



SPORTS MEDICAL COMMISSION

CHAPERONE MANUAL

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DEFINITION

A Chaperone is an official who is trained and authorized by World Skate to carry out specific duties including notification of the athlete selected for sample collection, accompanying and observing the athlete until arrival at the doping control station, and/or witnessing and verifying the provision of the sample where the training qualifies him/her to do so.

TASKS

Typically, the Chaperone will:

- Notify the athlete of their selection for doping control.
- Escort the athlete from notification until arrival at the doping control station and stay with the athlete until completion of the test.
- If required and trained to do so, witness the passing of the urine sample (for an athlete of the same gender).

RECRUITING

OUT-OF COMPETITION MISSIONS

For any out-of-competition mission, the Doping Control Officer (from here on the DCO) is responsible to recruit and train Chaperones.

As such, DCOs should have a pool of a few Chaperones (male and female) that can be called upon when asked to conduct out-of-competition missions.

IN-COMPETITION MISSIONS

For in-competition missions, if it is not clearly indicated in the instructions provided by World Skate, the DCO should always verify with the World Skate to determine whether Chaperones will be provided.

For some in-competition missions, the event organizer or World Skate may be responsible for providing the Chaperones.

If they are not, the DCO may be responsible for providing Chaperones.

The purpose of this section is to provide instructions to the DCO on how to recruit and train Chaperones in order to ensure the notification and witnessing procedures are carried out correctly.

When recruiting people to act as Chaperones for doping control, the DCO is responsible for ensuring that the Chaperones meet the following criteria:

- Not a Minor.
- Meet the gender requirements for the specific sample collection session (i.e., the Chaperone is of the same gender as the athlete).
- Ability to communicate effectively in English.
- Physically fit and active (i.e., the Chaperone must be able to follow and keep the athlete under direct supervision).
- Ability to follow instructions and procedures.
- Ability to work under demanding conditions (e.g., long waiting period, standing, etc.).
- Ability to quickly and effectively solve problems.
- Act in a respectful and professional manner.
- Ability to maintain confidential information and demonstrate attention to detail.
- Ability to demonstrate sensitivity to athlete emotions.
- Ability to meet schedule demands of required duties.
- No involvement in the participation and administration of the sport at the level for which testing is being conducted.
- No involvement in the personal affairs of or relation to any athlete that may provide a sample (for the sample collection session in question).
- No family member actively involved in the daily activities of the sport at the level for which testing is being conducted (e.g., administration, coaching, training, officiating, competitor, medical, etc.).
- Completion of training related to Chaperone responsibilities.
- Completion of the Chaperone Responsibilities and Code of Conduct Form (Annex A) as well as the Chaperone Conflict of Interest Disclosure Statement, (see Annex B) as appropriate.

TRAINING

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 (Annex A) and that this form is completed along with the Conflict of Interest Form (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.

CONDUCT

Chaperones must demonstrate professional and courteous behavior when representing the World Skate at sample collection sessions. As a DCO, if you are recruiting and training Chaperones, it is important to review what they must and must not do, as identified below.

Chaperones must not:

Speak to the media at any time.

Ask athletes for autographs.

Request to take photographs with the athletes.

Request to chaperone a particular athlete.

Enter areas of the venue not accredited to sample collection personnel.

Gamble on the outcome of a sporting event they are present at.

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.

Over familiarize with athletes (e.g. attend an athlete's wedding).

Drink alcohol at events.

Wear clothing that makes an association with a National Federation, 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.

Chaperones must:

Report all potential conflicts of interest.

Report any irregularities during sample collection or any unusual behavior by an athlete to the DCO.

Chaperones 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 practice that should be demonstrated by Chaperones include:

Being courteous and professional at all times.

Being sensitive to the requirements placed on an athlete during doping control.

Verifying the understanding of an athlete throughout the process, and offering explanations where appropriate.

Wearing appropriate clothing.

Always arriving on time.

Adhering to procedures outlined by the DCO and the World Skate

ATHLETE NOTIFICATION: Step-by Step Procedures

The Chaperone must follow the steps outlined below:

- Approach the selected athlete, introduce himself/herself and present the official authorization documentation provided by the World Skate to the athlete.
- Verbally confirm the athlete's identity to ensure that they have approached the correct athlete. The Chaperone will then formally verify the athlete's identity with a suitable photo identity document (i.e., event accreditation pass, national identity card, driver's license or passport).
 - An athlete's inability to produce a photo identity document does not invalidate the sample collection session.
 - If the athlete does not have any photographic identification, the Chaperone could proceed with third party verification by a technical delegate, other official, coach, team manager, etc. If this occurs, this person should sign a Supplementary Report Form to acknowledge that he/she identified the athlete.
- Inform the athlete that he/she has been selected for testing and must provide a urine and/or blood sample. The Chaperone will also advise the athlete that the testing authority is World Skate (i.e., who is requesting and authorizing the test).

- The Chaperone will notify the athlete in person without advance notice. However, there may be exceptions to this when:
 - The athlete is a minor, has an impairment or requires an interpreter. Notification of these athletes should take place in the presence of an adult representative or interpreter.
- Complete the *Notification Section* of the Doping Control Form (or a separate Notification Form as applicable) with the athlete recording the information as outlined in the Doping Control Form instructions.
- If electronic DCF are used the athlete and chaperone **MUST** complete and sign the athlete notification section at the time of notification otherwise paper notification forms **MUST** be used.
- If a paper notification form is used the information may be transferred to an electronic form with the athlete's consent. The athlete and the notifying chaperone must check the accuracy of the transcribed data and sign both the paper form and the electronic form. The paper form must be retained with the doping control documentation by the DCO.
- Inform the athlete of their rights and responsibilities:

The Athlete has a right to:

- A representative (often a coach or medical staff from their team) and, if available an interpreter;
- Have the procedures explained or ask for additional information on the sample collection process;
- Request a delay in reporting to the doping control station for valid reasons; and
- Request modifications to the sample collection process in the case of athletes with impairments.

