtaining specific written authorization from the student athlete.

XIII. PENALTIES FOR A CONFIRMED POSITIVE DRUG TEST OR REFUSAL TO BE TESTED

- A. First Positive Test:

1. Suspension from athletic competition for a minimum two (2) week period. Student athlete will be required to participate in a substance abuse program during this suspension period. A negative follow-up drug test will be required before the student athlete is permitted to return to participation in the athletic program. Student athletes who are suspended for a positive drug test and successfully complete a substance abuse program will be required to submit to follow-up drug testing for up to twelve (12) months while in the athletic program. A refusal to participate in a substance abuse program and/or follow-up drug testing will require immediate suspension from the athletic program. If a student athlete does not comply with this requirement within two (2) weeks, permanent suspension from athletic competition and forfeiture of any athletic scholarship will be required.
2. A referral to a substance abuse program shall be made by the Athletic Director, Head Coach, or other designated college representative. The length of the substance abuse program will be determined by the program counselor. The designated college representative should be informed of the expected completion date of the program and whether or not the student athlete successfully completes the program. The student athlete will be responsible for any costs associated with the counseling and treatment in the substance abuse program. Any referrals to the substance abuse program shall be confidential.

B. Second Positive Test:

Permanent suspension for athletic competition and forfeiture of any athletic scholarship.

C. Refusal to be Tested

A student athlete, who refuses to be tested for drugs, after initially consenting to be tested, shall be considered to have made a decision not to participate in the athletic program. A refusal to cooperate in testing will result in suspension from the athletic program and forfeiture of any athletic scholarship. The designated college representative shall be notified of any refusal to be tested.

D. Failure to Appear

A student athlete who fails to appear for drug testing will be given an opportunity to explain the failure to appear. If the student athlete fails to appear for the second time, the failure to appear shall be treated as if a positive test result had occurred. The designated college representative shall be notified of any failure to appear.

E. Interference with the Collection Process

The student athlete designated to provide a specimen shall not be interfered with in any manner, by any person, other than those properly and specifically authorized by collection site personnel in order that the collection process shall be conducted within these guidelines. Any other student or student athlete, who interferes or in any way attempts to alter the results of the designated student athlete's specimen, shall be subject to discipline, including suspension from the institution, suspension from the athletic program, and forfeiture of any athletic scholarship.

XI. EDUCATION PROGRAM

A drug use and abuse education program shall be provided to all student athletes at the beginning of the fall term and at other times as deemed necessary by the Athletic Director, Head Coach, or other designated college representative. Attendance is mandatory for all student athletes. An attendance roster shall be maintained for each session of this program and shall include the signatures of each student athlete and the date of attendance. This program should include, at a minimum, the following:

1. Discussion of drug testing policy for student athletes; and
2. Presentation by a qualified substance abuse counselor or an individual with relative qualifications for such presentations; and
3. Distribution of education materials concerning the use and abuse of illegal drugs.

XII. PUBLICATION OF POLICY

The college shall include the Drug Testing of Student Athletes policy in the student handbook and other appropriate college publications, to ensure adequate notice and distribution.

SOUTHERN UNION STATE COMMUNITY COLLEGE

ATHLETIC DEPARTMENT

Acknowledgment of Student-Athlete Care Policy Manual

I acknowledge receipt of a copy of the Student-Athlete Care Policy Manual and have read the rules of Drug Testing. I understand the rules and realize that I am subject to disciplinary measures should I violate them. I do agree to participate and conduct myself in accordance with the rules of our Athletic Department, Southern Union Care Policy Manual, and any other specific rules of the coaches.

Signature of Student-Athlete

Date