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ANTI-DOPING
AGENCY**

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ISTI

Guidelines for Major Events

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Table of Contents

1.0	Introduction	4
1.1	Objective	4
1.2	Scope	4
1.3	Definitions	5
1.4	Documentation	5
2.0	Anti-Doping Rules and Jurisdiction	5
2.1	Anti-Doping Rules	5
2.1.1	Code Requirements	6
2.1.2	ISTI Requirements	11
2.2	Jurisdiction	13
2.3	Key Partnerships	13
3.0	Planning	15
3.1	Project timeline	16
3.2	<u>Major Event</u> Organizer (either <i>MEO</i> or <i>ADO</i>)	16
3.2.1	Responsibilities	16
3.2.2	Budgeting	18
3.2.3	Workforce - <i>MEO</i>	19
3.3	Local Organizing Committee	19
3.3.1	Responsibilities	19
3.3.2	Workforce - <i>LOC</i>	21
3.3.3	Relationship With Other Functional Areas	25
3.3.4	Outsourcing	28
3.4	<u>Test Distribution Plan</u>	28
3.4.1	<i>Out-of-Competition</i> vs. <i>In-Competition</i>	29
3.4.2	Technical Document for Sport Specific Analysis	31
3.4.3	International Federations	31
3.4.4	<i>Sample</i> Retention and Further Analysis	32
3.5	Venues	33
3.5.1	<u>Doping Control Stations</u>	33
3.6	<u>Laboratory</u>	35
3.7	Review	35
3.7.1	Project Review Plan	35
3.7.2	Creation of a Task Force or Planning Committee	36
3.7.2.1	<i>National Anti-Doping Organization</i>	36
4.0	Implementation (Part A – Pre-Games Period)	37
4.1	Policies and Procedures	37
4.1.1	<i>MEO</i> Policies	37
4.1.1.1	Whereabouts	37
4.1.1.2	Therapeutic Use Exemptions	38
4.1.1.3	Gathering and Sharing of Information and Intelligence	39
4.1.2	<i>LOC</i> Policies and Procedures	40
4.1.2.1	Cross-Functional Area Policies	40
4.1.2.2	Procedures Specific to Anti-Doping	41
4.1.2.3	<i>Doping Control Manual</i>	43
4.1.2.4	Anti-Doping Venue Operational Planning Manual	43

4.2	Workforce Training	44
4.3	Test <i>Events</i>	45
4.4	Readiness Exercises	47
4.5	Education and Publications	48
5.0	Implementation (Part B – Games Period)	50
5.1	<i>Doping Control</i> Command Centre	50
5.2	Anti-Doping Administration and Management System	51
5.3	Monitoring, Review and Recommendations.....	51
5.4	Results Management	52
5.5	Program Sustainability.....	52
6.0	Legacy	53
6.1	Workforce.....	53
6.2	Facilities	54
6.3	Knowledge Transfer	54
7.0	Definitions	55
7.1	2015 <i>Code</i> Defined Terms	55
7.2	ISTI Defined Terms.....	60
7.3	ISL Defined Terms	62
7.4	ISPPPI Defined Terms.....	63
7.5	ISTUE Defined Terms.....	63
Annexes	65
Annex A:	Recording Entry/Exit of the <u><i>Doping Control Station</i></u>	65
Annex B:	<u><i>Doping Control Station</i></u> Criteria and Checklist	68
Annex C:	<u>Chaperone</u> Responsibilities/Code of Conduct Form.....	73
Annex D:	Discovery of Doping Paraphernalia	75
Annex E:	<i>Athlete</i> Notification post-Event sequence.....	76

1.0 Introduction

The rights of clean *Athletes* at Major Events can only be protected by the concerted efforts of all *Anti-Doping Organizations (ADOs)* in the lead up to an *Event*, and ultimately by the governing body for these *Events*.

Major Event Organizers and other *ADOs* must ensure they set out clear rules, provide guidance and support to their Local Organizing Committees (LOCs), and liaise and coordinate with other relevant *ADOs* to develop and implement effective anti-doping programs that protect the rights of *Athletes* and the integrity of *Competition*.

1.1 Objective

These Guidelines are intended to provide any *ADO* planning and implementing a high volume of tests during a short period (i.e. major championships, multi-sport *Events*) guidance on how to ensure that appropriate resources are allocated to support effective, efficient and well thought-out *Testing* program requirements.

Many *ADOs* have developed unique plans for their *Events*, often 'reinventing the wheel.' These Guidelines consolidate many of the best practices implemented at Major Events (e.g. the Olympic, Paralympic, Asian, and Commonwealth Games) and other large-scale, multi-sport *Events*, to provide *ADOs* with 'off-the-shelf' solutions to deliver effective anti-doping programs and minimize related challenges.

These Guidelines have been developed by *WADA* with the support of several *MEOs* and *ADOs* with significant experience in the planning and implementation of large-scale *Doping Control* programs at Major Events. The best practices and recommendations set out herein have also been informed by outcomes from some of the most recent *WADA* Independent Observer missions. *WADA* acknowledges and thanks in particular, the International Olympic Committee (IOC), International Paralympic Committee (IPC), Commonwealth Games Federation (CGF), the Canadian Centre for Ethics in Sport (CCES), and United Kingdom Anti-Doping (UKAD) for their contributions to this document.

1.2 Scope

These Guidelines for Major Events are not only intended for use by Major Event Organizers responsible for anti-doping programs at multi-sport Major Events, like the Olympic and Paralympic Games, but also can be adopted for any single sport Major Event such as a World or Continental Championship.

Requirements and recommendations herein often will refer to *Major Event Organizations (MEOs)* and include specific World Anti-Doping Code (*Code*) and *International Standard (IS)* provisions exclusive to *MEOs*; however these principles

should also be viewed by other *ADOs* as matters applicable to any *ADO* seeking to conduct large and complex *Testing* programs.

Recommended practices outlined herein include guidance on establishing appropriate rules that seamlessly align with *National Anti-Doping Organization (NADO)* and International Federation (IF) Anti-Doping Activities; proper planning in terms of key milestones and personnel requirements; logistical considerations; how the International Standard for Testing and Investigations (ISTI) requirements are best implemented in such a setting; and considerations regarding the sustainability of anti-doping programs.

1.3 Definitions

This document includes defined terms from the *Code* and these *IS*: ISTI, International Standard for Laboratories (ISL), International Standard for the Protection of Privacy and Personal Information (ISPPPI), and International Standard for Therapeutic Use Exemptions (ISTUE). *Code* terms are written in italics. Terms from the *IS* are underlined.

Definitions are provided in Guidelines Section 7.0.

1.4 Documentation

The following are considered as main references for these Guidelines, all of which are available on *WADA's* website: www.wada-ama.org.

- 2015 World Anti-Doping Code
- Model Rules for Major Event Organizations

These Guidelines are followed by a series of Templates that may be adopted and/or modified by *ADOs* to promote consistency across *Events*.

2.0 Anti-Doping Rules and Jurisdiction

2.1 Anti-Doping Rules

In the interests of ensuring alignment with *NADO* and IF anti-doping policies, and compliance with the *Code* more generally, the World Anti-Doping Agency (*WADA*) recommends that all *MEOs* adopt *WADA's* Model Rules, available for download here: <https://www.wada-ama.org/en/resources/world-anti-doping-program/2015-model-rules-for-major-events-organizations>.

MEO Anti-Doping Rules, or those of another *Code Signatory ADO* ensure that all necessary *Code* and *IS* provisions are captured adequately to provide a robust framework upon which an anti-doping program can be built.

The following *Code* and *IS* provisions are of particular importance in establishing and implementing such a *Testing* program for *MEOs* and *ADOs* operating large-scale *Event* programs.

2.1.1 Code Requirements

4.4 Therapeutic Use Exemptions (“TUEs”)

4.4.4 A *Major Event Organization* may require *Athletes* to apply to it for a *TUE* if they wish to *Use* a *Prohibited Substance* or a *Prohibited Method* in connection with the *Event*. In that case:

4.4.4.1 The *Major Event Organization* must ensure a process is available for an *Athlete* to apply for a *TUE* if he or she does not already have one. If the *TUE* is granted, it is effective for its *Event* only.

