



# SPORTS MEDICAL COMMISSION

## DOPING CONTROL OFFICER MANUAL

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Version 1



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## OVERVIEW OF DOPING CONTROL

Testing on athletes is carried out in accordance with the [2021 WADA Code](#) and [the International Standard for Testing and Investigation](#). Athletes who compete at the international and national level may be tested anytime, anywhere. Anti-Doping Organizations (ADOs) can conduct in-competition and out-of-competition tests on athletes. Urine and blood samples may be collected and all collected samples are analysed by WADA-accredited and approved laboratories.

Samples (urine and/or blood) may be collected from athletes post competition (In-Competition Test) or while they are performing their regular activities (Out-of-Competition), e.g. during training, at a hotel or at their home residence.

**In-competition testing** usually takes place when an athlete is selected for testing after finishing a race, a game, a match, etc. (e.g. during National Championships; Olympic Games; World Cup). Athletes are selected for testing based on the regulations of World Skate. The selection criteria may include finishing positions (e.g. top 5 placing in an event), target testing through intelligence or random selection. In-competition for anti-doping purposes is typically defined as “the period commencing at 11.59pm on the day before a competition, match, race, game etc in which the athlete is scheduled to participate through the end of such match, race, game and the sample collection process related to it.” In all cases and to avoid any doubt, the World Skate will always indicate whether a test is ‘in-competition’ or ‘out-of-competition’.

**Out-of-competition testing** is testing that is not in-competition. Hence, athletes may be tested at their homes, training locations, workplace or elsewhere. World Skate will decide when and where the athlete will be tested. To allow for out-of-competition testing, some athletes are required to provide accurate and current whereabouts information. The information includes details such as: home address, work schedule, training venues and schedule, and competition schedule.

This will help a DCO locate an athlete on any given day.

Whether in-competition or out-of-competition, samples are collected by trained and accredited sample collection personnel.

Sample collected are then analyzed in a laboratory that is accredited by WADA.

World Skate will identify opportunities for testing out-of competition or at in-competition events which require doping control.

World Skate sources DCOs via a delegated third party provider (DTP).

Management of the Registered Testing Pool is outsourced by World Skate to Independent Testing Agency (ITA).

## DEFINITION

A DCO is an official who has been trained and authorized by the World Skate for the on-site management of a sample collection session. Typically, the DCO has overall responsibility for the sample collection session and this can include ensuring appropriate number of supplies (equipment and paperwork) for sample collection, setting-up the doping control station, providing any testing mission related information to the Chaperones and Blood Collection Officers (BCOs), notifying

athletes selected for doping control, processing samples from athletes and completing the paperwork.

The DCO is at the forefront of the World Skate and plays an important role in protecting the rights of athletes to compete in doping-free sport. DCOs also play an integral role in ensuring that athletes' rights are upheld during the entire sample collection process.

All DCO must be trained and accredited to the minimum standard of International Standard for Testing and Investigation (ISTI).

A **Blood Control Officer (BCO)** is an official who is qualified to and has been authorized by World Skate to collect a blood sample from an athlete. BCOs possess qualifications in phlebotomy, recognized by World Skate, an accredited sample collection agency or NADO, are licensed to collect human blood and have the practical skills required to do so (i.e., perform blood collection from a vein).

The BCO will prepare the athlete for the blood collection, answer any relevant questions from the athlete, collect the blood sample(s) and advise the athlete of aftercare procedures.

During sample collection, the BCO will:

- Answer relevant questions regarding the blood collection procedures.
- Prepare the athlete for the blood sample collection procedures.
- Collect the blood sample(s).
- Advise the athlete of aftercare procedures.
- Perform first aid on the athlete if needed.
- Dispose of the blood collection equipment used during the sample collection as per the required local standards for handling blood.
- Sign the Doping Control Officer Agreement ([see Annex C](#)).

## DCO TASKS

- Follow and implement the relevant anti-doping rules and procedures.
- Be competent to communicate effectively in the English language
- Witness the passing of an athlete's sample (when the athlete is of the same gender). Witnessing the passage of an athlete's sample may be delegated by the DCO to a trained chaperone of the same gender as the athlete.
- Be available to accept and conduct sample collection (and sometimes to do so on short notice).
- Effectively solve problems while maintaining the integrity of the sample collection process.
- Recruit and/or train Chaperones if required by World Skate.

