

# **ANTIDOPING ORGANIZERS MANUAL**

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Version 1



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## INTRODUCTION

The Anti-doping Guidelines for Organizers complies with the [WADA Code](#), the [World Skate anti-Doping Rules](#) and [the International Standard for Testing and Investigations \(ISTI\)](#). It details the procedures for the Doping controls which are carried out during the World Skate (hereinafter referred to also as “WSK”) events.

The protection of athletes and doping control personnel is of paramount importance when collecting urine or blood samples for doping control purposes. Hence, the process must be carried out by trained personnel according to stipulated procedures so that the security and integrity of samples are maintained at all times.

The aim of this guidelines is to further WSK’s belief that:

- All Athletes have the right to participate in doping-free sport and to promote health, fairness and equality for all Athletes worldwide.
- All Athletes have a right to fair and professional standards of sample collection and testing.

To do this, standardized, effective and coordinated anti-doping programs are promoted to ensure the detection of doping activities in all Athletes worldwide in all sports and at all levels of participation.

Please find below the WSK Contacts for any antidoping matters:

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## WORLD SKATE TESTING PLAN

The number of doping controls during an event (International or Continental) depends on the World Skate Anti-Doping Rules (WSK ADR), the Test Distribution Plan (TDP) and the Technical Document for Sport Specific Analysis (TDSSA) for the discipline.

The number of tests shall be according to WSK ADR and WSK test distribution plan. It can only be approved by the WSK Anti-doping Manager, Assistant Manager and/or Delegate.

The WSK Anti-Doping Manager, Assistant Manager and/or Delegate is responsible for the athletes' selection in accordance with the test distribution plan.

## SAMPLE COLLECTION PERSONNEL TEAM

Sample collection personnel include:

- Doping Control Officers (DCOs),
- Blood Collection Officers (BCOs)
- Chaperones

Sample collection personnel are trained and accredited by Anti-Doping Organizations (ADOs) to conduct sample collection missions.

### Doping Control Officer (DCO)

A DCO is an official who has been trained and authorized by the WSK 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 WSK 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 the athletes' rights are upheld during the entire sample collection process. Please see the Doping Control Officer Manual.

### Blood Collection Officer (BCO)

A BCO is an official who is qualified to and has been authorized by an ADO to collect a blood sample from an athlete. BCOs possess qualifications in phlebotomy, recognized by WSK, accredited sample collection agencies or Nados and 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.

## **Chaperone**

A Chaperone is an official who is trained and authorized by WSK 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. Please see the Chaperone Manual.

Sample collection personnel are trained and accredited by ADOs and SCAs to conduct sample collection missions.

## **TASKS AND DUTIES OF THE ORGANIZER**

### **Before the event the Organizer must:**

- Nominate a person to act as point of contact with the WSK Anti-Doping Department, see [ANNEX D Application Form to Conduct Doping Tests](#)
- Provide a contact person of the LOC for the relations between the WSK Anti -Doping Manager/Assistant Manager/Delegate, the LOC and the Anti -Doping Agency conducting the sampling.
- Be responsible for ensuring that there is sufficient budget available for the number and the type of tests requested in accordance with WADA International Standards for Testing and Investigation, WSK Anti-Doping Rules and WSK Test Distribution Plan and for all that is necessary to complete the doping control process (also including all the sample collection personnel team expenses).
- Provide adequate facilities and equipment, other than sampling equipment, necessary to conduct the tests.
- Decide, after consultation with the WSK AD Manager/Assistant Manager and/or Delegate, where the doping control room will be situated in the arena and ensure that the doping control room meets WSK and WADA requirements.
- Distribute information about doping control to National Federations before the event and include information into team manuals for the event. (please see Attachment)
- Provide adequate internet connection to allow the use of ADAMS, an internet based anti-doping management system and for delivering internet based education programs.

### **During the event the Organizer must:**

- Ensure Sample Collection Team and WSK AD Delegate have required accreditation.