4.4.4.2 Where the *Athlete* already has a *TUE* granted by his or her *National Anti-Doping Organization* or *International Federation*, if that *TUE* meets the criteria set out in the *International Standard for Therapeutic Use Exemptions*, the *Major Event Organization* must recognize it. If the *Major Event Organization* decides the *TUE* does not meet those criteria and so refuses to recognize it, it must notify the *Athlete* promptly, explaining its reasons.

4.4.4.3 A decision by a *Major Event Organization* not to recognize or not to grant a *TUE* may be appealed by the *Athlete* exclusively to an independent body established or appointed by the *Major Event Organization* for that purpose. If the *Athlete* does not appeal (or the appeal is unsuccessful), he or she may not *Use* the substance or method in question in connection with the *Event*, but any *TUE* granted by his or her *National Anti-Doping Organization* or *International Federation* for that substance or method remains valid outside of that *Event*.

[Comment to Article 4.4.4.3: For example, the CAS Ad Hoc Division or a similar body may act as the independent appeal body for particular Events, or WADA may agree to perform that function. If neither CAS nor WADA are performing that function, WADA retains the right (but not the obligation) to review the TUE]

decisions made in connection with the Event at any time, in accordance with Article 4.4.6.]

5.2 Scope of Testing

- 5.2.3 Each *Major Event Organization*, including the International Olympic Committee and the International Paralympic Committee, shall have *In-Competition Testing* authority for its *Events* and *Out-of-Competition Testing* authority over all *Athletes* entered in one of its future *Events* or who have otherwise been made subject to the *Testing* authority of the *Major Event Organization* for a future *Event*.
- 5.2.4 If an International Federation or *Major Event Organization* delegates or contracts any part of *Testing* to a *National Anti-Doping Organization* (directly or through a National Federation), that *National Anti-Doping Organization* may collect additional *Samples* or direct the laboratory to perform additional types of analysis at the *National Anti-Doping Organization's* expense. If additional *Samples* are collected or additional types of analysis are performed, the International Federation or *Major Event Organization* shall be notified.

5.3 Event Testing

- 5.3.1 Except as otherwise provided below, only a single organization should be responsible for initiating and directing *Testing* at *Event Venues* during an *Event Period*. At *International Events*, the collection of *Samples* shall be initiated and directed by the international organization which is the ruling body for the *Event* (e.g., the International Olympic Committee for the Olympic Games, the International Federation for a World Championship, and the Pan-American Sports Organization for the Pan American Games). At *National Events*, the collection of *Samples* shall be initiated and directed by the *National Anti-Doping Organization* of that country. At the request of the ruling body for an *Event*, any *Testing* during the *Event Period* outside of the *Event Venues* shall be coordinated with that ruling body.

[Comment to Article 5.3.1: Some ruling bodies for International Events may be doing their own Testing outside of the Event Venues during the Event Period and

thus want to coordinate that Testing with National Anti-Doping Organization Testing.]

- 5.3.2 If an *Anti-Doping Organization* which would otherwise have *Testing* authority but is not responsible for initiating and directing *Testing* at an *Event* desires to conduct *Testing* of *Athletes* at the *Event Venues* during the *Event Period*, the *Anti-Doping Organization* shall first confer with the ruling body of the *Event* to obtain permission to conduct and coordinate such *Testing*. If the *Anti-Doping Organization* is not satisfied with the response from the ruling body of the *Event*, the *Anti-Doping Organization* may, in accordance with procedures published by WADA, ask WADA for permission to conduct *Testing* and to determine how to coordinate such *Testing*. WADA shall not grant approval for such *Testing* before consulting with and informing the ruling body for the *Event*. WADA's decision shall be final and not subject to appeal. Unless otherwise provided in the authorization to conduct *Testing*, such tests shall be considered *Out-of-Competition* tests. Results management for any such test shall be the responsibility of the *Anti-Doping Organization* initiating the test unless provided otherwise in the rules of the ruling body of the *Event*.

[Comment to Article 5.3.2: Before giving approval to a National Anti-Doping Organization to initiate and conduct Testing at an International Event, WADA shall consult with the international organization which is the ruling body for the Event. Before giving approval to an International Federation to initiate and conduct Testing at a National Event, WADA shall consult with the National Anti-Doping Organization of the country where the Event takes place. The Anti-Doping Organization "initiating and directing Testing" may, if it chooses, enter into agreements with other organizations to which it delegates responsibility for Sample collection or other aspects of the Doping Control process.]

7.1 Responsibility for Conducting Results Management

Except as provided in Articles 7.1.1 and 7.1.2 below, results management and hearings shall be the responsibility of, and shall be governed by, the procedural rules of the *Anti-Doping Organization* that initiated and directed *Sample* collection (or, if no *Sample* collection is involved, the *Anti-Doping Organization* which first provides notice to an *Athlete* or other *Person* of an asserted anti-doping rule violation and then diligently pursues that anti-

doping rule violation). Regardless of which organization conducts results management or hearings, the principles set forth in this Article and Article 8 shall be respected and the rules identified in Article 23.2.2 to be incorporated without substantive change must be followed.

If a dispute arises between *Anti-Doping Organizations* over which *Anti-Doping Organization* has results management responsibility, WADA shall decide which organization has such responsibility. WADA's decision may be appealed to CAS within seven days of notification of the WADA decision by any of the *Anti-Doping Organizations* involved in the dispute. The appeal shall be dealt with by CAS in an expedited manner and shall be heard before a single arbitrator.

Where a *National Anti-Doping Organization* elects to collect additional *Samples* pursuant to Article 5.2.6, then it shall be considered the *Anti-Doping Organization* that initiated and directed *Sample* collection. However, where the *National Anti-Doping Organization* only directs the laboratory to perform additional types of analysis at the *National Anti-Doping Organization's* expense, then the International Federation or *Major Event Organization* shall be considered the *Anti-Doping Organization* that initiated and directed *Sample* collection.

[Comment to Article 7.1: In some cases, the procedural rules of the Anti-Doping Organization which initiated and directed the Sample collection may specify that results management will be handled by another organization (e.g., the Athlete's National Federation). In such event, it shall be the Anti-Doping Organization's responsibility to confirm that the other organization's rules are consistent with the Code.]

7.1.1 In circumstances where the rules of a *National Anti-Doping Organization* do not give the *National Anti-Doping Organization* authority over an *Athlete* or other *Person* who is not a national, resident, license holder, or member of a sport organization of that country, or the *National Anti-Doping Organization* declines to exercise such authority, results management shall be conducted by the applicable International Federation or by a third party as directed by the rules of the International Federation. Results management and the conduct of hearings for a test conducted by WADA on its own initiative, or an anti-doping rule violation discovered by WADA, will be conducted by the *Anti-Doping Organization* designated by WADA. Results management and the

conduct of hearings for a test conducted by the International Olympic Committee, the International Paralympic Committee, or another *Major Event Organization*, or an anti-doping rule violation discovered by one of those organizations, shall be referred to the applicable International Federation in relation to *Consequences* beyond exclusion from the *Event*, *Disqualification* of *Event* results, forfeiture of any medals, points, or prizes from the *Event*, or recovery of costs applicable to the anti-doping rule violation.

[Comment to Article 7.1.1: The Athlete's or other Person's International Federation has been made the Anti-Doping Organization of last resort for results management to avoid the possibility that no Anti-Doping Organization would have authority to conduct results management. An International Federation is free to provide in its own anti-doping rules that the Athlete's or other Person's National Anti-Doping Organization shall conduct results management.]

8.2 Event Hearings

Hearings held in connection with *Events* may be conducted by an expedited process as permitted by the rules of the relevant *Anti-Doping Organization* and the hearing panel.

[Comment to Article 8.2: For example, a hearing could be expedited on the eve of a major Event where the resolution of the anti-doping rule violation is necessary to determine the Athlete's eligibility to participate in the Event or during an Event where the resolution of the case will affect the validity of the Athlete's results or continued participation in the Event.]