- Testify at doping tribunals and doping appeal tribunals if required. As such, it is important that the procedures are completed correctly.
- Document any incidents that could compromise the sample collection session and inform the World Skate immediately after the session is completed.
- Be a source of information and intelligence related to the sample collection session.
- Maintain confidentiality at all times.
- REMEMBER: Document what you do and do what you document!

## CONDUCT

DCOs must demonstrate professional and courteous behavior when representing the World Skate at sample collection sessions.

### DCOs must not:

- Speak to the media at any time on behalf of the World Skate or concerning the doping control process.
- Ask athletes for their autograph.
- Request to take photographs with the athletes.
- Enter areas of the venue not accredited to sample collection personnel.
- Gamble on the outcome of a sporting event at which they are present.
- Request any memorabilia from the event, e.g., clothing.
- Accept or request gifts from an athlete or sport official.
- Keep personal files of test data.
- Divulge confidential data to third parties.
- Become too familiar with athletes (e.g., attend an athlete's wedding).
- Drink alcohol at events.
- Wear clothing that makes an association with a National Federation or International Federation or other organization related to the sport while performing sample collection activities.
- Give sample collection equipment or documentation to a third party without permission.

### DCOs must:

- Report all potential conflicts of interest and sign a Conflict of Interest Declaration (see Annex C).
- Report any irregularities during a testing session.

- Report any issues with the event organizer for in-competition testing missions.
- Report information about athletes or athlete support personnel to World Skate via the appropriate channel.

**DCOs must understand that their presence at a sample collection session is a privileged position and that this authority must not be abused.**

Behaviors and best practices that should be demonstrated by DCOs include:

- Be courteous and professional at all times.
- Be sensitive to the requirements placed on an athlete during doping control.
- Verify the understanding of an athlete throughout the process and, offer explanations where appropriate.
- Wear appropriate clothing for the event/sample collection.
- Clothing should not display any logos except the sampling collection authority to which they belong.
- Always arrive on time and be prepared.
- No smoking in the designated Doping Control Station.
- Always adhere to the procedures contained in the DCO Manual and the World Skate DCO Agreement.

## ACCEPTANCE OF THE TESTING MISSION

Before accepting a testing mission, the DCO must ensure the following:

- To have sufficient equipment and documentation or to be able to obtain the required documentation and equipment prior to the testing session.
- To be available for the whole duration of the mission, considering travel times and the fact that the mission may take longer, have a late finish time, etc.
- To be able to test within the testing window identified by the World Skate for an out-of-competition test. If a specific test window is provided, attempts must NOT be made outside of that window, unless otherwise instructed by the World Skate.
- To have sufficient and appropriate Chaperones to meet the number of tests requested.

The DCO must review all information relevant to the testing session on receipt of it in order to prepare properly. This will include reviewing the athlete's whereabouts, special instructions from the World Skate, letter of authorization, courier requirements, etc. Upon receipt of the documentation from the World Skate, the DCO must check all the details provided so that they are clear what is required. Should there be any issues, the DCO must contact World Skate to ensure to have understood the request of the testing/mission order.

The World Skate will arrange for the following to be distributed to the DCO:

- **Mission/Testing Order** - including the Mission/Testing Order Number (if applicable), venue for in-competition testing, site contacts for in-competition testing, athlete whereabouts for out-of-competition testing, the laboratory the samples are to be sent for analysis and any other information relevant to the sample collection session.
- **Letter of Authority** from World Skate permitting the DCO and their team (i.e., Chaperones and BCOs) to attend the event or make an attempt to locate the athlete out-of-competition.  
**The letter of Authority shall include:**
  - The test mission code (if applicable).
  - The date range of the testing mission.
  - The name(s) of the athlete(s) to be tested (if applicable).
  - A World Skate staff member signature.
- Any necessary accreditation or event passes, car park passes or special instructions relevant to the testing mission.

**NOTE:** The DCO must always have a piece of photo identification issued by the third party sample collection authority and/or World Skate DCO ID, in addition to the letter of authority, with you at all times during a sample collection session.

## WORKING AS A TEAM

DCO should never be alone during a sample collection session. If a DCO is not working with a BCO, he/she should always bring a Chaperone. Instructions regarding this aspect will be included in the instructions World Skate provides to DCOs ahead of potential missions.