- Organize accreditation to enter all areas of the venue for the Sample Collection Team.
- Meet with DCOs and the WSK Anti-Doping Delegate to check facilities and procedures.
- Make sure DCOs meet and advise the chaperones.
- Make sure there is an educated chaperone for each athlete to be tested according to the criteria listed in the related Chaperone Manual. In the event that the organizer cannot guarantee a sufficient number of qualified chaperones, professional chaperones must be recruited.
- Make sure that the DCO receives a list of athletes who are registered for the Championships/event, their competitor number and the start list for the competition/s and or event/s to be tested.
- Provide a list of hotel accommodation and contact details for various teams.
- Provide a list of competitors in each competition.
- Providing the results in a timely manner.
- Ensure sealed drinks (low quantity) are available both cooled and at room temperature.

## TASK AND DUTIES OF WORLD SKATE

### Before the Event WSK Antidoping staff

- Will identify opportunities for testing in-competition events which require doping control.
- Will source DCOs via a Third-Party Sample Collection Authority (DTP).
- Will contact the third-party collection authority to check and obtain their availability to make sample collection attempts over a specific period or on a specific day. All DCOs must be trained and accredited to the minimum standard of International Standard for Testing and Investigation (ISTI).

### During the Event

The Anti- Doping Manager/Assistant Manager or appointed delegate is responsible for:

- Monitoring the general Anti-Doping program.
- Developing the test distribution plan and selection of athletes for testing in accordance with the obligatory WSK testing menu for the discipline. Testing may occur any time. In competition testing is from 11.59 pm on the day before the competition in which the athlete is scheduled to compete until the competition is cleared for doping control. Testing at any other time is out of competition.
- Ensuring that the sampling meets the WADA international standards for testing and investigations.
- Collecting copies of the Doping Control Forms from the sample collection agency and ensuring they are forwarded to the WSK office within 2 days for entry into ADAMS.
- Managing the results.

## IN-COMPETITION TESTING

The 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 Continental Championships, World Championships, Olympic Trials, World Cup, Pro Tour, etc). Athletes are selected for testing based on WSK Anti-Doping Rules and WSK TDP.

**The selection criteria may include:**

Finishing positions (e.g. athlete filing a preselected placement in a competition).

Target testing - athlete is pre-selected for testing.

Random selection.

The term “In-competition” for anti-doping purposes is 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 completion of sample collection process related to it.”

## DOPING CONTROL STATION

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

- be located inside the competition venue close to the skating surface, change rooms and first aid facilities.
- 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 consisted 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