20.6 Roles and Responsibilities of Major Event Organizations

- 20.6.1 To adopt and implement anti-doping policies and rules for their *Events* which conform with the *Code*.
- 20.6.2 To take appropriate action to discourage non-compliance with the *Code* as provided in Article 23.5.
- 20.6.3 To authorize and facilitate the *Independent Observer Program*.
- 20.6.4 To require all *Athletes* and each *Athlete Support Person* who participates as coach, trainer, manager, team staff, official, medical or paramedical personnel in the *Event* to agree to be bound by

anti-doping rules in conformity with the *Code* as a condition of such participation.

- 20.6.5 To vigorously pursue all potential anti-doping rule violations within its jurisdiction including investigation into whether *Athlete Support Personnel* or other *Persons* may have been involved in each case of doping.
- 20.6.6 To do everything possible to award *Events* only to countries where the government has ratified, accepted, approved or acceded to the *UNESCO Convention* and the *National Olympic Committee*, National Paralympic Committee and *National Anti-Doping Organization* are in compliance with the *Code*.
- 20.6.7 To promote anti-doping education.
- 20.6.8 To cooperate with relevant national organizations and agencies and other *Anti-Doping Organizations*.

2.1.2 ISTI Requirements

4.8 Collecting whereabouts information

- 4.8.9 For periods when *Athletes* come under the Testing Authority of a *Major Event Organization*:
 - a) if they are in a *Registered Testing Pool* then the *Major Event Organization* may access their Whereabouts Filings for the relevant period in order to conduct *Testing* on them;
 - b) if they are not in a *Registered Testing Pool* then the *Major Event Organization* may adopt *Event-specific* rules requiring them to provide such information about their whereabouts for the relevant period as it deems necessary and proportionate in order to conduct *Testing* on them.

Annex J – Event Testing

J.1 As anticipated by *Code* Article 5.3.2., this Annex sets out the procedure to be followed by *WADA* in considering requests made by *Anti-Doping Organizations* for permission to conduct *Testing* at an *Event* where they have been unable to reach agreement on such *Testing* with the ruling body of the *Event*.

J.2 *WADA*'s aim in considering such requests is to encourage collaboration and coordination between different *Anti-Doping Organizations* to optimize the

effectiveness of their respective *Testing* programs while ensuring that each *Anti-Doping Organization's* responsibilities are properly managed to avoid creating operational disturbance and harassment for *Athletes*.

J.3 Any *Anti-Doping Organization* that is not responsible for initiating and directing *Testing* at an *Event* in accordance with *Code* Article 5.3.2, but which nevertheless desires to conduct *Testing* at such *Event* shall, **prior to contacting WADA**, request such permission from the ruling body of the *Event* in written form with full supporting reasons.

J.4 Such request shall be sent to the ruling body at least **35 days** prior to the beginning of the *Event* (i.e., 35 days prior to the beginning of the *In-Competition* period as defined by the rules of the International Federation in charge of that sport).

J.5 If the ruling body refuses, or does not respond within **7 days** from receipt of the request, the requesting *Anti-Doping Organization* may send to *WADA* (with a copy to the ruling body) a written request with full supporting reasons, a clear description of the situation, and all the relevant correspondence between the ruling body and the requesting *Anti-Doping Organization*. Such request must be received by *WADA* no later than **21 days** prior to the beginning of the *Event*.

J.6 Upon receipt of such request, *WADA* will immediately ask the ruling body for its position on the request and the ground for its refusal. The ruling body shall send *WADA* an answer within **7 days** of receipt of *WADA's* request.

J.7 Upon receipt by *WADA* of the ruling body's answer, or if no answer is provided by the ruling body within the **7 days**, *WADA* will render a reasoned decision within the next **7 days**. In making its decision, *WADA* will consider, amongst others, the following:

- a) The Test Distribution Plan for the *Event*, including the number and type of tests planned for the *Event*;
- b) The menu of *Prohibited Substances* for which the *Samples* collected will be analyzed;
- c) The overall anti-doping program applied in the sport;
- d) The logistical issues that would be created by allowing the requesting *Anti-Doping Organization* to test at the *Event*;
- e) Any other grounds submitted by the requesting *Anti-Doping Organization* and/or the ruling body refusing such *Testing*; and
- f) Any other available information that *WADA* considers relevant.

J.8 If WADA decides that permission for *Testing* at the *Event* should be granted, either as requested by the requesting *Anti-Doping Organization* or as proposed by WADA, WADA may give the ruling body the possibility of conducting such *Testing*, unless WADA judges that this is not realistic and/or appropriate in the circumstances.

2.2 Jurisdiction

In line with the authority set out in individual Anti-Doping Rules, and *Code* Article 5 in particular, *ADOs* have the ability to conduct both *In-Competition Testing (ICT)* and *Out-of-Competition Testing (OOCT)* prior to, and during their *Events*. This ability is extended to *MEOs* as well in accordance with *Code* Article 5.2.3 so that *Athletes* who have qualified can be subject to *OOCT* by the *MEO* prior to the *Event* itself.

The 'extended' jurisdiction afforded by the 2015 *Code* and *ISTI*, when exercised, underlines the need to ensure that all Anti-Doping Activities are well coordinated with other *ADOs* that have overlapping or complementary jurisdiction—especially as it relates to the provision of whereabouts information, *Testing* coordination, *TUEs*, and results management.

In establishing its own jurisdiction, *MEOs* are encouraged to assess the risks of doping within the relevant sports and disciplines of participating *Athletes* to determine the extent to which efforts should be made to allocate available resources toward *OOCT* rather than *ICT* (see *ISTI* Article 4.2).

Such an assessment must also consider what *NADO* and *IF* programs may already be focusing on *Athletes* who will be participating in the relevant *Event*, and what 'gaps' in *Testing* may exist that can usefully be addressed by the *MEO* or relevant *Event ADO*.

2.3 Key Partnerships

The success of a Major Event stems from the establishment of good working relationships between the key partners involved in the *Event*.

The fundamental partnership between the *MEO* and *LOC* forms the basis of a successful *Event*. After that relationship is established, then other key partners become involved, including the relevant *IF(s)*; the local *NADO*, *Regional Anti-Doping Organization (RADO)* or Sample Collection Authority (SCA); a *WADA*-accredited Laboratory; relevant *Government Agencies* in the host country; and the many other *Agencies* that may be required in the *Event* delivery.

In a multi-sport Major Event, the *IFs* involved must be engaged from the outset, and any conflicts identified between the *MEO's* rules and the *IFs'* rules ironed out to

the satisfaction of all partners. IFs have a wealth of knowledge about their sports and disciplines, and can provide additional guidance when implementing an anti-doping program in their sport.

The local *NADO* or *RADO* can contribute expertise and, in some cases, have established systems in place to facilitate access to certain Agencies or have information that the *MEO* or *LOC* would not ordinarily be able to access, e.g. intelligence from Border Agencies.

A critical partner for any Major Event is a WADA-accredited Laboratory. A contract will be required between the *MEO* and Laboratory, and often it will be the responsibility of the *LOC* to establish the partnership and budget for the *Sample* analysis costs. If there is no Laboratory in the host country, the *MEO* and *LOC* will need to organize and budget for appropriate *Sample* transport. Consideration will be required on the timing of transport, particularly if blood *Samples* will be collected at the Major Event.

One of the links a local *NADO* may be able to offer is access to, or coordination with, Government Agencies responsible for receiving and processing intelligence that could lead to an anti-doping rule violation (ADRV), e.g. Border Agencies or Police.

Some *NADOs* are able to receive and analyze intelligence from these Government Agencies due to established laws and practices in the country. With permission, the *NADOs* can share this information with the *MEO* and *LOC* in a controlled environment. The *MEO* and *LOC* will need to undertake an analysis of the host country's laws and practices around gaining access to such intelligence, and make the appropriate connections early in the planning phase in case new laws are required or a detailed contract between the partners is involved.

For most Major Events, the host country's Government will have a vested interest in the progress of all stages of the *Event*, largely because they may be funding the *Event* through public finances. A doping scandal will be high on the list of risks—not only to a successful *Event*, but also to the host country's reputation. Therefore, the *LOC* in particular will be required to have a good working relationship with certain Government Agencies, e.g. Sports Ministry or Department of Health.