Working in pairs will ensure that, along with the athlete, the DCO is protected in the sample collection process by having a second sample collection person present in case part of the sample collection process is challenged by the athlete should a potential ADRV arise.

Also, during a sample collection session, working in pairs ensures that:

- The DCO is not alone with an athlete (especially when at a private athlete's home).
- While one person is chaperoning the athlete, the other can prepare the doping control station (i.e., organize the equipment, etc.).
- The doping control station and doping control equipment are never left unattended. As examples:
  - If the DCO is accompanying the athlete to the bathroom, the Chaperone or BCO can stay with the equipment.

- If the athlete must leave the doping control station, one person can leave with the athlete, ensuring they are always Chaperoned, while the other can remain in the doping control station.

## TRAINING AND ASSIGNING CHAPERONES

The DCO must meet with the Chaperone(s) prior to the start of the sample collection session to provide training, instructions, credentials and assignments, as well as to ensure that the Chaperones meet the criteria listed on the Chaperone Responsibilities Form and that this form is completed along with the Conflict of Interest Form (See Annex B).

The DCO will determine how much time is needed to conduct a thorough training session and arrange an appropriate meeting time and place. The training could take place in the doping control station and should be conducted away from the event and the athletes. The DCO must print and sign his/her name, date, and provide the event name (if applicable) on each Chaperone Responsibilities Form and submit these forms along with other sample collection documentation to World Skate.

When all the Chaperones have arrived:

- Ø Ensure that they are fit for duty and that they meet the selection criteria for Chaperones as outlined above. If you do not believe a Chaperone is able to perform his/her duties in a professional manner, you should ask the Chaperone to leave the doping control station.
- Ø Ask the Chaperones if they have any involvement in the participation and administration of the sport at the level being tested or if they have any involvement in the personal affairs of, or relation to, any athlete who might be tested or family members involved in the daily activities of the sport at the level for which testing is being conducted. Ensure relevant information is noted on the Chaperone's Conflict of Interest Form.
  - If a Chaperone is determined to have a potential or existing conflict of interest, the DCO should not use these individuals. You should, however, proceed with the training of these individuals if no other Chaperones can be secured. If it is necessary to utilize these individuals, this should be noted on the Doping Control Officer Report Form, and the Chaperone should be assigned to an athlete who is as far removed from the conflict as possible (e.g., different athlete, different discipline, etc.).
- Ø Ensure the Chaperones have a watch or mobile phone in order to determine and record the time of notification.
- Ø To effectively train Chaperones on athlete notification, use a general three-step approach: **Explain, Show, and Practice:**

**Explain:** Thoroughly review the specifics of the athlete notification procedure and review each step of the process with the Chaperones.

**Show:** Demonstrate what notifying an athlete should look like. Utilize another member of the sample collection personnel to show Chaperones what they should do and say. Provide Chaperones with the “Chaperone Script and Instructions” sheet included in Annex B. It is also important to do a walkthrough of the venue and indicate to the Chaperones where athletes should be notified and how to easily and effectively bring their athletes back to the doping control station. You want to ensure that Chaperones are aware of the following:

- The field of play in relation to the entry and exit of athletes to the doping control station.
- Areas suitable to complete verbal and written notification.
- Areas where athletes may go to after competition: mixed zones (area athletes often must go through where media is located), athlete changerooms, athlete medical, press conference, medal ceremony location, etc.
- The route to the doping control station and any potential public areas.

**Practice:** Allow each Chaperone to practice the notification process and to become familiar with the Notification or Doping Control Form and what section(s) must be completed during the notification process. It may be useful to have one Chaperone practice notifying the other and then switch. Each Chaperone should practice at least once in the presence of the DCO, so that the DCO can point out any areas for improvement, as well as praise areas that a Chaperone did well. Utilize other DCOs to assist with this step and be sure to allow enough time for Chaperones to practice. The DCO should ask the Chaperones if they have any questions about the process. Additional tips: Use photocopies of the Notification or Doping Control Form for training purposes. Highlight sections of the form the Chaperones must complete.

- Ø It is also important to discuss situations that could arise during notification and/Chaperoning and how the Chaperones should deal with those situations. Review the questions and answers provided in Section 4.3 (“Out-of-Competition Testing”), Section 4.4 (“In-Competition Testing”) and Section 5 (“Athlete Notification”) to discuss with the Chaperones or to use as case scenarios.
- Ø Explain to the Chaperones that for any situation where they are unsure of how to contact the DCO for assistance, without leaving the athlete unchaperoned, or encourage the athlete (and the athlete representative if any) to proceed to the doping control station in order to discuss any questions or concerns.
- Ø Advise the Chaperones of any other specific sport requirements, sensitivities (i.e., if minors might be tested or if athletes with impairments will be tested).

