

MA Safety - Drug and Alcohol Policy Testing Procedures

1. Introduction

MA and the State Controlling Bodies (SCBs) are committed to providing a safe environment for employees, participants, officials and volunteers. The sport recognises that drugs and alcohol can affect an individual's ability to participate in motorcycle events and activities.

This procedure should be read and applied in conjunction with the MA Safety– Drug and Alcohol Policy.

2. Purpose

This procedure sets out how MA and its SCB's will achieve its policy objective of ensuring that individuals are free of the hazards that may be associated by drugs and alcohol and forms part of MA's safety initiatives. MA and the SCBs requires cooperation and support of all those involved in motorcycle sport.

3. Scope

These procedures apply to all people as defined in the MA Safety– Drug and Alcohol Policy.

4. Content

These procedures establish the process to be followed in implementing the MA Safety – Drug and Alcohol Policy, including:

- How drug and alcohol testing will be conducted;
- The actions to be followed in response to drug or alcohol tests including immediate response and follow-up actions; and
- How matters of confidentiality, discipline and disputes will be handled.

5. Testing methods and Limits

5.1 Testing Methods

MA and its SCBs may conduct drug and alcohol testing, consistent with these procedures.

Screening drug tests will be undertaken using the following methods:

- An oral swab with reference to AS4760 - *Procedures for the collection detection and quantification of drugs in oral fluid*.
Drug confirmation tests will be undertaken in accordance with the above mentioned Australian Standard.
- Urine sample with reference to AS/NZS 4308:2008 - *Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine*.
- Alcohol tests will be undertaken using alcohol breath analysers in accordance with AS/NZS 3574:1997 – *Breath Alcohol testing devices for personal use*.

5.2 Testing Limits

5.2.1 Screening Test:

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The initial test is performed by an immunoassay test (screening test). The following substances will be screened:

Amphetamine (AMP)
Benzodiazepine
Cannabinoid (THC)
Cocaine (COC)
Methamphetamine (MET)
Opiate

5.2.2 Blood Alcohol Target Concentrations

Alcohol	0.00 g/100ml
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6. Event testing

6.1 Testing Person

Random drug and alcohol testing will be conducted at MA and SCB sanctioned events by an appropriately qualified or competent Tester (Testing Person).

The testing person can be one of the following:

- Part of the medical team at the event;
- An Event organiser competent in using the tests;
- A nominated person competent in using the tests (i.e. Senior Official or Relevant Controlling Body representative);
- Member of the State Police force; or
- A contractor approved by MA or the relevant SCB.

The testing person will develop and implement an operationally appropriate selection process which must meet the satisfaction of the RCB.

6.2 Selection

Testing may be conducted upon any person to whom the Policy applies to detect the presence of alcohol or a Prohibited Substance in the following circumstances:

6.2.1 Random Testing

Participants will be selected by printing the entry list, and grouping entries in groups of class. Media and officials lists will also be used.

The testing person may develop and implement an operationally appropriate selection process which must meet the satisfaction of the RCB.

6.2.2 Target Testing

- When the event organiser suspects, on reasonable grounds, that the person is under the influence of alcohol or a Prohibited Substance (see Suspicion testing);
- If a participant returns a non-negative result – they may be targeted for testing. Their names will automatically be entered into the selection.

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6.2.3 Voluntary

Testing may be undertaken on a voluntary basis if a participant requests a Test prior to or during the Event.

6.2.4 Suspicion testing

If the Clerk of Course or Steward has observed or received advise that a member is showing signs of being under the influence of drugs or alcohol, it is their responsibility to act on this information. On the basis that reasonable suspicion is established, the individual concerned may be required to undertake a drug and/or alcohol test.

