



## **Chaperone Responsibilities and Code of Conduct Form**

World Skate and/or the DCO is responsible to recruit and train Chaperones in a manner that ensures the notification and witnessing (if applicable) are carried correctly. Chaperones must meet the criteria and possess the characteristics outlined below. While thorough training will be provided by World Skate and/or the DCO, Chaperones must be comfortable performing the responsibilities identified below.

### **Chaperones must meet the following criteria:**

- Not a Minor.
- Ability to communicate effectively in the English and if required the language of the athletes to be tested and/or the National language where the event is being held.
- Ability to walk for extended distances and wait long periods of time.
- No involvement in the participation or administration of the sport at the level for which testing is being conducted.
- Not related to, or involved in the personal affairs of, any athlete that may provide a sample (at a sample collection session where the individual would act as Chaperone).
- Not have family members 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.).

### **Chaperones must possess the following characteristics:**

- Ability to follow instructions and procedures.
- Ability to work under demanding conditions.
- Ability to quickly and effectively solve problems.
- Ability to demonstrate respectful and professional demeanor.
- 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.

### **Athlete Notification - Overview of Responsibilities**

- The Chaperone will be provided with a Doping Control Form indicating the athlete selection information.
- The information regarding athlete selection or competition and position should remain confidential unless an event official (for in-competition testing) has been requested to assist with identifying the appropriate athlete and/or finishing position.

- At the appropriate time as indicated by the DCO, the Chaperone will approach the athlete and notify the athlete of his/her selection for doping control and under what authority the sample collection is to be conducted. **NOTE:** When testing an athlete who is considered a Minor or an athlete with an impairment, consideration should be made for notifying a third party, when possible.
- The Chaperone will be responsible for informing the athlete that he/she:
  - Must proceed to the designated doping control station immediately following notification (unless valid reasons exist to delay reporting to the doping control station as described below);
  - Is allowed to bring one (1) accompanying representative and, if necessary, an interpreter to the doping control station;
  - Will be accompanied by the Chaperone (or DCO) until the completion of the sample collection process;
  - Should bring photo identification to the doping control station; and
  - The possible consequences of a failure to comply.
- In the appropriate sections of the Doping Control Form, the Chaperone will print and sign his/her name.
- The Chaperone and/or DCO will confirm the athlete's identity. The Chaperone will request that the athlete read and sign the Doping Control Form in the notification section, acknowledging his/her selection for doping control and understanding his/her rights and responsibilities.
- The Chaperone will report any unusual behavior to the DCO.
- The Chaperone will immediately report to the DCO any athlete's failure to comply with a request for doping control.

### Chaperoning the athlete - Overview of Responsibilities

- The Chaperone must remain with the athlete until he/she arrives and has completed the doping control procedures, or another DCO/Chaperone has accepted responsibility for the athlete. The Chaperone should stay as close in proximity to the athlete as possible and must maintain visual contact with the athlete at all times until the athlete reports to the doping control station.
- The Chaperone should ensure that the athlete reports to the doping control station immediately following notification. If the athlete requests a delay in reporting to the doping control station, the Chaperone/DCO may grant this delay. If the athlete cannot be continuously chaperoned the Chaperone/DCO may reject this request.
- Valid reasons to grant a delay in reporting to the Doping Control Station include: participating in a victory ceremony, fulfill media commitments, compete in further competitions, perform a warm down, obtain necessary medical treatment, locate a representative and/or an interpreter, obtain photo identification and any other exceptional circumstances that might be justified (those should be discussed with the DCO).
- The Chaperone should ensure that the athlete does not leave the competition venue and that the athlete does not urinate until they go through the doping control process.

- If the situation allows, the Chaperone may direct the athlete to a selection of individually sealed beverages from which to choose. The Chaperone should not select the athlete's beverage or, once selected, handle the athlete's beverage.
- If the Chaperone observes any suspicious or unusual behavior exhibited by the athlete, the Chaperone will report this to the DCO as soon as possible.

#### **Witnessing sample provision - Overview of Responsibilities (if applicable)**

- Chaperones with the responsibility of observing athletes providing urine samples must be the same gender as the athlete and must carry out the witnessing in a mature and responsible manner.
- Only the designated Chaperone and athlete should be in the restroom during the sample collection procedure, unless otherwise directed by the DCO.
- If the athlete is a Minor or has an impairment, the Chaperone will be informed by the DCO if special procedures are to be followed for the sample collection procedure.
- The Chaperone will request the athlete to provide a clear view of the middle of the athlete's body, hands and forearms to ensure an unobstructed view of the passing of the Sample. This should include the athlete's shirt being pulled up to mid-torso, sleeves rolled up to the elbows, and trousers down to mid-thigh.
- The Chaperone will request the athlete to wash his/her hands without soap prior to the provision of the sample.
- After observing the passing of the sample and when requested by the DCO, the Chaperone will print and sign his/her name on the Doping Control Form in the appropriate area to confirm that he/she had a direct, unobstructed view of the passing of the sample.
- The Chaperone should report to the DCO any suspicious or unusual behavior exhibited by the athlete.