To ensure *Athlete* engagement, the *National Olympic Committee (NOC)/National Paralympic Committee (NPC)* or equivalent will be a key partner for countries participating in the Major Event.

Anti-doping is always an important topic for *NOCs/NPCs* to understand and, ultimately, they will manage *Athletes* at the *Event*. Opportunities should be sought to communicate with *NOCs/NPCs* regarding the anti-doping program to reinforce the procedures for whereabouts, *TUEs* and *Testing*. Most Major Events host a Chef de

Mission Seminar prior to the Major Event, which provides an excellent opportunity to share key messages.

Establishment of partnerships with other relevant Agencies not covered by a Functional Area within the LOC will be required. These may include a courier company to transport *Samples* to the Laboratory, a Sample Collection Equipment company, a phlebotomy Agency to provide Blood Collection Officers, (BCOs), etc. Contracts and good relationships will need to be forged.

Finally, *WADA's* support alongside the *MEO*, IFs and *NADOs* should be sought throughout the planning and implementation phase to ensure that the latest techniques to combat doping are considered, and that the most up-to-date *Athlete* and *Athlete Support Personnel* education programs are utilized.

3.0 Planning

Planning an anti-doping program for a Major Event can be a significant opportunity for the *ADO* and personnel involved to use the *Event* as a catalyst for its own development.

The *MEO* and LOC have the opportunity to show *Athletes* and the anti-doping community that they are competent organizations capable of hosting and delivering an excellent Major Event with a high quality anti-doping program.

Throughout the planning phase, the *MEO* should ensure use of the latest techniques and expertise in the field of anti-doping. This includes scientific advancements in *Sample* analysis and effective management of all relevant stakeholders involved in the Major Event.

The key to hosting a successful Major Event is to learn from previous editions of the Major Event and similar *Events*. There is no need to 'reinvent the wheel,' as there are sufficient examples of good practice to assist *MEOs* and *LOCs*.

A thorough analysis of the Major Event requirements should be undertaken to quantify and qualify adequate resources. Through the bidding phase, the LOC should have a good understanding of the *MEO's* requirements for an effective anti-doping program. Also, local expertise from the *NADO* and the effective recruitment of staff should enable the host country to apply its own experiences, procedures and relationships with key partners in the formulation of an effective program.

When planning the program, the *MEO* and LOC should ensure compliance with the *MEO's* anti-doping rules, the *Code* and *IS*, and also utilize the Guidelines made available to them by *WADA*. Reviewing past Independent Observer (IO) Reports published by *WADA* is also a useful way to identify potential challenges and

solutions. All such Reports are available on WADA's Web site: <https://www.wada-ama.org/en/independent-observer-program>.

Finally, *MEOs* are encouraged to set out in their bidding requirements, that host cities/countries must be both *Code*-compliant and have sufficient capacity with their *NADO* to conduct the *Testing* program based on the requirements established at that time.

3.1 Project timeline

A Major Event's anti-doping program should be developed like a project, with budgets, timeframes and milestones identified for each Functional Area and integrated into the *Event* project plan.

Working back from day one of the Major Event, the *MEO* should include clear expectations of when key milestones should be completed by the LOC. These deliverables can then be reviewed on a regular basis, either through formal Coordination Commission meetings or through less formal project review meetings that include all relevant parties.

These meetings are an excellent opportunity to present on progress and ensure that all the relevant stakeholders are present and aware of the issues and challenges. The meetings also ensure that deadlines are met, and that new or unforeseen Anti-Doping Activities are added to the project and assigned appropriate responsibility.

High-level milestones should be identified in key areas of *Doping Control* such as workforce recruitment and training; publication of rules, documentation and procedures; Test Distribution Plan (TDP) development and implementation of *Test Events*; and Laboratory operations.

Each area should be assigned a level of risk that can be used for reporting purposes—the higher the risk, the higher the dedication of resources and effort required to resolve.

Such measures will help prevent delays, and feed into the overall LOC project progress report.

3.2 Major Event Organizer (either *MEO* or *ADO*)

3.2.1 Responsibilities

The Major Event Organizer is responsible for setting clear objectives and providing guidance and support to the LOC who will deliver the anti-doping program. The *MEO* is the owner of the *Event* and the extent to which it wishes to delegate tasks

and responsibilities to other partners should be set forth in formal, written agreements, published rules and procedures.

The scope and responsibility of the LOC must be set out in the early planning stages, even as far back as the initial bidding process to ensure adequate preparation. Once the LOC anti-doping unit is established, initial *MEO* requirements should be reanalyzed to ensure both the *MEO* and LOC are in agreement with the provisions contained and, most importantly, which partner is responsible for what aspects of overall program delivery.

The following table serves as a guide to the generally accepted division of responsibilities between a *MEO* (or IF) and a LOC, which in many instances should be the *NADO* of the country where the *Event* is taking place.

Part of the Process	Responsible Partner	Supported By
1. Test Events	LOC	<i>NADO</i> /IF
2. <u>TDP</u>	<i>MEO</i>	IFs – consultation <i>IOC</i> / <i>WADA</i> / <i>OCOG</i> Task Force LOC/ <i>NADO</i> , as appropriate
3. Intelligence	<i>MEO</i> /LOC	<i>NADO</i> /Government Agency/ <i>WADA</i> /IFs
4. Sample Collection/Workforce Planning	LOC	<i>NADO</i> /IF Doping Control Representatives/Private <u>SCAs</u>
5. Sample Handling	LOC	<i>NADO</i> /IF Doping Control Representatives/Private <u>SCAs</u>
6. Sample Transport to <u>Laboratory</u>	LOC	Courier Agencies
7. <i>TUEs</i>	<i>MEO</i>	IF
8. <u>Laboratory</u> Analysis	(i) <u>Laboratory</u>	<i>MEO</i> <u>Laboratory</u> Experts
9. Results Management	<i>MEO</i>	IF – for sanctions
10. Hearings	<i>MEO</i>	IF – for sanctions
11. Appeals	Court of Arbitration for Sport (<i>CAS</i>)	<i>MEO</i> /IF

During the earliest stages of the planning phase, the *MEO* has the opportunity to share its experiences from the previous editions of its Major Events, and should facilitate either a formal handover process between the *MEO* and its partners (such as the past and future LOCs) or provide access to transfer of knowledge documentation, including any reports from the *WADA IO Program* or *Event Advisory Program*.

The *MEO* may also revise its anti-doping rules or any associated Technical Documents (TDs) following a previous edition of the Games. These should be made available to the LOC and used throughout the planning phase to ensure good practice. Any changes to the *Code* or *IS* during the planning and/or implementation phase should also be considered and changes made accordingly.

3.2.2 Budgeting

Finances play an important part of a successful anti-doping program, therefore the budget is an important element to confirm with the LOC.

Given the majority of the budget will focus on the collection and analysis of *Samples*, it is important to discuss the number of tests and type of analyses expected at the *Event*. The TDP should comply with the ISTI and Technical Document for Sport Specific Analysis (TDSSA).

Discussions with the Laboratory should take place to determine analysis costs, especially if a fast turnaround in reporting analysis results is required (and is recommended to support expedited results management). TDPs should be driven by a proper risk assessment rather than by budgetary considerations. Other elements of the anti-doping program with budget considerations to be discussed include workforce, documentation/publications (both *Doping Control*-related and educational), Doping Control Stations (DCSS) including furniture, fixtures and equipment (FF&E), uniforms, and *Sample* transport to the Laboratory.

An important aspect of setting an *Event* budget is to include some contingency funds in case of changes or improvements in the advancement of *Sample* analysis, potential extra analysis emanating from *Athlete Biological Passport* (ABP) findings such as isotope-ratio mass spectrometry (IRMS), a percentage to account for dilute *Samples* or following the receipt of intelligence—and also to acknowledge the benefits to storing *Samples* for further future analysis (see Guidelines Section 3.4.4 for more information).

New techniques may become available, new substances added to the *Prohibited List* and/or the actual Major Event occur several years after the creation of the original budget. Therefore, *Testing* and analysis considerations should not end when the *Event* ends, but rather be reviewed regularly by the *MEO* in consultation with Laboratory experts.