Typical indicators of impairment due to drug or alcohol include:

- Slurred or impaired speech;
- The person's breath smells of alcohol;
- The person staggers, their movements are jerky and off target;
- The person admits to drinking certain quantities of alcohol;
- The person's eyes are bleary and heavy;
- The person exhibits a dulled tired appearance;
- The person is aggressive in their speech or manner;
- The person's face is flushed;
- The person's pupils are large with sluggish reaction to light;
- The person behaves in an unusual, dangerous, erratic or euphoric state,
- Evidence of substance misuse within events which can be linked with reasonable certainty to an individual.

6.3 Timing

Because the MA Safety – Drug and Alcohol Policy is a safety initiative testing can be carried out at any time throughout the event. Testing people are encouraged to ensure testing is undertaken before on-track participation.

6.4 Notification

6.4.1 General Notification to Competitors or Officials

Competitors or officials must be informed by written notice or in SR at least 24 hours prior to any testing being conducted during the event. They do not need to be informed of the actual times when the tests will be conducted. Evidence of such notice being given must be lodged with the Stewards prior to any tests being performed.

6.4.2 Event Notification

Participants will be notified at sign on or directly in person that they have been selected for testing under the MA Safety – Drug and Alcohol Policy.

The testing person will provide participants with information regarding the test they will undertake.

Participants are required to read and understand the Acknowledgement and Declaration form confirming their acceptance to complete the test. The form must be completed and signed by the participant.

Participants must report to the testing area immediately upon being notified.



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Sample Notification

Dear Participant,

You have been randomly selected to participate in illicit drug screening under Motorcycling Australia's Safety - Drug and Alcohol Policy (enclosed). The purpose of this policy is to address the possibility of events being adversely affected by people who have drugs and/or alcohol in their system.

You are required to provide a urine sample designed to screen for illicit drugs.

The drug screening equipment is called CupLab, will test for illicit, restricted and some currently legal drugs which have the potential to cause impairment, eg, cannabis and hashish, opiates (such as heroin and morphine), cocaine, amphetamine type substances (such as speed and ecstasy) and THC.

Please make your way immediately to the Race Secretaries Office, the Race Secretary will direct you to the testing area and ask for Claire Lawrence (MA's nominated Testing Person).

You are required to read, understand and complete the Acknowledgement and Declaration Form (enclosed) prior to making your way to the testing area.

Please inform the testing person about any medications (prescribed or non-prescribed) or other drugs that you have used during the last week which may affect the drug screen.

You are required to provide a sample using the CupLab in the privacy of the nominated testing area. If you are unable to provide a sample immediately you must wait, under the supervision of the testing person, until a sample can be obtained.

You are required to provide the CupLab sample to the Testing person to record the results.

Should a test produce a **non negative** result, you will not be permitted to participate in the event as outlined in MA's Safety - Drug and Alcohol Policy.

A **negative** result will allow you to continue normal participation.

Refusing to complete the illicit drug screen will automatically suspend your participation of the respective event as identified by MA's Safety - Drug and Alcohol Policy.

Please take your time in completing this documentation.

If you have any questions regarding the procedures please discuss these with the testing person.

6.5 Designated area

Where not specified in the notification information, a designated testing area will be established at each event. Participants will be required to enter the testing area one at a time to undertake the test.

A designated testing area would ideally include a private area with a table and chairs to fill in the paperwork and a designated toilet such as a portaloos or private toilet for urine testing.

Prior to the test being conducted participants will be requested to provide the completed Acknowledgement and Declaration form. They will also be required to provide their full name, date of birth and MA Licence. These details are recorded on the Control Form.

6.6 Representatives

Participants are entitled to have a representative and/or interpreter accompany them to the testing area.

If a participant is a minor (under 18 years of age) they are required to bring a parent or guardian with them.

6.7 Follow up testing

Any member who returns a non-negative test result for drugs will be subject to follow up testing for a period of 12 months.

If no further non-negative results are reported in the follow-up person the member will be placed back in the usual random selection pool.