Other considerations when training Chaperones:

- Ø If Chaperones will be asked to witness the passing of the sample, it is important that the Chaperones understand how to ensure they have a direct and unobstructed view of the passing of the sample from the athlete to the collection vessel.
- Ø Ensure that the Chaperones are aware that if they did not see the passing of the sample, they must discreetly inform you and must not sign the Doping Control Form (where they would attest that they had a clear and unobstructed view).



## Assigning Chaperones to athletes

- Ø Assign Chaperones to athletes of their same gender for notification given they need to accompany the athlete everywhere from the time of notification and this may include entering a changeroom. Having a Chaperone of the same gender is a requirement if the Chaperone will be witnessing the passing of the sample.
- Ø Consider any **perceived or actual conflicts** of interest when assigning Chaperones.

## ATHLETE SELECTION

Athletes may be selected for doping control through a number of ways. You will always be informed of which athletes to test by the World Skate. You may receive specific athlete names, or you might be provided with instructions on how to select athletes.

You must always follow the athlete selection policy of the World Skate and if you have any questions, you should contact World Skate ahead of time. You must also ensure that the selection decisions are kept confidential, are only disclosed on a need-to-know basis to ensure that athletes are tested with no advance notice.

During sample collection, some situations may arise that require you to adjust the selection of athletes. These adjustments or any contingency plan(s) that may be needed should always be discussed with the World Skate ahead of a testing mission.

Some examples of situations where adjustments might be needed are:

## ATHLETE DISQUALIFICATION

The disqualification of athletes may affect selection based on finishing position, jersey number, lane number, etc.

- For example, if the random draw is to test the athlete that finishes in 10<sup>th</sup> position, but only eight athletes completed the competition due to disqualifications, the DCO may select the athlete in the nearest finishing position (the 8<sup>th</sup> placed athlete) to be tested.
- The DCO should continue to collect the sample of a randomly selected athlete who was notified after the competition and subsequently disqualified following the release of official results. However, for a medal position athlete who was notified and later disqualified, the DCO may terminate the sample collection session if a sample has yet to be collected. The DCO will also arrange for the athlete taking over the position to be notified. Such incidences will have to be reported by the DCO on the DCO Report Form.
- For team sports, should a selected athlete be sent off from the field of play for the remaining period of the match, they should be notified once they leave the field of play.

## **TIE:**

In the event of a tie (two or more athletes finish in the same position), the DCO will consider the following options:

- For a selected finishing position (e.g. 3rd place) where two or more athletes finish in that position, all athletes should be selected and notified.
- In the situation where two or more athletes finish in a position selected for testing, the DCO should have a contingency plan to select one of the athletes to be tested (e.g. the higher bib number). This will be recorded in the DCO Report form.
- A tie will affect subsequent positions (e.g. when two athletes finish in 2nd position, and therefore the 3rd position is vacant). If the testing criterion is to test the 3rd position, then the athlete that finished in 4th position will be tested, and the DCO will document such incidences in the DCO Report Form.

## **UNCONFIRMED FINISHING POSITIONS:**

In some sports such as road cycling time trial, canoe slalom, speed skating, etc. results are confirmed only when all competitors complete the race.

Athletes should be monitored until final positions are confirmed (i.e., Chaperones are assigned to monitor, but not notify, athletes holding the selected positions. If the athlete in a selected position for testing needs to go to the restroom before the final results is confirmed, this athlete should be notified for testing. If results are confirmed later and the athlete whose sample was already collected did not finish in the selected position, another notification for sample collection should be done for the athlete in the confirmed position. The DCO should document the additional test in the DCO Report Form.

## **TARGETED ATHLETE IS DISQUALIFIED:**

- A targeted athlete (i.e., you have a specific athlete name) will still be notified for sample collection even if he/she is disqualified.
- As such it is important that the DCO/Chaperone pay attention to the competition to know whether this is the case and to be prepared to approach the athlete as soon as they exit the field of play.

## **EQUIPMENT**

The DCO must review equipment requirements to conduct the sample collection session, ensuring that to have sufficient quantities to conduct the requested tests.