Once the overall budget is determined, the *MEO* and *LOC* should assign the items to be covered and paid for by each organization.

3.2.3 Workforce - *MEO*

The *MEO* should strongly consider having full-time staff dedicated to anti-doping throughout the planning and implementation phase, in order to maintain regular relationships between relevant *ADOs* and stakeholders between *Events* and to foster consistency at *Events*.

The *MEO* should also establish a Games-time anti-doping commission or committee that is assembled to deliver specific tasks and provide guidance on operations at the Major Event. While in many instances, this body will have related medical responsibilities, it is recommended such committees be comprised of anti-doping experts, and not solely medical practitioners.

Typical responsibilities of the committee/commission may include such activities as observing *Doping Controls* to ensure consistent application of rules and procedures; acting as point of contact for teams and personnel with concerns or feedback; and collective decision-making on matters related to the anti-doping program at large. This approach further ensures continuity throughout the Games cycle, and provides the *LOC* with a key contacts with whom to raise and resolve issues as they arise across multiple *Event Venues* and *Competitions*.

3.3 Local Organizing Committee

3.3.1 Responsibilities

The *LOC*'s primary responsibility is to deliver all elements of the Major Event on behalf of the *MEO*, including the anti-doping program.

The *LOC* will be required to establish an anti-doping team or unit to coordinate all Anti-Doping Activities within the *LOC*, reporting directly to the *MEO*. The establishment of such a team should be a priority for the *LOC* in the initial planning stage of the Major Event. Having anti-doping represented across the organization early on will ultimately have an effect on the quality of anti-doping operations (e.g. accreditation, venue/facility planning and construction, transportation, volunteer recruitment).

It is unlikely that the *LOC* will have sufficient anti-doping expertise available in the first phases of project planning. However, a number of options are open to the *LOC* such as:

- Second a specialist from the local *NADO* or contract the *NADO* entirely for an integrated *NADO-LOC* plan;

- Recruit an anti-doping specialist early in the planning phase as a consultant or full-time LOC staff;
- Outsource all anti-doping responsibilities to a private service provider where no adequate *NADO* exists; or
- Any combination of the above, e.g. a specialist recruited by the LOC, with *Sample* collection outsourced to the local *NADO*.

Once a specialist is in place, a budget should be formulated to cover all the agreed deliverables for which the LOC is responsible.

The LOC's anti-doping program should then start the planning process, with objectives set to form a clear understanding of the program's purpose and what it should achieve. When setting the objectives, the LOC should consider:

- Preserving the right of the clean *Athlete* to perform at a doping-free Major Event;
- Delivering a high standard of infrastructure and facilities so *Athletes* are not delayed by the *Doping Control* process;
- *Doping Control* having a minimal impact on *Athlete* performance/preparation; and
- Having a high-quality workforce trained on effective, compliant procedures to conduct the respective duties required in each role.

The *MEO* should provide access to transfer of knowledge documentation, *WADA IO Reports* and any other resources identifying lessons learned from previous *Events*.

The LOC should attempt to observe current editions of the *Event* (or similar *Events*) to broaden its knowledge and develop its own plans. Observing *Events* is critical to learning from the previous LOC. Also, interacting with workforce by visiting DCSs and attending task force-style team meetings promotes the host LOC's awareness of the types of challenges and matters that will need to be addressed prior to, and during, an *Event*.

All opportunities should be leveraged to reinforce the principle of learning from others, and proactively identifying possible solutions to potential program shortfalls or risk areas.

For any host LOC in a multi-sport *Event*, some sports and disciplines will be more familiar than others. Therefore, the LOC should conduct a knowledge gap analysis to learn about sports and disciplines with which it is less familiar. Early engagement with the *MEO* and the relevant sport IFs is crucial to garner trust and develop effective relationships.

The host LOC should also leverage observation opportunities to better understand the sport/discipline, with attention to how *Doping Control* traditionally operates within the sport/discipline.

3.3.2 Workforce - LOC

Major Events are staffed by two categories of anti-doping personnel:

- Office-based professionals responsible for planning and implementation of the *Event's* overall anti-doping program, and
- Sample Collection Personnel (SCP) primarily responsible for *Sample* collection at the *Event* (either volunteers or a full-time paid staff of contractors).

There are a number of different organizational models available. However, the number of staff and scope of each role should be proportionate to the *Event* requirements. Particular considerations include:

- Number of venues and *Event* complexity (e.g. are the venues clustered or split geographically?);
- Competition Schedule
- Number of *Samples* to be collected;
- Number of DCSs and SCP required; and
- Timing of recruitment for each position, profiled against the workload and project timeline to ensure that all tasks are completed on time.

SCP must have no conflict of interest and have adequate qualifications and experience to conduct Sample Collection Sessions. SCP requirements start with the development of the necessary competencies and end with the provision of identifiable accreditation. All SCP shall not be *Minors*.

Typical SCP roles and brief descriptions of related responsibilities include:

Role	Responsibilities
Anti-Doping Director or Senior Manager (may be supported by a Deputy)	<ul style="list-style-type: none"> • Overall project management. • Develop Operational Plan, Concept of Operations, (e.g. initial venue plans and layouts). • Represent LOC on anti-doping matters. • Work with other Functional Areas within the LOC to identify cross-functional policies and procedures as required. • Recruit, manage and lead anti-doping team. • Act as point of contact for governing ADO (MEO). • Manage budget. • Implement anti-doping strategies, policies, procedures, publications, and <i>Doping Control</i> documentation. • Develop the <u>TDP</u> for Games time and Test <i>Events</i>.

	<ul style="list-style-type: none"> • Implement <i>ADAMS</i> into operations. • Establish agreements with the <u>Laboratory</u>, local <i>NADO</i>, etc. • Develop relationship with Government Agencies and relevant IFs around intelligence and information sharing. • Establish stakeholder working groups as required. • Communicate anti-doping program to relevant stakeholders.
Anti-Doping Cluster Manager(s) or Venue Coordinator(s)	<ul style="list-style-type: none"> • Manage anti-doping operations for an individual venue or group of venues • Liaise with other venue Functional Areas to ensure anti-doping operations are understood in each venue. • Establish <u>DCS/s</u>. • Integrate anti-doping operations into the venue and produce venue and sport-specific anti-doping manuals (e.g. to cover post-<i>Event</i> sequence, access to the field of play for <u>Chaperones</u>, etc.). • Design a <u>Doping Control Officer (DCO)</u> training program. • Manage anti-doping operations at Test <i>Events</i>. • Coordinate pre-<i>Competition/OOCT</i>. • Oversee anti-doping operations at the <u>Major Event</u>. • Receive reports from the <u>SCP</u> at the <u>Major Event</u> and coordinate test requests (e.g. manage mission orders).
Workforce Manager (plus assistant/s)	<ul style="list-style-type: none"> • Develop the workforce strategy and modelling to determine number of positions required. • Recruit, train and deploy <u>SCP</u>. • Develop <i>Doping Control</i> Manual and training aids. • Manage Games-time <u>SCP</u> requirements such as uniform, accommodation, scheduling, accreditation, food, etc. • Manage Games-time workforce issues, e.g. behavioural conduct.
Logistics or <u>Laboratory</u> Manager	<ul style="list-style-type: none"> • Procure and distribute <u>Sample Collection Equipment</u> and <i>Sample</i> collection documentation to all <u>DCSs</u>. • Liaise with LOC Logistics team to ensure suitable and secure storage of <u>Sample Collection Equipment</u> and <i>Sample</i> collection documentation. • Fit out the <u>DCS</u> with the required FF&E and technology. • Procure other specialist equipment (e.g. radios). • Oversee the transportation of <i>Samples</i> to the <u>Laboratory</u>. • Liaise with the <u>Laboratory</u> on <u>Chain of Custody</u> and transportation system development.
Team Assistant/s	<ul style="list-style-type: none"> • Support the team (e.g. administrative tasks and projects).