7. Alcohol Testing Procedure

- All alcohol testing procedures shall comply with AS/NZS 3547:1997 Breath alcohol testing devices for personal use.
- The person being tested will be required to supply an air sample from their lungs directed into an approved breath analysis instrument. The sample shall be sufficient to obtain a valid reading on the instrument.
- Competitors and officials being tested will be asked not to consume any substances by mouth for a period of 5 minutes prior to any breath analysis test being carried out.
- The following extract must be read to competitors or officials prior to undertaking testing:

"You are about to have your expired air tested to ensure compliance with the MA's Anti-Doping Policy in relation to the presence of alcohol in your body. Should the test be positive, a further test will be undertaken shortly to confirm the test. Please follow the instructions of the testing official."

- If the test indicates blood alcohol content of 0.01 g/100mL – Blood Alcohol Content (BAC) or above, the person is required to do a second test. The following must be read to the competitor or official after the initial test:

"Your expired air has indicated the presence of alcohol in your body, this is a breach of the MA Anti-Doping Policy. Another test will be performed shortly to confirm the initial test. You will be required to be accompanied by a witness at all times for the next 20 minutes. You will not be permitted to consume any substance by mouth until after the test."

- The second test must be carried out no sooner than 15 minutes and no more than 20 minutes after the original test.
- The person being tested must refrain from taking any fluid or substance during the waiting period. This includes smoking.
- The participant shall be accompanied by a witness appointed by the Testing Official for the entire period between the 2 tests.
- If the secondary test result is 0.00 g/100mL BAC, the result will be deemed as negative and the person may return to their normal duties. No record will be entered onto the database.
- If the result of the secondary test is above 0.00 g/100mL BAC then a positive result will be recorded. The Tester will notify the Steward.
- The result of all tests performed must be recorded, together with the names of the competitor or official and the witness, the time and date of the test and the result of the test eg, OK if 0, or actual reading if >0.
- The competitors and officials must be advised by the testing official of the result of both tests, that is, the reading noted on the instrument.
- The Participant will be excluded from participating or undertaking their duties.
- The results will be recorded on the database.
- Failure to submit to a test without an acceptable reason will be regarded as a positive test.

7.1 Alcohol Blood Testing

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Any competitor or official detected with a blood alcohol content above 0.0g/litre as a result of a blood test performed by a Testing Person will be subject to sanctions clause 6 (sanctions) of the MA Safety – Drug and Alcohol Policy.

8. Drug testing procedure

- Drug tests will be conducted in designated areas at events as advised.
- All drug testing procedures are to comply with relevant Australian Standards.
- The participant will be required to supply either an oral fluid sample or urine sample in the appropriate testing device provided to them by the Testing Person. The sample shall be sufficient to obtain a valid reading on the instrument.
- If a negative screen result is returned the collected specimen will be disposed of and the person may return to their duties.
- If a non-negative screening result is returned, the participant is required to remain with the Testing Person. A secondary test may be carried out no more than 60 minutes after the original test. For urine screening, the sample may be utilised in a secondary kit.
- The person being tested must remain with the Tester and refrain from taking any fluid other than water or substances during the waiting period. This includes smoking.
- The Tester will notify the Steward under strict confidentiality.
- The participant will not be permitted to participate or undertake their duties. This could include voluntary withdrawal of the event.
- Failure to submit to a test without an acceptable reason will be regarded as a non-negative result and will be treated accordingly.

9. Procedures for Responses

The RCB may appoint a medical service provider to be actively involved in the response to any non-negative or positive drug or alcohol testing result.

The medical provider will be responsible for ensuring:

- Independence and impartiality;
- Integrity and accuracy of the drug testing process;
- Quality assurance (i.e minimising the ability to cheat the system, recording accurate information); and
- Confidentiality

In the instance where a medical service provider is not available, the Testing Person must ensure:

- Independence and impartiality;
- Integrity and accuracy of the drug testing process;
- Quality assurance; and
- Confidentiality

9.1 Screening test result is negative

If a participant returns a negative result for a drug or alcohol screening test the collected specimen will be disposed of and the person may return to their normal duties. No record of the test will be recorded on their personal file.