The athlete has the responsibility to:

- Remain within sight of the DCO or Chaperone at all times from the time of notification (now) until the completion of the sample collection procedure;
- Provide valid photo identification;
- Comply with all sample collection procedures; and
- Report to the doping control station immediately unless there are valid reasons for delay.
- In addition, also inform the athlete of the following:
 - The location of the doping control station.

- That should the athlete choose to consume food or fluids prior to providing a sample it is at their own risk (the athlete is responsible for the security and integrity of any drinks and food that they choose to consume).
 - Not to hydrate excessively since this may delay the production of a suitable sample and.
 - That, now that the athlete has been notified for doping control, their first urine passed (if they must provide a urine sample) must be to the sample collection personnel.
 - That failure to comply with the sample collection process (e.g., failure to provide a sample) may be deemed an anti-doping rule violation which carries a 4-year sanction.
- If this information is not known already, ask the athlete if they are 18 years of age or older. If the athlete is under 18 years of (i.e., a minor), the Chaperone will:
 - Inform the athlete that they should bring a representative with them to the doping control station.
 - Inform the DCO that the athlete is a minor upon arrival at the doping control station.
 - If the athlete does not bring a representative, the DCO must assign an appropriate representative at the doping control station.
 - Finalize the Notification Form (i.e., the time notification was completed, etc.).
 - Ask the athlete to read/review the Notification Form and sign the form to acknowledge the Notification.
 - Provide a copy of the Notification Form to the athlete or arrange to email if electronic form.
 - If a paper notification form is used for notification the information may be transferred to an electronic form with the athlete's consent. The athlete and the notifying chaperone must check the accuracy of the transcribed data and sign both the paper form and the electronic form.
 - If transcription takes place the paper form must be retained with the doping control documentation by the DCO
 - Offer the athlete a choice of sealed beverages.
 - The Chaperone should never handle unsealed food or beverages. It is the athlete's choice to either consume his/her own beverage or chose from the selection offered by the Chaperone.

- At this point, escort the athlete to the doping control station ensuring that the athlete remains in the Chaperone's sight at all times.
- The athlete may ask for a delay in reporting to the doping control station if the athlete must:

For in - competition testing:

- Participate in a medal ceremony;
- Fulfill media commitments;
- Compete in further competitions;
- Perform a warm down;
- Obtain necessary medical treatment;
- Locate a representative or interpreter;
- Obtain photo identification; or
- Any other reasonable circumstances as determined by the DCO, taking into account any instructions by the World Skate

For out-of-competition testing:

- Locate a representative;
 - Complete a training session;
 - Receive necessary medical treatment;
 - Obtain photo identification; or
 - Any other reasonable circumstances as determined by the DCO, taking into account any instructions by the World Skate
- The Chaperone can grant the athlete's request for any of the above reasons as long as the athlete can be continuously chaperoned and kept under direct observation during the delay.
 - For any medal ceremony or media commitments, the Chaperone should be as discreet as possible in order not to draw attention to the fact the athlete has been selected for doping control. The Chaperone does not need to be next to the athlete but must always maintain visual contact (i.e., be able to directly observe the athlete).
 - Upon arrival at the doping control station, guide the athlete through any sign-in procedures (and once the doping control process is completed any sign out procedures).
 - The Chaperone or DCO will note the reporting/arrival date and time at the doping control station on the Doping Control Form.

- If the athlete is not ready to provide a sample or must wait for an available DCO, the athlete will remain under direct observation (either by the same Chaperone or another available Chaperone or DCO).
- Once the athlete checks into the doping control station, the athlete may only leave if he/she has been granted permission by the DCO and a time period for returning has been agreed to with the athlete. Under these circumstances, a Chaperone must accompany and observe the athlete at all times until he/she returns to the doping control station.
- When the athlete is ready to provide a sample, the Chaperone will inform the DCO/relevant sample collection personnel.

Notes on the Athlete Representative and Interpreter

- An athlete can request one representative to be present. However, minors and athletes with impairments are required to be accompanied by an adult representative (see Section 7 for further details). The responsibilities of the athlete representative are typically as follows:
 - Observe the sample collection process.
 - Assist in any part of the sample collection process if requested by the athlete.
- An interpreter should assist/be sought when the athlete, athlete representative and Chaperone do not speak or understand a common language. Even if an interpreter is present, you should always speak to the athlete and/or athlete representative directly (instead of the interpreter) while the interpreter is translating. The responsibilities of an interpreter are as follows:
 - Accompany the athlete from the point of notification until the completion of the sample collection session, except during the provision of urine sample.
 - Verbal translation of instructions by the sample collection personnel.
 - Explain the content of the doping control documents to the athlete.

QUESTIONS & ANSWERS

1. What is a potential or actual conflict of interest?

Chaperones must not be assigned to a sample collection session if they have an interest in the outcome of the sample collection session.

Specifically, a Chaperone would be considered to have an interest in the outcome of the if he/she is:

- a) Involved in the participation or administration of the sport at the level for which testing is being conducted. As such, if you are conducting testing at the national level in the sport of triathlon and the Chaperone is a board member of the national triathlon organization, this would not be considered acceptable; this individual should not be a Chaperone. However, if a Chaperone is a volunteer at the community level in triathlon, this would be acceptable.
- b) Related to, or involved in the personal affairs of, any athlete who might provide a sample at the sample collection session in question.
- c) Has family members actively involved in the daily activities of the sport at the level for which testing is being conducted (e.g., administration, medical, coaching, training, officiating, competing, etc.).