### **Suggested equipment requirements**

- Sample collection vessels: 3 x # of tests
- Sample collection kits: 3 x # of tests

- Partial sample kits: 1.5 x # of tests
- Refractometer (with disposal pipettes). Use of labstix and the reason must be recorded on a supplementary report form.
- Sealed beverages (typically water): 3 x # of tests (for in-competition tests, the event organizer should provide these)
- Blood sample collection equipment: 3 x # of tests (if applicable)
  - Blood sample collection kits (in which to seal the blood samples)
  - Vacutainers for blood collection
    - § EDTA tubes ('purple tubes')
    - § SST II tubes ('yellow tubes')
  - Needles for venipuncture (regular needles and butterfly needles)
- Transportation equipment
  - Courier transport bags for shipping urine samples: adequate supply based on capacity of bags and # of tests
  - Courier transport bag seals: 3 x # of bags
  - Transport bag/box for shipping blood samples: adequate supply based on capacity of bags and # of tests
  - Cooling packs if needed
  - Temperature data logger: 1 per bag/box
- Other blood sample collection equipment where the DCO and/or BCO must ensure an appropriate supply
- Cotton balls
- Tourniquets
- Band-Aids
- Alcohol swabs
- First aid and/or health and safety kit(s)

### **Suggested doping control documentation requirements**

- Doping Control Forms: 3 x # of tests
- If this is separate: Athlete Notification Forms: 3 x # of tests
- Blood Sample Collection Additional Information: 3 x # of tests
- Chain of Custody Forms: 2 x # of bags
- Supplementary Report Forms: 1.5 x # of tests
- DCO Report Forms: adequate supply
- Unsuccessful Attempt Report Form: adequate supply

## Other general supplies

- Disposable gloves
- Paper towels / tissue paper
- Garbage bags
- Stationery (Pens, scissors, paper clips, clipboards, etc.)

## DOPING CONTROL STATION

### DOPING CONTROL STATION FOR OUT-OF-COMPETITION TESTING

If testing at a training venue, the DCO must identify a suitable area to act as the doping control station.

If testing at the athlete's home, in collaboration with the athlete, the DCO will identify an area that meets the following criteria:

- Private enough to maintain athlete privacy and confidentiality.
- Sufficient control over access to the area by other individuals who may be in the athlete's home.
- Sufficient area to complete the required sample collection documentation and process the sample(s).
- Ensures that the health and safety of the athlete and sample collection personnel are not compromised.
- Ensures that wherever the athlete may go, that the DCO and/or Chaperone can maintain direct sight of him/her at all times.

If there are any significant deviations from these criteria, the DCO will record those in the Doping Control Officer Report Form.

**The Doping Control Station for in-competition testing should meet the following criteria:**

- Solely reserved for doping control purposes.
- Accessible only to authorized personnel.
- Secure enough to store sample collection equipment.
- Private enough to maintain athlete privacy and confidentiality.
- Ideally comprised of a separate waiting room, processing room, and an appropriate number of washrooms/toilets with wash basin/sink. (See diagram below).
- Ensure the health and safety of the athlete and sample collection personnel are not compromised.
- Large enough to accommodate the number of athletes to be tested, athlete representatives and sample collection personnel who will occupy the area.