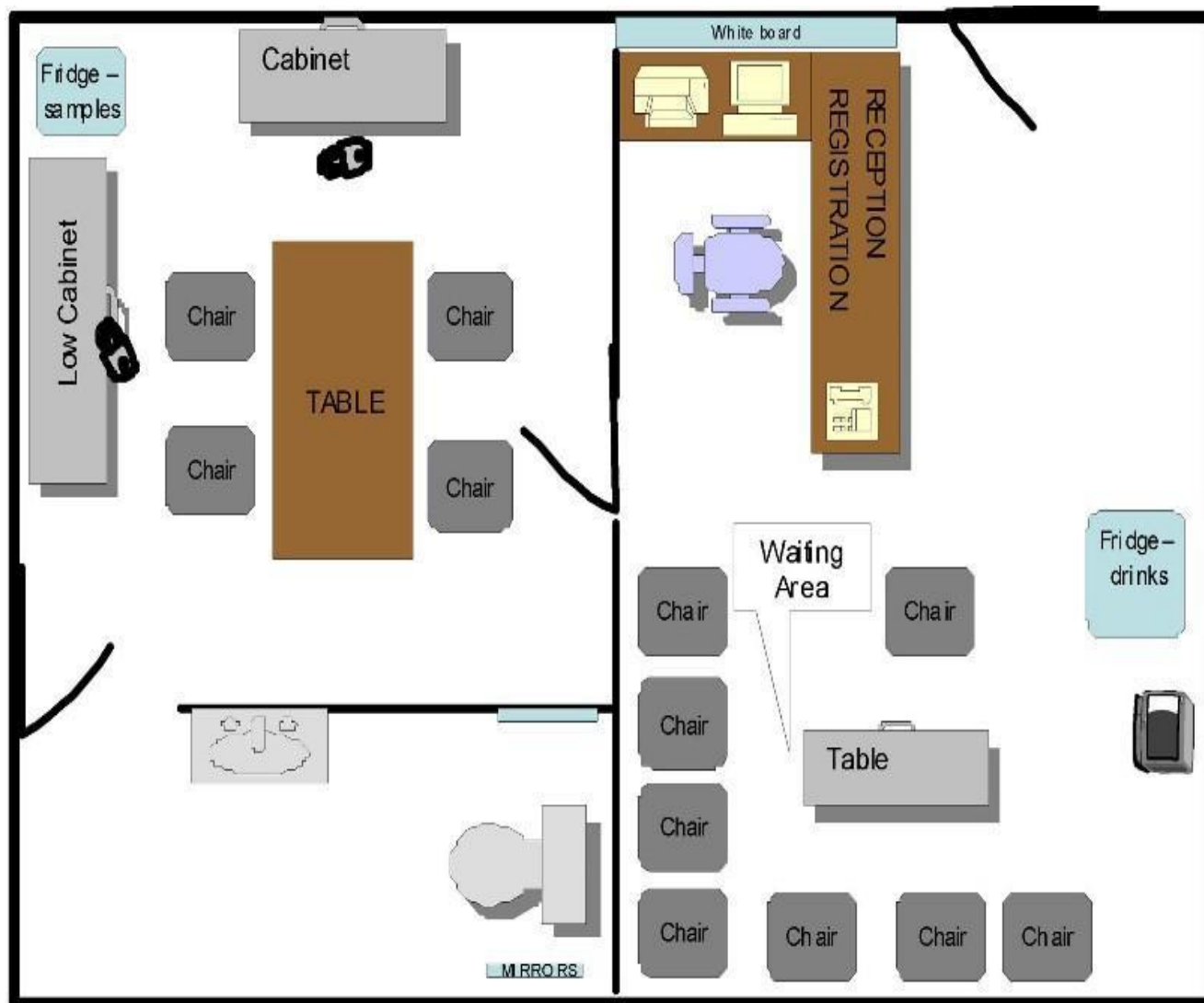
DCO Report or on a Supplementary Report Form.

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.

### **Unsuitable Doping Control Station**

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

Depending on the situation and the deficiencies identified with the space provided, WSK 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 mission. These decisions should be made by WSK and the DCO may not, without prior consultation and approval of WSK, cancel the testing mission.

### **Access**

Once a space is deemed suitable it is important to control monitor access. As such:

- As the DCO, assign a sample collection personnel to monitor access to ensure admission of authorized personnel only. A request could also be made to the event organizer to assign a person to carry out the same duty.
- An Entry and Exit Log can also be used if many athletes are tested. For smaller competitions or when a small number of athletes is tested, this may not be necessary.

- When individuals arrive at the doping control station, they should be informed that cameras are not allowed. This is meant to protect the privacy of everyone involved in the doping control process. This includes cell phones cameras.
- Cell phones that are left on should be on mute and/or on the vibrate setting (see also the Q&A section below).
- Only authorized individuals are allowed in the doping control station. In most cases, this includes the athlete, the athlete representative, an interpreter, and sample collection personnel.
- Other individuals requesting access to the doping control station may include the WSK technical delegate, the WSK anti-doping staff, WADA Independent Observers, and International Federation representatives. These personnel are required to present the DCO with the relevant identification and accreditation passes upon arrival at the doping control station. The WSK delegate will confirm who is allowed access.
- Media is never allowed to enter the doping control station when it is in operation.
- The DCO may prohibit anyone otherwise entitled entry to the doping control station if their presence is deemed to be disruptive or is interfering with the sample collection session.

