



ACADIANA HOME SCHOOL ASSOCIATION PERFORMANCE-ENHANCING SUBSTANCE TESTING POLICY

Introduction

The Acadiana Home School Association “AHSA” shall implement a performance-enhancing and substance testing program for student-athletes at AHSA.

Background

The value of high school interscholastic programs is found in the over-all physical, emotional, and intellectual development of student-athletes. In that pursuit, anabolic steroids and performance-enhancing dietary substances offer no positive contribution. Rather, their use jeopardizes not only the health of student-athletes, but also impedes in their over-all development.

1. It shall be considered a violation of for any student-athlete to ingest, or otherwise use any substance of the AHSA’s Banned Substance Classes, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition.
2. Violations found as a result of the AHSA’s Performance-Enhancing/Substance Testing program shall be penalized in accordance with this policy.
3. Violations found as a result of any other drug or substance testing conducted shall be penalized in accordance with AHSA athletic code of conduct policy.

Banned Substances

A posting of banned substance classes shall be prepared annually by the AHSA Board of Directors. It shall be subject to updates at any point during the year. A complete posting of the current year’s banned substance classes list can be accessed at www.ahsacommandos.org.

Consent



The association shall prohibit a student from participating in an athletic competition sponsored or sanctioned by the association unless the following conditions are met:

- The student agrees not to use any performance-enhancing/ substances on the association's most current banned substances classes list, and, if the student is enrolled in high school, the student submits to random testing for the presence of these substances in the student's body, in accordance with the program established by the association.
- The association obtains from the student's parent a statement signed by the parent and acknowledging: that the parent's child may be subject to random performance-enhancing substance testing; that State law prohibits possessing, dispensing, delivering, or administering a performance-enhancing substance in a manner not allowed by State law; that State law provides that bodybuilding, muscle enhancement, or the increase of muscle bulk or strength training through the use of a performance-enhancing substance by a person who is in good health is not a valid medical purpose; that only a licensed practitioner with prescriptive authority may prescribe a performance-enhancing substance for a person with a documented medical need; and that a violation of State law concerning performance-enhancing substances is a criminal offense punishable by confinement in jail or imprisonment.

Selection of Athletes to be tested

- The method for randomly selecting Schools or Student-athletes to be tested for performance-enhancing substances will be approved by the AHSA in advance of any performance-enhancing substance testing, administered by the third party administrator and implemented by the assigned testing certified collector.
- Student-athletes in the 8th, 9th, 10th, 11th, and 12th grades at AHSA are subject to random selection for performance-enhancing substance testing.
- Selection of Student-athletes will be based upon a random selection process approved by the AHSA and conducted by the third party administrator.
- Student-athletes will be randomly selected from the current AHSA Performance-Enhancing Substance Testing Student-athlete Listing Form. **The AHSA Performance-Enhancing Substance Testing Student-athlete Listing Form shall be the official list of all Student-Athletes in grades 8-12 participating in**



AHSA athletic activities. The School is required to utilize the AHSA Performance-Enhancing Substance Testing Student-athlete Listing Form, which is available for download on the AHSA web site.

- If a student is selected for substance testing and is notified and then subsequently excused from testing that day by the certified collector, the third party administrator may return at a later date to test the student-athlete.
- A substitution, who will also have been randomly selected, shall be made for a Student-athlete who is selected for performance-enhancing substance testing but is absent on the day of said testing. Randomly selected Student-athletes who do not appear for testing for reasons other than an Excused Absence will be treated as if there was a positive test result for a performance-enhancing substance and subject to applicable penalties as described later in this policy.