In addition to these full-time positions, additional Games-time specific roles should be considered to assist operations:

Role	Responsibilities
<i>Doping Control</i> Command Centre (DCCC) Assistants (can also be deployed in-venue)	<ul style="list-style-type: none"> Perform administrative tasks (e.g. compile available intelligence, review whereabouts submissions). Check <i>Doping Control</i> documentation for accuracy. Enter <u>DCFs</u> into the Anti-Doping Administration and Management System (<i>ADAMS</i>). Support the Workforce Manager as required.

There are also different approaches to the in-venue SCP workforce categories. Below are typical job roles deployed at Major Events; responsibilities may be shared between other roles if that specific position is not used at an *Event*.

Role	Responsibilities
<u>DCS</u> Manager (DCSM)	<ul style="list-style-type: none"> Overall management of <u>SCP</u>. Member of senior management group for the venue, attend daily briefings. Resolve issues with other Functional Area managers (e.g. <i>Competition</i>, ceremonies etc.). Brief the <u>SCP</u> at the start of a shift and de-briefs at the end of a shift. Retrieve selection criteria from the DCCC or <i>Event</i> authority (<i>ADO</i>) and ensure compliance with relevant selection protocols. Report to the DCCC on issues and <i>Samples</i> collected. Enter <u>DCFs</u> into <i>ADAMS</i> or delegate to a trained team member. Package <i>Samples</i> for transportation to the <u>Laboratory</u> (or deliver <i>Samples</i> to the DCCC or directly to the <u>Laboratory</u>). Checks <i>Doping Control</i> documentation prior to sending to the DCCC or <i>ADO</i> as required.
<u>DCO</u>	<ul style="list-style-type: none"> Collect urine <i>Samples</i> from <i>Athletes</i> or delegate Witnessing <u>Chaperones</u>. Complete <i>Doping Control</i> documentation for each test. Manage the <u>BCO</u> responsible for collecting blood <i>Samples</i>. Train <u>Chaperones</u>. Prepare <i>Samples</i> for <u>Laboratory</u> shipment.
<u>BCO</u>	<ul style="list-style-type: none"> Collect blood <i>Samples</i> from <i>Athletes</i> under <u>DCO</u> supervision. Help <u>DCO</u> prepare <i>Samples</i> for <u>Laboratory</u> shipment.
<u>Chaperone</u> Team Leader / Coordinator	<ul style="list-style-type: none"> Manage and deploy <u>Chaperones</u> to notify <i>Athletes</i> for <i>Testing</i>. Liaise with other Functional Areas on the field of play to ensure the correct <i>Athlete</i> is selected and notified (usually before the <i>Athlete</i> enters the media mixed

	zone).
<u>Chaperone</u>	<ul style="list-style-type: none"> Notify and escort <i>Athletes</i> from the field of play to the <u>DCS</u>.

Other roles which have been created and deployed at Major Events and should be considered include:

Role	Responsibilities
<u>DCS</u> Coordinator	<ul style="list-style-type: none"> Manage access in and out of <u>DCS</u>. Responsible for the security of the <u>DCS</u>. Manage <i>Athletes</i> from the waiting area into the processing room for the collection of <i>Samples</i>.
Access Control/Security (may be provided by the Security Functional Area)	<ul style="list-style-type: none"> Specifically manage entry into and out of the <u>DCS</u>.
Interpreters (on call or in person)	<ul style="list-style-type: none"> Assist in communicating with select <i>Athletes</i> where barriers to clear communication of rights and responsibilities may not be possible.

The number of workforce required for a Major Event will vary depending on multiple factors, including:

- IDP, particularly the peak number of *Samples* to be collected and the variability of tests in each venue between preliminary rounds and final *Competitions*.
- If *OOCT* will be conducted, requiring early start times and long daily shifts.
- Number of venues, DCSs and processing rooms.
- Number of daily shifts required to fulfill *Testing* obligations.
- Number of days off SCP will be given during multi-day *Events* (e.g. after every 5 days worked, SCP receive 2 days off).
- If urine and/or blood *Samples* (includes *ABP* with possible two-hour wait requirement) will be collected at the venue(s).
- Accreditation system in place at an *Event*, and if SCP can rotate between venues (e.g. within a cluster) or must remain static throughout an *Event* (e.g. BCOs are allowed to move between venues to control head count).
- If the DCS will remain open at all times to act as a deterrent to *Athletes* or will close when tests are not planned.

- Gender requirements relative to gender of *Athletes* to be tested.

The LOC should also consider any local factors that will influence the modelling process:

- Unknown nature of *Doping Control*, particularly the length of time it may take *Athletes* to provide their *Samples*. Sports with weight limits often see *Athletes* dehydrate to make a certain weight, impairing their ability to provide a urine *Sample* in a timely fashion. This will effect shift length and SCP fatigue.
- Geographical layout of venues and the distances from accommodation to the venues must be considered. If SCP are travelling for long periods, then this time may be considered part of their shift length. Also if venues are isolated, e.g. in a mountain area, thought will need to go into the workforce modelling in case of drop out, illness, etc.
- Available transport for SCP, particularly late at night, will effect the modelling process and will impact on other areas (e.g. dedicated transport or local accommodation provisions).
- Language skills required for SCP, and the need to recruit international SCP or provide individuals to act as volunteers.
- Volunteer attrition should be built into plans to cater for SCP who drop out of the *Event*, for whatever reason.
- Flexibility should be built in, e.g. an *Athlete* requires *Target Testing* for blood in a venue where blood *Testing* is not scoped.

Contingency planning is critical. No DCOs in a venue means that no *Testing* can take place. Anti-doping should be treated as a critical function to the workforce modelling process.

3.3.3 Relationship With Other Functional Areas

There is no 'one-size-fits-all' model to determine where the anti-doping unit will reside as a Functional Area within an LOC.

The anti-doping Functional Area within a LOC should be assigned to the department to which it is best suited, based on *Event* specifics. Historically, anti-doping has resided within the Sport Department, with Medical either within Venues and Infrastructure or a stand-alone function.

When creating the LOC organizational chart, the anti-doping unit should be positioned where it can most effectively leverage relations with other Functional Areas while maintaining some independence.

The following table lists key Anti-Doping Activities undertaken between common Functional Areas and the anti-doping unit.

As anti-doping is largely the receiver of services from other Functional Areas rather than the provider, it is essential that good relations are established to deliver an effective anti-doping program. This includes dedicated and secure workspace to host confidential meetings and store relevant documentation.

Functional Area	Key interaction with anti-doping and services required
Sport	<ul style="list-style-type: none"> • Control the field of play. • Determine notification points and access required for <u>SCP</u>. • Maintain close relationship with the IF. • Understand intrinsically the nature of each sport. • Oversee <u>TDP</u> schedule. • Manage <u>DCP</u> identification.
Logistics	<ul style="list-style-type: none"> • Manage the delivery ('bump in') of equipment into a venue (including <u>Sample Collection Equipment</u>) and extraction from ('bump out') a venue. • Provide transportation of <u>Samples</u> to the <u>Laboratory</u> if required. • Provide secure storage, essential for <u>Sample Collection Equipment</u> prior to 'bump in.' • Sometimes includes the FF&E Functional Area, which provides refrigerators, stationery, desks, chairs, office equipment, clipboards etc.—all of which contribute to a smooth-running <u>DCS</u>.
Transportation	<ul style="list-style-type: none"> • Provide vehicles for anti-doping if required. • Provide transport for <u>Athletes</u> delayed in the <u>DCS</u> back to their accommodations. • May provide transportation for <u>SCP</u> or <u>Samples</u> if required.
Workforce	<ul style="list-style-type: none"> • Oversee LOC recruitment, training and deployment. • Work with anti-doping on modelling and head count management. • Manage human resource issues throughout the recruitment phase and Games time. • Assist with schedulling. • Provide <u>SCP</u> with uniforms and meal vouchers.
Media	<ul style="list-style-type: none"> • Control the media mixed zone, with media responsibilities potentially being part of the 'post-<i>Event</i> sequence' while an <i>Athlete</i> is engaged with/prior to <i>Doping Control</i>. • Request <i>Athletes</i> attend post-<i>Event</i> press conferences.
Accreditation	<ul style="list-style-type: none"> • Manage the accreditation and access of <u>SCP</u>. • Ensure that <u>SCP</u> can access the same locations as <i>Athletes</i> (e.g. media mixed zone, ceremonies) to fulfill their duties. • Where possible, <u>SCP</u> should receive unlimited accreditation (access to all areas) and, at a minimum, to all areas <i>Athletes</i>