9.2 Screening test result is non-negative or positive

9.2.1 Alcohol

Where an alcohol secondary result is greater than 0.00g/100mL BAC, it will be deemed a positive result. The participant will be deemed unfit to continue participation at the event. The test will be recorded on the database.



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9.2.2 Illicit Substances

When an illicit substance test returns a non-negative result the participant will be suspended from competition or performing duties as outlined in the MA Safety - Drug and Alcohol Policy. The participant must be advised that they are not allowed back on-track.

It is imperative that confidentiality is given the utmost importance.

Once notified, the RCB will ensure:

- On notification of a non-negative test mark in the database under Fines and Suspensions details of the breach (date, event, substance, action taken);
- Upload the signed drug testing acknowledgement form from the event to the member record
- File the original in the event file;
- The lab report (if available) is placed in a secure location;
- Write to rider using the template, include the relevant information sheet;
- Note in fines and suspensions letter sent and date;
- Upload letter to rider record.

It is recommended that a letter / email be sent to the individual with the relevant drug information sheet (i.e. cannabis, cocaine etc).

Contravention of MA Safety - Drug and Alcohol Policy (example)

At the *name of event* held at *name of venue* on the *date* a random safety test for illicit substances was carried out in accordance with the MA Safety - Drug and Alcohol Policy.

Your name was selected at random and you signed a declaration acknowledging your permission and conditions to perform testing.

A saliva and breath analysis was conducted by certified independent operators and your test returned a non-negative reading for *name of substance*.

In accordance with the MA Safety - Drug and Alcohol Policy you were not permitted to participate in the above event.

[Laboratory testing of a second sample has confirmed the positive on site test results].

While there is no further action to be taken concerning this matter, the results have been noted on your licence records held by Motorcycling Australia.

In the interests of our sport, fellow competitors and your own health I would encourage you read the attached fact sheet, and we look forward to your further participation at Motorcycling Australia sanctioned events.

9.3 Report by Testing Official

- a) In the case where no non-negative readings were achieved on the confirming test, the results shall be included with the Stewards' report of the meeting.
- b) In the case where 1 or more non-negative readings were achieved on the confirming test, the original of the report must be hand delivered or sent to the RCB with all appropriate Stewards Reports.

10. Procedures for refusal to undertake a drug or alcohol test

If a person selected to undertake any drug or alcohol test refuses to participate, a result of a confirmed non-negative test will be recorded and they will be stood down from participation at the event. The person will be targeted tested for a further 12 months.

11. Confidentiality

The results of all Tests will be kept confidential to the organisation conducting the Test, the Event Organiser, any relevant SCB, and MA.

12. Rehabilitation and Counselling

MA recognises drug and alcohol dependency as a treatable condition. Any person who breaches clause 6 of MA Safety – Drug and Alcohol Policy is encouraged to seek advice and to take appropriate treatment before their performance is affected.

13. Record Management

Records relating to the provision of a sample for drug and alcohol testing will be managed in accordance with appropriate Standards.

Records of the number of tests undertaken and the members tested will be kept to enable the regular review, and where necessary amendment of these Procedures.

14. Disputes

Any dispute regarding the implementation of this procedure should be referred to:

Contact Claire Lawrence, Risk and Compliance Manager
 Email: risk@ma.org.au
 Phone: 03 9684 0500

15. Further Information

Contact Claire Lawrence, Risk and Compliance Manager

16. Adoption by the Board

The MA Safety - Drug and Alcohol Policy testing procedures were approved by the Motorcycling Australia Board on 17 September 2014.

17. Policy Review

This document will be reviewed annually and revised as needed.

18. Revision History

Version	Revision Date	Author(s)	Revision Notes

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