#### **Code of Conduct**

As a World Skate authorized Chaperone, I am aware of and will perform my assigned responsibilities in the manner outlined in this document. I therefore agree:

- ☐ To arrive on time at the appointed location.
- ☐ To maintain the highest standard of personal conduct in all assigned duties as a Chaperone.
- ☐ Not to accept any gifts from athletes or their representatives.
- ☐ Not to request photographs or autographs from any athlete or individual while conducting World Skate business or wearing World Skate attire.
- ☐ To strive to be cooperative and courteous with individuals and to use good judgment when performing all duties as a Chaperone.
- ☐ To maintain a professional appearance while carrying out my duties as a Chaperone.

#### **Confidentiality**



I understand as a World Skate Chaperone that World Skate and/or DCO may disclose to me sensitive and confidential information necessary for the performance of my duties. I agree to keep any such information strictly confidential and will only disclose such information at the request of or with permission from World Skate, or when legally compelled to do so. This confidential information may include but is not limited to: athlete names, athlete residence and training addresses, athlete telephone numbers, athlete testing information and athlete test result information.

### **Tobacco, Alcohol and Gambling Policy**

World Skate promotes a healthy, doping-free sporting environment. Therefore, use of tobacco in or around the testing area or near athletes is not allowed. Tobacco use should be done outside of time performing Chaperone duties and out of World Skate attire. Many sport organizations and venues embrace a smoke-free policy. Chaperones are expected to respect these policies at all times.

Chaperones shall not consume alcohol before or during their World Skate responsibilities. Chaperones shall not attend any World Skate related activity under the influence of alcohol or other drugs. Drinking alcohol while wearing World Skate attire is not permitted. Chaperones are not permitted to place bets on any event that they have been requested to attend or at which they will be conducting testing activities on behalf of World Skate

I have read and understood the Chaperone Responsibilities and Code of Conduct Form. I do affirm that in the performance of my duties as a Chaperone for World Skate I will observe and comply with this agreement and World Skate policies contained herein. I also attest that I have received training in order to conduct my Chaperone responsibilities correctly.

Chaperone Printed Name  
Date

Signature

Street Address

City/State/Postal Code

Telephone

CHAPERONE DATE OF BIRTH

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GENDER: MALE FEMALE

## To Be Completed by the Doping Control Officer

I have verified that the Chaperone named on this form is not a Minor. This Chaperone was properly trained and was authorized to assist with the doping control process in accordance with World Skate's procedure for training Chaperones at the following sample collection session:

EVENT NAME (IF APPLICABLE):

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WORLD  
SKATE

## Chaperone Script and Instructions

“Hi, my name is \_\_\_\_\_ and I am a World Skate Chaperone. Here is my Chaperone accreditation (show identification and/or authorization documentation). Are you *[athlete name]*? Could I please see a photo identification? Thank you.

*[Athlete name]*, I am here to notify you that you have been selected for doping control by World Skate and that you must provide a urine (and/or blood sample).”

On the Form:

- ☐ Record the type of identification used to confirm the athlete’s identity.
- ☐ Read the athlete their rights and responsibilities (use the back of the Doping Control Form).
- ☐ Record the time of notification.
- ☐ Ask the athlete to read the notification statement and sign their name.
- ☐ Print and sign your name.

Also inform the athlete of the following:

- ☐ The location of the Doping Control Station and that you must proceed there immediately.
  - The athlete may request a delay in reporting to the doping control station for valid reasons such: medal ceremony, media commitments, other events they are competing in, performing a cool down, obtain medical treatment, get their photo identification, locate a representative and/or interpreter.
- ☐ That now that the athlete has been notified, their first urine sample passed must be to the sample collection personnel (i.e., the athlete cannot go to the washroom until doping control).
- ☐ Any food or fluids that the athlete chooses to consume before doping control is at their own risk.
- ☐ Not to hydrate excessively since this may delay the production of a suitable sample.
- ☐ That failure to comply with the sample collection process may be deemed an anti-doping rule violation which carries a 4-year suspension.

**Escort the athlete to the doping control station ensuring that the athlete always remains in your sight.**