School and Student-Athlete Notification of Testing

- The athlete will be officially notified of the performance-enhancing substance testing a minimum of twenty-four (24) hours (1 business day) but no more than forty-eight (48) hours (2 business days) before the day of testing by the third party test administrator.
- The testing site coordinator, and/or any other AHSA personnel notified of a performance-enhancing substance testing event are required to keep such notification confidential. Failure of AHSA representative, testing site coordinator to keep such notification information confidential will be considered a violation of this policy and subject representative to possible sanctions.
- Upon notification of testing, the AHSA representative will be required to provide an accurate and current list of all Student-athletes in grades 9-12 participating in AHSA athletic activities at the school to the third party test administrator for Student-athlete random selection. The representative will be required to submit the list within the time frame specified by the third party test administrator in their notification. The AHSA is required to utilize the AHSA Performance-Enhancing Substance Testing Student-athlete Listing Form, which will be available for download on the AHSA web site. The AHSA has the authority to perform audits to ensure that representatives are providing complete and accurate Performance-Enhancing Substance Testing Student-athlete Listing Forms to the third party test administrator.
- Upon arrival, the Performance-Enhancing Substance testing certified collector will provide the representative with a list of the randomly selected

Student-athletes for performance-enhancing substance testing. The randomly selected Student-athletes will be notified of performance-enhancing substance



testing by the representative. The representative will notify the Student-athlete in person to report immediately to the Collection Station.

Upon notification the representative will have the Student-athlete read and sign the AHSA Student-athlete Notification Form. The time of notification will be recorded on the form. The Student-athlete will report for performance-enhancing testing immediately upon notification. Failure of the Student-athlete to report immediately may be found by the Certified Collector to be a violation of this protocol.

AHSA Personnel will be available in the Collection Station at all times to certify the identity of Student-athletes who cannot provide photo identification and will be responsible for security of the Collection Station at all times.

Administration of tests

Specimens shall be collected by an independent third party administrator and forwarded to a performance-enhancing substance testing laboratory with current certification from the Substance Abuse and Mental Health Services Administration of the United States Department of Health and Human Services, the World Anti-Doping Agency, or another appropriate national or international-certifying organization.

Specimen Collection Procedures

The methodology for taking and handling samples shall be in accordance with current legal standards and shall be reviewed annually as a part of this policy.

Sufficiency of results

A positive result will be any result reported as positive by the accredited laboratory. The Medical Review Officer (MRO) may grant a Medical Exception to a student-athlete who is able to produce documentation showing a legitimate medical need and a prescription from a licensed physician for a banned substance. Results reported as positive by the laboratory shall maintain positive status even though a sanction may not be applied to the student-athlete.

Appeal process

If the certified laboratory reports that a student-athlete's sample has tested positive, and the AHSA Medical Review Officer confirms that there is no



legitimate medical reason for a positive result, a penalty shall be imposed unless, the student-athlete proves, by a preponderance of evidence that he/she bears no fault or negligence for the violation. Appeals shall be heard in accordance with AHSA By-law 1.460 before the AHSA Board of Directors.

Penalties

1. Any person who tests positively in an AHSA administered test, or any person who refuses to provide a testing sample, or any person who attempts to alter the integrity or validity of the urine specimen, or any person who reports his or her own violation, or any other breach of the AHSA protocol as determined by the independent third party administrator shall immediately forfeit his or her eligibility to participate in AHSA competition for a period of 365 days from the test results are reported to the student and the school. Any such person shall also forfeit any individual honor earned while in violation. The student may apply for reinstatement of his/her athletic eligibility no sooner than 90 calendar days of the suspension following successful completion of an approved educational program and testing negative in a subsequent substance test administered by the association's third party test administrator. The costs of the educational program, and the additional substance test, are the responsibility of the student. Additionally, the AHSA reserves the right to conduct follow-up substance tests, in accordance with the procedures outlined in this policy, on any such person who tests positive for a banned substance class in an AHSA administered test.
2. The AHSA Executive Director will evaluate each positive test result situation on a case by case basis to determine if a team/school penalty is appropriate.
3. The AHSA Executive Director will evaluate each positive test result situation on a case by case basis to determine if a coach knowingly violated the rules of the testing program and if a subsequent penalty against any such coach is appropriate.
4. Appeals will be heard by the AHSA Board of Directors.