## 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.

The DCO 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 during 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

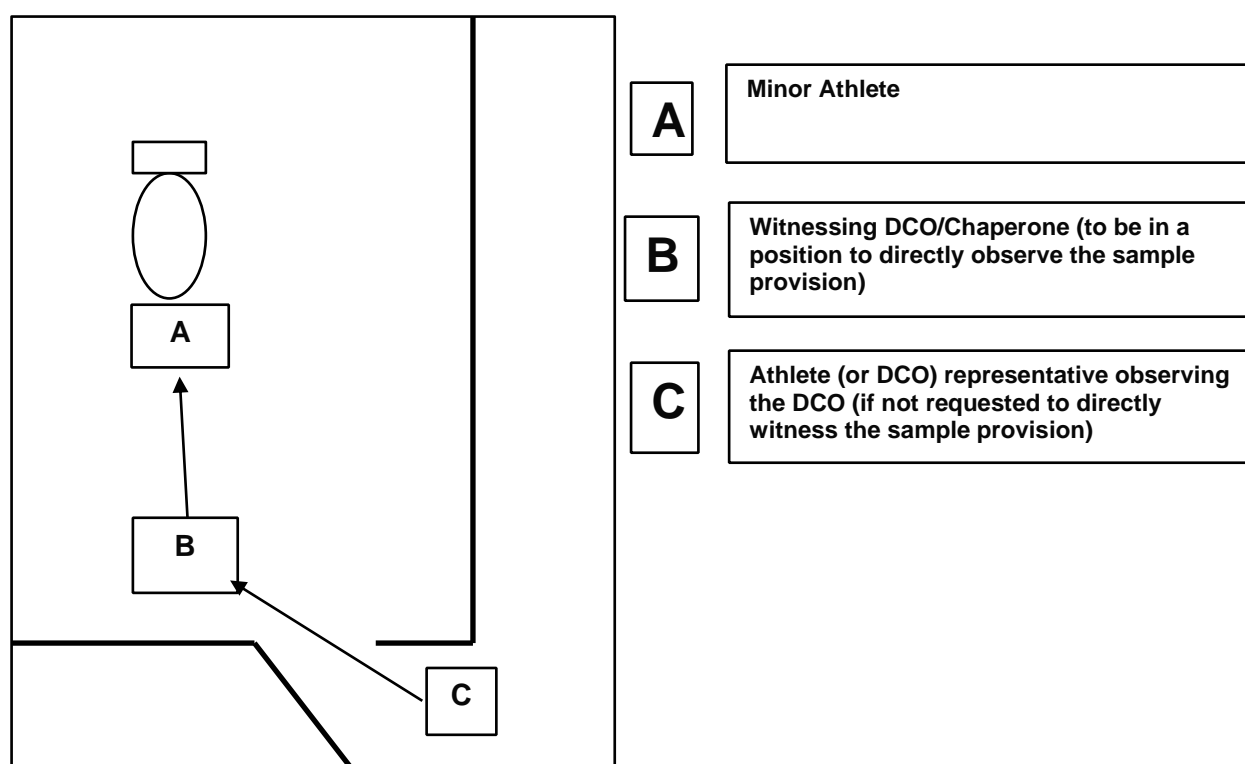
- When it is established that the athlete is a minor, the Chaperone will ask the athlete to locate a representative. The representative must be 18 years or older. This can be a parent, a

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 - Modification for Athletes who are Minors

- Where Sample collection involves an Athlete who is a Minor, the Testing Authority (WSK) and/or the Sample Collection Authority shall assign, at a minimum, two Sample Collection Personnel to the Sample Collection Session. Sample Collection Personnel shall be informed, in advance, that Sample collection involves (or may involve) Athletes who are Minors.
- For clarity, the two Sample Collection Personnel may be two DCOs or a DCO and a BCO or a DCO and a Chaperone. The two Sample Collection Personnel shall always be present in the Doping Control Station for Sample Collection Sessions involving an Athlete who is Minor.



- The DCO will record the name of the representative and the fact that he/she observed the DCO witnessing the passing of sample on a Supplementary Report Form.
- Upon completion of the sample collection session, the athlete representative must also sign the Doping Control Form.

WSK does not currently have athletes with disabilities. If, and when this changes, a policy for testing of athletes with disabilities will be developed.

Link to International Standard for Testing and Investigations: <https://www.wada-ama.org/en/search?q=ISTI>