	are entitled to be.
Medals and Ceremonies / Sport Presentation	<ul style="list-style-type: none"> Responsible for medal ceremonies that may take place as part of the 'post-Event sequence' while an <i>Athlete</i> is engaged with <i>Doping Control</i>.
Medical	<ul style="list-style-type: none"> Provide medical care to <i>Athletes</i> who may be engaged in the <i>Doping Control</i> process. May share resources (e.g. <u>BCOs</u> and equipment). Often placed in close proximity to the <u>DCS</u>.
Catering, Cleaning and Waste	<ul style="list-style-type: none"> Provide catering for <i>Athletes</i> delayed in the <i>Doping Control</i> process. Provide and replenish drinks for <i>Athletes</i> in the <u>DCS</u>. Clean the <u>DCS</u> and fix infrastructure problems (e.g. leaking washrooms, faulty air conditioning, etc.). Remove waste, including sharps bins, and replenish with new equipment. Discovery of possible doping substances or paraphenalia.
Technology	<ul style="list-style-type: none"> Provide computers, printers and telephones for the <u>DCS</u>, including Web access for <i>Athlete</i> information and <i>ADAMS</i>. Manage card systems for accessing the <u>DCS</u>. Provide scanners for managing entry to and from the <u>DCS</u>. Provide radios or telephones for in-venue communications.
Venues and Infrastructure	<ul style="list-style-type: none"> Responsible for the design, layout and overlay of venues, including building or procuring a facility to act as a <u>DCS</u>. Manage the Venue Operational Planning (VOP) process in which all Functional Areas come together to discuss their respective concepts of operations and interactions.
Villages	<ul style="list-style-type: none"> Oversee <i>Athlete</i> Village operations. Manage cleaners who may discover doping paraphenalia in <i>Athlete</i> rooms. Provide a <u>DCS</u> (usually located in the Polyclinic).
<i>NOC/NPC</i> relations (or equivalent)	<ul style="list-style-type: none"> Manage the relationship with <i>NOCs</i> and <i>NPCs</i>. Negotiate access to <i>Athlete</i> rooms or facilitate the provision of whereabouts information if required.
Language Services	<ul style="list-style-type: none"> Provide interpreters for <i>Athletes</i> undergoing <i>Doping Control</i>. Alternatively, provide an 'over-the-telephone' interpretation service.
Test <i>Events</i> (sometimes managed by Sport)	<ul style="list-style-type: none"> Responsible solely for Test <i>Event</i> operations. Usually less resources available, therefore anti-doping's expectations may have to be adaptable.

3.3.4 Outsourcing

If the *Event* does not have a Functional Area to provide a service required by anti-doping, then outsourcing of certain activities may be an option.

Outsourcing has been done at previous *Events* for the following activities:

- Transportation of *Samples* to the Laboratory via a courier company or the *NADO's* system
- Hiring of BCOs through a reputable phlebotomy Agency
- Contracting of expert *Sample Collection* services (where no *NADO* with sufficient resources exists).

Any outsourcing will require a contract to ensure the service level expected by the *ADO* is met. Making explicit reference to provisions in the *ADO's* rules, or to the *ISTI* itself, will add protections in this regard. *MEOs* and *LOCs* may also wish to source such services through sponsorship opportunities and/or in-kind contributions.

3.4 Test Distribution Plan

For guidance and best practice on creating a best practice TDP for a Major Event, the *MEO/ADO* and *LOC* should review and implement the *ISTI* and the Guidelines for Implementing an Effective *Testing* Program. The purpose of this Guidelines document is not to repeat either resource, but to provide specific guidance on what the Major Event Organizer should consider for a Major Event TDP.

The key to creating an effective TDP is to conduct a proper, thorough risk assessment. A Major Event is, in many instances, the pinnacle for all *Athletes* competing. The incentive to cheat, either in the build-up to the *Event* or even during the *Event*, is high.

To deter doping in the build-up to a Major Event, the *MEO* may consider extending its jurisdiction to increase the number of *Out-of-Competition (OOC)* tests it conducts (as stated in *Code* Article 5.2.3 and Guidelines Section 2.2).

Alternatively, the *MEO* should consider coordinating efforts with the *IFs* attending the *Event* and with *NADOs* to ensure *Testing* and education focus on those *Athletes* likely to attend the *Event*, e.g. *Athletes* on the short (tentative) or final (definitive) participation list.

Other risks to be considered by the *ADO/MEO* are:

- Doping history of sports at that particular *Event*;
- Test history of *Athletes* participating, especially in the lead-up period;
- Number of *Athletes* participating per sport and discipline;

- Financial incentives across the sports, including potential endorsement opportunities linked to being successful at the *Event*—especially for specific countries or individual *Athletes*; and
- Existing IF and *NADO Testing* programs.

An initial TDP should be made available to the LOC and Laboratory at least one year before the Major Event. This milestone is imperative, given that these numbers dictate many subsequent aspects of the overall anti-doping program such as workforce planning, equipment purchasing and venue planning.

At this point, the TDP should outline:

- Overall number of tests;
- Urine and blood *Sample* numbers, specific analysis targets in compliance with the TDSSA and other *Prohibited Substances*; and
- *ICT* and *OOCT* ratios.

Once the *Competition* schedule is confirmed, the TDP can be refined to identify the distribution of *In-Competition* tests across all the sports and disciplines. This approach allows sufficient time for the LOC to refine its workforce modelling and also for the Laboratory to start to identify its operations around the daily collection schedules, particularly managing the peak days.

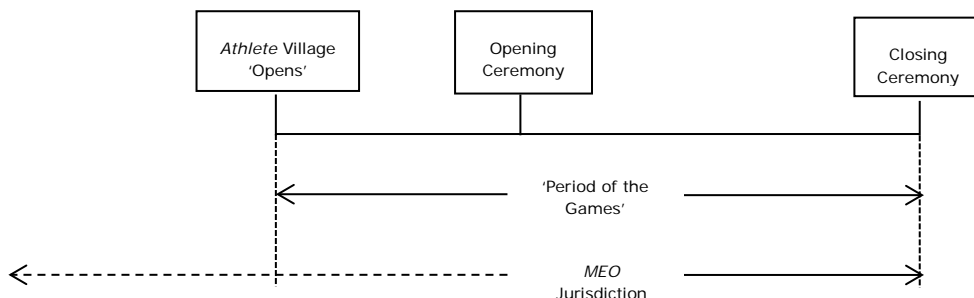
Around the same time, the *Test Event* program will be starting.

The *MEO* should encourage the LOC to facilitate *Testing* at all *Test Events*, ideally using the same personnel who will work during the main *Event* itself. Due to the varying nature of the level of *Event* in terms of jurisdiction and standard of *Athlete* participating, the LOC should work closely with the IF, *NADO* or a service provider to implement *Testing* at the *Test Events*.

3.4.1 *Out-of-Competition vs. In-Competition*

Out-of-Competition

As stated in *Code* Article 5.2.3, the *MEO* has great flexibility on defining its *OOO* period. This can begin prior to the traditional start day, which is when the *Athlete Village* opens, or the first day of *Competition*.



No later than three months prior to the start of the *Event* jurisdiction period, the *MEO* should begin to formulate the details of the TDP *OOO/pre-Competition* element, in particular the specific *Athlete* selections and analysis requests. The *OOO* TDP should be risk- and intelligence-led, and focus on those *Athletes* and sports demonstrating the greatest risk of cheating.

This planning should also take into account the IFs' and *NADOs'* *Testing* plans for participating *Athletes*. *MEOs* are encouraged to engage in dialogue with those *ADOs* for which potential conflict and a high volume of *Testing* may occur and also to identify any *Athletes* an IF or *NADO* may wish to target on their arrival to or during the Major Event.