Reporting of Results

In reporting results of AHSA administered substance tests, the accredited laboratory will forward all completed substance test results to the third party administrator. The third party administrator will forward all negative results to

the AHSA Executive Director. In the event of positive test results, however, the third party administrator will forward all positive substance test results to the MRO to determine if a medical exception is to be granted to the student-athlete. In such cases, the following shall serve as this policy's medical review process:



1. The third party administrator will notify the MRO of the positive test result. At this time, the AHSA Executive Director will also be notified that a positive test result has occurred.
2. The MRO will have 48 hours from the time of their notification of the positive test result to contact the student's parent(s)/legal guardian(s). If the MRO is unable to establish contact within 48 hours, the submission time outlined in #3 shall begin.
3. The student's parent(s)/guardian(s) have 48 hours from the time of their notification of the positive test result from the MRO to respond and provide appropriate documentation/materials. If appropriate documentation is not submitted within the prescribed time period, a medical exception shall be denied.
4. Upon receipt of appropriate documentation, the MRO shall have five (5) business days to review submitted documentation/materials and make any final determination whether a medical exception shall be granted or denied.
5. Final determination will be forwarded to the third party administrator and then to the AHSA Executive Director.
6. If a medical exception is not granted by the MRO for a Student-athlete with a positive finding on Specimen A, Specimen B will automatically be tested. The third party test administrator will notify the member school representative by telephone as soon as possible of the initial positive finding on Specimen A. The telephone contact will be followed by a letter (marked "confidential"), which will be mailed to the member school representative. The third party test administrator will, during the telephone conversation, advise the AHSA Executive Director that Specimen B will be tested.

Specimen B

- For Student-athletes not granted a medical exception and with a positive finding on Specimen A, there is no penalty imposed until completion of analysis of Specimen B.
- The third party test administrator will contact the Parent by telephone as soon as possible and notify them of the positive finding in reference to

Specimen A and that Specimen B will be tested. The telephone contact will be followed by a letter (marked "confidential"), which will be mailed to the Parent.

- The third party test administrator will, during the telephone conversation, advise the Parent that Specimen B will be tested. The third party test administrator also will inform the Parent that the Student-athlete may have



representation at the Laboratory for the testing of Specimen B and that the Student-athlete in question is not subject to penalty until completion of analysis of Specimen B.

Notification by the Parent of the intent to have representation at the Laboratory must be given to the third party test administrator within 48 hours (2 business days) of being advised that Specimen B will be tested. Notification of the desire to have a representation at the Laboratory can be accomplished via telephone, fax, e-mail or in writing to the third party test administrator.

If the Parent desires representation for the Student-athlete at the Laboratory, they must present themselves, or, upon appropriate permissions for confidentiality being granted, their representative, at the Laboratory, at an appointed date and time, within 2 business days of the notification of intent to have representation. Any expenses associated with travel to the Laboratory for this purpose are the responsibility of the Student-athlete or their Parent. If the Parent of the Student-athlete cannot arrange for such representation, the Laboratory will arrange for a Surrogate to attend the testing of Specimen B.

The Surrogate will not otherwise be involved with the analysis of the Specimen.

At the testing for Specimen B, the Student-athlete, the Parent, their representative or the Surrogate will verify by signature as to the Specimen Bar Code on Specimen B, that the Specimen Bar Code seal is intact, and that there is no evidence of tampering. If the Specimen Bar Code seal on Specimen B does not match, is not intact or there is evidence of tampering, Specimen B will not be tested and will be discarded by the Laboratory. The result for that Specimen Bar Code will be reported to the third party test administrator as negative and the Student-athlete will not be subject to penalty. In this scenario, the AHSA may require that the third party test administrator collect another Specimen from the Student-athlete.

Specimen B findings will be final. The Laboratory will inform the third party test administrator of the results.

For Student-Athletes who have a Specimen B negative finding, no further action will be taken and the Student-athlete will not be subject to penalty. Negative results for Specimen B will be communicated in the same manner

that negative results for Specimen A are communicated. For Student-athletes who have a Specimen B positive finding, the third party test administrator will contact the AHSA, the Parent and the member school representative by telephone as soon as possible and notify each of the Specimen B positive finding,



- Upon notification of the Specimen B positive finding, the AHSA Executive Director shall notify the school of the student's and/or school's penalty for the positive test result.
- A positive finding may be appealed by the Student-athlete or by the Parent on the Student-athlete's behalf to the AHSA.
- Specimens with negative results are kept for five (5) business days and then discarded by the Laboratory. Specimens with positive results are kept by the Laboratory for a minimum of one (1) year.