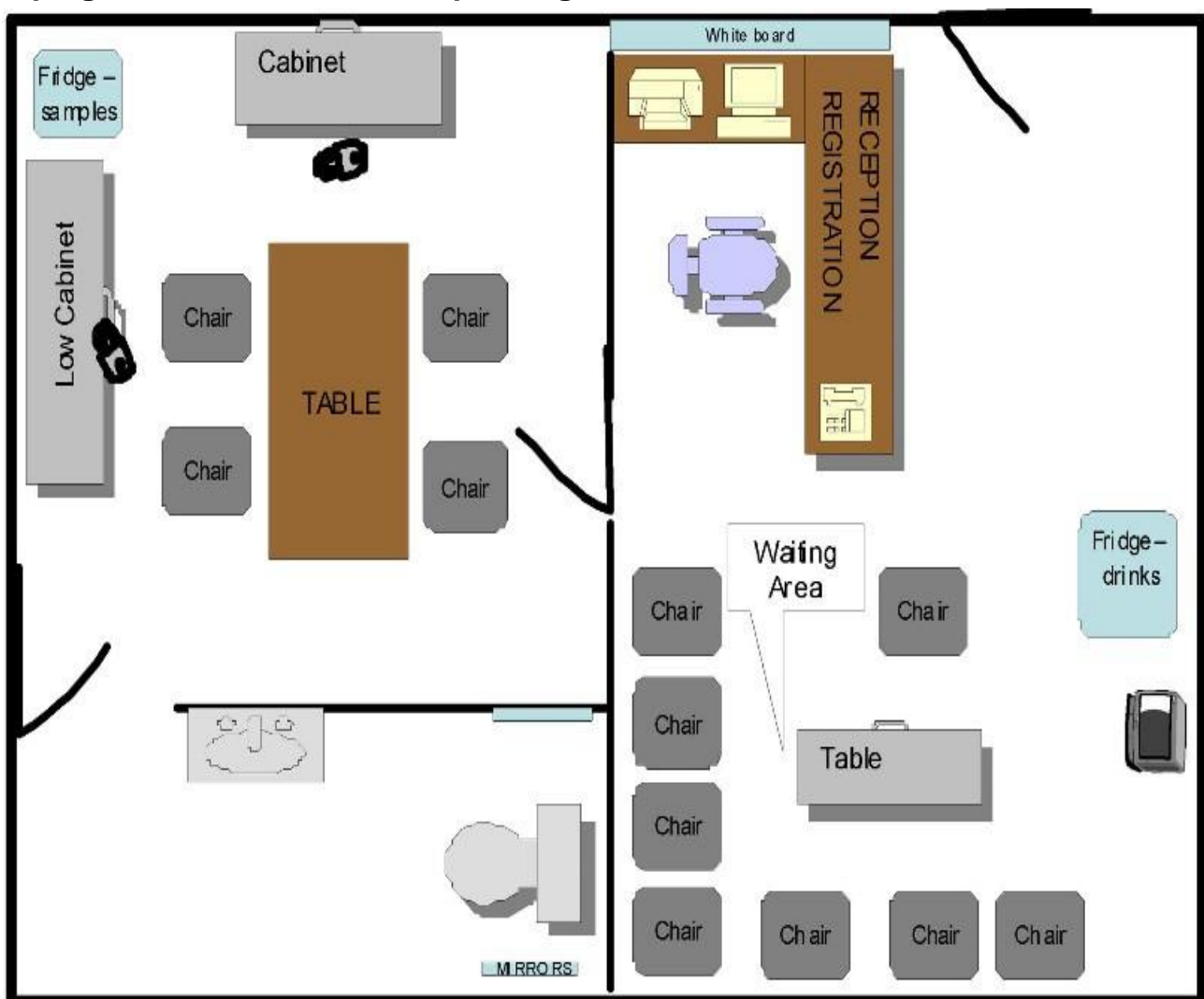
- Proximity to competition venue
- All attempts should be made to ensure proximity but if it is not possible, there must be an appropriate transportation plan in place (i.e., to take athletes from the competition venue to the doping control station and back to competition venue or their hotel once sample collection is completed).

If there are any significant deviations from these criteria, the DCO will include those in the DCO Report or on a Supplementary Report Form.

If transportation is required (e.g., doping control station is far from the competition venue or you know that doping control will finish late at night), the DCO should work with the event organizer to arrange for transportation for athletes, athlete representatives and sample collection personnel.

**IMPORTANT:** The designated doping control station, including toilets, may not be used as a public facility, office, team locker room, or shared with any event operation during the testing session.

### Doping Control Station – Example Diagram



## DOPING CONTROL STATION EQUIPMENT REQUIREMENTS

### Processing area

- One table for every DCO processing athletes.
- Two chairs per athlete being tested (1 for the athlete and 1 for athlete representative if present) and one chair for each member of the sample collection personnel (usually up to two individuals).
- If necessary, access to dividers to ensure privacy and division of processing areas.
- Appropriate lighting to conduct sample processing.
- Waste disposal unit for each processing station to store waste generated.
- Locked cabinet and fridge (if possible) to store equipment, document and samples.
- Toilet for provision of the sample and sink/washbasin. If testing athletes with an impairment, you may need to ensure that the toilet is wheelchair accessible.
- A bed (or cot or reclining chair) might be needed for blood collection.