Confidentiality

Results of all tests shall be considered confidential and, unless required by a court order, shall only be disclosed to the student, his or her parents/legal guardian, the principal, assistant principal(s), and activity director(s) of the school attended by the student.

Collection of results

The AHSA Sports Medicine Advisory Committee shall annually compile and report the results of the testing program to the AHSA Board of Directors. In addition, the committee shall hear an annual report from its selected Medical Review Officer (MRO) and third party test administrator regarding the previous year's testing as a means of consultation prior to its determination of tested sports for the following school term.

Program renewal

The AHSA Board of Directors shall annually determine whether this policy shall be renewed or discontinued.

Appendix A

Non-SCAN® (Paper CCF) Monitored Specimen Collection Protocol

1. Only those persons authorized by the collection crew chief or client representative/site coordinator will be allowed in the collection station.

2. Upon entering the collection station, the athlete will provide photo identification and/or a client representative/site coordinator will identify the athlete and the athlete will officially be signed into the collection station.
3. The crew chief and/or client representative may release a sick or injured athlete from the collection station or may release an athlete to return to



competition or meet academic obligations only after appropriate arrangements for having the athlete tested have been made and documented.

4. The athlete will select a Paper CCF from a supply of such at the check-in area. With the collector's and/or client representative/site coordinator's assistance, print the athlete's name, grade, sport/activity, sex, high school name, name of parent/guardian, and parent/guardian phone number in the spaces provided. Instruct the athlete to wait in a specific area of the collection room for the monitor-collector.

5. A collector, serving as monitor (must be same gender as athlete), will determine the athlete's readiness to provide a specimen and then instruct the athlete to select a beaker from a supply of such. [Note: the beakers MUST be adequately secured in the collector room and closely observed by the collectors at ALL TIMES. The beakers must NOT be placed near the exit.]

6. The monitor will take the CCF from the athlete, verify the athlete's name with that printed on the CCF, and then escort the athlete to the restroom having the athlete keep the beaker in the monitor's view at all times.

7. Athletes may not carry any item other than his/her beaker into the restroom when providing a specimen. The athlete must remove all outer clothing (e.g., jackets, sweaters). Any problem or concern should be brought to the attention of the collection crew chief or client representation for documentation.

8. A collector will serve as a monitor to assure the integrity of the specimen until the designated volume of urine has been collected. The monitor must secure the room being used for the monitored collection so that no one except the athlete and the monitor can enter it until after the collection has been completed. Dying agents will be added to toilet bowls to prevent sample substitution and any unsupervised access to water will be eliminated during the collection process.

9. Monitors must be members of the official drug-testing crew and of the same gender as the athlete providing the specimen. The athlete is required to empty contents of all pockets (pockets should be turned inside out) and place in container to be left in a location where the athlete and the monitor can observe. The monitor must request the athlete raise his/her shirt high enough

To observe the midsection area completely ruling out any attempt to manipulate or substitute a sample.

10. The monitor will instruct the athlete to rinse and dry hands (no soap).

11. The monitor will then remove one (1 of 4) of the short Specimen ID number barcodes from the upper right corner of the CCF and instruct the athlete to place



the barcode label on the lid of the beaker. This should be done PRIOR to urinating into the beaker.

12. The monitor will allow the athlete to enter the stall and close the door for privacy during the voiding process. If the monitor hears sounds or makes other observations indicating an attempt to tamper with a specimen, there must be an additional collection.

13. The athlete must provide specimen volume of at least 90 mL.

14. Once a specimen is provided, the athlete is responsible for keeping the collection beaker closed and controlled. Athletes are then encouraged to wash hands with soap and water following urination. The monitor will inspect the volume and temperature of urine in the beaker and if not an adequate volume, place a line with a marker at the urine volume level on the outside of the beaker. The athlete should be instructed to secure the beaker. The monitor must NOT touch the beaker.

15. The athlete is allowed to place belongings back into his/her pockets.

16. The monitor must then escort the athlete back to the collection room keeping the athlete and his/her beaker in full view the entire time. The monitor will provide the athlete with his/her CCF and must instruct the athlete where to sit, how to maintain integrity of the specimen and CCF. The monitor should also advise on fluids and/or food.

17. Fluids and food given to athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be free of any other banned substances.

18. If the specimen is incomplete, the athlete must remain in the collection station until the sample is completed. During this period, the athlete is responsible for keeping the collection beaker closed and controlled.

19. If the athlete has to leave, but will return to testing, any incomplete specimen will be discarded. The crew chief will document the reason for the athlete's departure as well as the time at which the athlete will return. If the athlete has to leave, and will not return, any incomplete specimen will be packaged and shipped to the laboratory. The crew chief will document the reason for departure and partial specimen.

20. If the specimen is incomplete and the athlete must leave the collection station for a reason approved by the collector, specimen must be discarded, but the collector can retain the partially completed CCF for the athlete's return and use to continue the specimen collection process.



21. Upon return to the collection station, the athlete will begin the collection procedure again.
22. Once an adequate volume specimen is provided, the monitor may sign his/her name in the space provided on the CCF and also mark the appropriate temperature box. The monitor will escort the athlete to the specimen processing table.
23. A collector serving as specimen processor will verify (with the athlete verbally) the beaker/specimen and CCF Specimen ID numbers match and assure the athlete's name on the CCF is correct. The specimen collector will instruct the athlete to closely observe the specimen processing steps.
24. The specimen processor will then pour less than 5 mL of urine from the beaker into a small cup and measure the specific gravity using a refractometer.
25. If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), no value will be recorded on the CCF and the specimen will be discarded by the athlete with the monitor observing. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.
26. If the urine is concentrated (1.005 SG or higher), the specimen processor will record the specific gravity value on the CCF and then measure the urine's pH (with pH reagents or a pH meter). If in range (4.5-7.5 inclusive), the specimen processor will record the pH value on the CCF in the appropriate area. If the athlete has a pH greater than 7.5 or less than 4.5, the specimen will be discarded by the athlete with the monitor observing. The athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen. (No more than three specimens with a pH of greater than 7.5 will be collected. The third specimen will be packaged for shipment to the laboratory.
27. Once the specimen processor has determined the specimen has a specific gravity above 1.005 and a pH between 4.5 and 7.5 inclusive, the sample will be processed and sent to the laboratory. The laboratory ultimately makes final determination of sample adequacy.
28. If the laboratory determines that an athlete's sample is inadequate for analysis, at the client's discretion, another sample may be collected.

29. If an athlete is suspected of manipulating specimens (e.g., via dilution), the client will have the authority to perform additional tests on the athlete.



30. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the athlete will select a sample collection kit from a supply of such.

31. The specimen processor will open the kit, demonstrate to the athlete the vials are securely sealed, open the plastic, and open the A vial lid. The processor will pour approximately 60 mL of urine into the “A vial” and close the lid. The processor will pour approximately 25 mL into the “B vial” and close the lid.

32. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.

33. The specimen processor must then collect all necessary signatures (and dates/times where indicated) on the CCF (donor, witness, and collector/specimen processor). Any deviation from the procedures must be described and recorded. If deviations are alleged, the athlete will be required to provide another specimen.

34. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials the front pouch of the same bag. The bag should then be sealed by removing the cover from the glue on the flap and accurately placing the glued flap area directly over the bag opening (“railroad tracks”). The sealed bag with vials will then be placed in the sample box. The box will then be sealed with the box seal attached to the bottom right of the CCF.

35. The specimen processor will have the athlete confirm the box seal Specimen ID number is the same as the bar-coded number printed on the CCF in the upper right corner.

36. The athlete is then released by the collector.

37. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding.

38. After the collection has been completed, the samples will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.

39. The samples become the property of the client.

40. If the athlete does not comply with the collection process, the collector will notify the client representative/site coordinator and third party administrator responsible for management of the drug-testing program.