### Waiting area

- Chairs for athletes and representatives.
- Sealed beverages (e.g., bottles of water) for athletes.
- Television to watch events (if possible), anti-doping educational material and/or other reading material (e.g., sports magazines, current events magazines, etc.).
- Check-in (and out) desk: Table and chair for sample collection personnel to check-in and check-out athletes.
- The waiting area should be large enough to accommodate the number of athletes, athlete representatives and sample collection personnel who could occupy the area.
- If testing athletes with an impairment, the doping control station may need to be wheelchair accessible.
- In all station intended for the anti-doping procedure, a poster showing the procedure to be followed by the athlete must be displayed. World Skate can provide the poster below which presents the two main languages.

<p>Take out the urine collection vessel.</p> <p>ESP. Saque el vaso de colección de orina.</p>	<p>Urine sample volume requirements: 90 ml at least.</p> <p>ESP. Requisito de volumen de orina: Al menos 90ml.</p>	<p>Open the sealed box and take out the A and B bottles</p> <p>ESP. Abrir la caja sellada y sacar las botellas A y B.</p>	<p>Make sure all the code numbers are the same.</p> <p>ESP. Asegúrese de que todos los códigos sean los mismos.</p>	<p>Take off the bottle caps and remove the red rings</p> <p>ESP. Quitar las tapas de las botellas y también los anillos rojos.</p>
<p>Distribution requirements.</p> <p>ESP. Requisitos de distribución.</p>	<p>Divide the urine sample into A and B bottles and seal the bottles.</p> <p>ESP. Dividir la muestra de orina en las botellas A y B y sellar las botellas.</p>	<p>Double-check for leakage.</p> <p>ESP. Revise nuevamente si las botellas están bien cerradas.</p>	<p>Measure the specific gravity.</p> <p>ESP. Medir la concentración específica de la orina.</p>	<p>Check the form and sign.</p> <p>ESP. Revise el formulario y firme.</p>

## UNSUITABLE DOPING CONTROL STATION

If the DCO cannot locate a suitable doping control station and thinks that the sample collection would be compromised he will contact World Skate.

Depending on the situation and the deficiencies identified with the space provided, World Skate may decide to reduce the number of athletes to be tested or to relocate the sample collection session to a location near the competition site/venue (e.g., a hotel room) or to cancel the testing missing.

These decisions should be made by World Skate and the DCO may not, without prior consultation and approval of World Skate, cancel the testing.

## Modifications to Sample Collection – Athletes who are Minors

Athletes with impairments and athletes who are minors are given special considerations during the sample collection process. For these two groups of athletes, the athlete representative role takes on greater importance, modifications may be made to the doping control process to accommodate their needs and, additional assistance may be provide to the athlete.

## Modifications for athletes who are minors

For doping control purposes, a minor is a person under the age of 18 years.

As the DCO, you will be informed ahead of a mission that minors will or may be selected for doping control. It may also be established that an athlete is a minor upon notification. It is important to implement the steps identified below, and to inform any Chaperones accordingly, in order to protect the athlete as well as the sample collection personnel involved.

### Key Points

- An athlete who is a minor should be accompanied by an adult athlete representative (preferably of the same gender) at all times, including during notification, sample collection, as well as processing of sample.
- It is important that the representative is present when the DCO explains the sample collection procedure as well as the entire time the athlete is in the doping control station.

### Notification of Minors

- When it is established that the athlete is a minor, the Chaperone will ask the athlete to locate a representative. The representative must be 18 years or older. This can be a parent, a coach, a team manager, etc.
- Once an adult representative is located, the Chaperone will proceed with the notification and complete the official verbal and written notification in the presence of the representative (all the steps identified in Section 5).
- If the athlete cannot find a representative or declines having an adult representative present during notification, you must proceed with notification and the doping control process (i.e., this does not invalidate the test).
- Bring the athlete to the Doping Control Station and inform the DCO of the situation.
- If a minor declines the presence of a representative, the representative of the DCO/Chaperone must be present. The DCO will clearly record the situation on a Supplementary Report Form.

### Sample Collection

- The athlete representative will remain with the athlete throughout the sample collection session, but will not witness the provision of the urine sample unless requested to do so by the athlete.
- The DCO will request that the representative be present in the washroom area to observe him/her witness the passing of the sample. See the diagram below which depicts the relative positions of the athlete, the DCO and the athlete representative during sample provision.



## WORLD SKATE CONTACT DETAILS

World Skate Contacts for any antidoping matters

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