The *MEO* should also build in contingency around additional tests that may arise due to:

- Intelligence received during the *Event*
- Unusual behaviour by *Athletes* or *Athlete Support Personnel*
- Target tests for suspicious analysis reports
- *ABP* results and follow-up tests
- Dilute *Samples*

The *MEO* should also plan to test *Athletes* who are not residing in the *Athlete Village* or even in the country hosting the Major Event. Many high-risk *Athletes* will stay away from the *Competition* until very close to the *Event*, therefore the *MEO* should plan with IFs, *NADOs* and service providers to build a network capable of *Testing* any *Athlete* anywhere in the world during the period of jurisdiction.

When coordinating *OOCT* with IFs and *NADOs*, the *MEO* should encourage these organizations to expedite *Sample* analysis close to the start of the *MEO's* jurisdiction to prevent any *Athletes* who may report an *Adverse Analytical Finding* (*AAF*) or *ADRV* from competing at the Major Event.

In-Competition

The *In-Competition* TDP can be confirmed once the *Competition* schedule is released, which usually more than 18 months before the Major Event. The *MEO* should consider the IFs' current selection policies and strategies to foster consistency between *Events* for *Athletes* in specific sports, but the *ADO/MEO* may not be bound by these policies/strategies.

Depending on the outcome of the risk assessment, the *MEO* will have to allocate more or less tests across the different sports and disciplines, and discuss the principles with the relevant IF to set expectations accordingly.

3.4.2 Technical Document for Sport Specific Analysis

As mentioned previously, the *MEO* and/or *ADO* must consider the Minimum Levels of Analysis (MLAs) for testing of certain substances across all sports and disciplines attending the Major Event.

MEOs should be aware that these figures are minimum requirements only and if their risk assessment suggests otherwise, they may increase the analysis of certain substances above the MLA.

It is recommended that the *MEO* focus TDSSA requirements on the *OOB* period under its jurisdiction, and consider all participating *Athletes* as *International-Level Athletes* subject to the TDSSA.

Should a *MEO* wish to perform analysis at a lower level than that dictated by the TDSSA, it must apply to *WADA* for a reduction (*Code* Article 6.4.2, *ISTI* Article 4.7.2) stating clearly why a reduction is deemed necessary.

3.4.3 International Federations

Historically at multi-sport Major Events, the *MEO* and *LOC* have entered into tripartate sport protocol agreements with *IFs* that outline the selection policy, type of analysis, total number of *Samples* to be collected for each sport and discipline *In-Competition*, any sport specifics of the sport related to *In-Competition Testing* and details of any technical delegate that may attend the Major Event and who is responsible for anti-doping of the *IF*. Although *MEOs* are encouraged to open a dialogue with *IFs* in particular, *MEOs* have sole jurisdiction over their *Events* to decide on the selection of *Athletes to be tested*.

If the *MEO* enters into such an agreement, it should be confirmed that the *MEO* holds the right under its jurisdiction to amend any such agreement, given that the *MEO* remains the responsible *ADO* at this *Event*.

Flexibility should be built into any agreement in case of changes to the *Competition* schedule, intelligence received or any other relevant factor that would require the *MEO* to amend the TDP for that sport/discipline.

Any agreement should be held in the strictest confidence, as the overarching principle of a Major Event TDP is unpredictability, and the TDP should be risk- and intelligence-led.

Testing all medalists and ignoring preliminary rounds or other placeholders can be counterproductive to an effective *Testing* strategy. While the *MEO* and *IF* wish to have 'clean' medalists, tests should not be eliminated from the *OOB* period or preliminary rounds where prospective medalists can be identified for *Target Testing* only where the value of this test may be higher. An *Athlete* may be able to engage

in doping behaviour during the early rounds of an *Event* and then stop in time for the finals, if he/she knows *Testing* is not planned during this period of *Competition*.

Once the *Competition* schedule is released, the *MEO*, IF and LOC should meet to discuss *Testing* strategies both *ICT* and *OOCT*. For *OOCT*, the *MEO* and IF should discuss information sharing strategies for *Target Testing* certain high-risk *Athletes* competing at the *Event*. If the IF conducts an *ABP* Program, a strategy should be discussed to determine whether any *ABP* tests will be conducted.

The recommendation for Major Events is that *ABP* blood tests should only be conducted if the relevant Athlete Passport Management Unit (APMU) has made a specific recommendation to collect *Samples* at the *Event*. The Major Event should not be used as a mass screening exercise.

If *ABP* blood tests are to be conducted, the IF should alert its APMU to review the results quickly and make timely recommendations if relevant. The LOC should be prepared and be able to collect and send *ABP* blood *Samples* to the WADA-accredited Laboratory (or other **WADA-Approved Laboratory for the ABP**) in compliance with the TDs related to the *ABP*.

3.4.4 **Sample Retention and Further Analysis**

The strategy and procedures for retaining *Samples* for further analysis are important elements of the *MEO's* TDP.

As advancements in analysis techniques evolve over time, the *MEO/ADO* should plan to store *Samples* and re-analyze them once new or improved analysis techniques become available. *MEO's* should arrange for a suitable and secure storage system to ensure that *Samples* do not degrade over time.

The *MEO* should then form a relationship with WADA and a WADA-accredited Laboratory to remain informed of such developments. *MEO* programs should also consider any existing IF retention policy to account for situations where transfer of *Sample* ownership may be appropriate.

In creating a *Sample* retention strategy, the *MEO* should consider:

- Number of *Samples* from each *Event* to be stored;
- Priority of sport/discipline *Samples* to be stored;
- Timeframes for reviewing stored *Samples*;
- Analysis timeframes; and
- Type(s) of analyses to be conducted.

Once this strategy is finalized, the *MEO* will need to determine procedures on repatriating *Samples* to the storage site after each *Event*, and maintaining the necessary Chain of Custody.

Finally, *MEOs* may wish to offer the *IFs* and *NADOs* of competing *Athletes* the opportunity to have *Samples* transferred to their organization in accordance with their respective storage and analysis policies.

Note: Also see Article 6.4 in *WADA's Guidelines for Implementing an Effective Testing Program*.

3.5 Venues

Venues used for Major Events often fall into three categories:

1. Newly constructed venues;
2. Existing sport or other functional building; or
3. Existing building to be renovated for the *Event*; or
4. Temporary facilities such as portable cabins used exclusively for *Doping Control* purposes.

All have different sets of considerations when trying to ensure that a suitable facility can be identified to act as a DCS.

Venue Operational Plan for venues that need to be designed and constructed from scratch, or renovated, often starts many years before the *Event*, while Functional Area Planning starts years before any construction begins.

It is important for the *MEO* and *LOC* to have representation on the construction of a DCS within the venue, both in terms of size and location.

When working with existing venues that may not have a current or suitable facilities for a DCS, the *MEO* and *LOC* should explore temporary solutions such as partition walls with temporary doors or portable cabins that can be constructed or brought into the venue at the Major Event and removed afterward.

The DCS should be located in 'back-of-house' areas with access restricted to only those individuals who need it. The DCS is not open to the public or media and access to the DCS should avoid thoroughfare through public areas.

3.5.1 Doping Control Stations

Every venue where *Testing* is planned requires a DCS. When planning a suitable DCS within a venue, the *MEO* and *LOC* should consider:

- An area or series of rooms that will be used solely for *Doping Control*, i.e. not shared with another Functional Area.
- A secure location that preserves *Athlete* privacy and confidentiality.
- A location within the venue that is close to the field of play.

- An area that has sufficient processing rooms and toilets to manage the peak collection of *Samples* or the operational policy of the *MEO/LOC* (e.g. some Major Events plan 20 minutes for a urine-only test, 30 minutes for a combined urine and blood test, and for *Athletes* to expect to be 'next in' when they arrive at a DCS).
- A waiting area that can comfortably seat *Athletes* and *Athlete Support Personnel* linked to the number of tests and the nature of the sport/discipline in terms of the flow of *Athletes* into the DCS and the *Competition* schedule (e.g. in swimming finals, races tend to occur continually, with 10 minutes between each *Competition*, vs. a *Team Sport* where *Athletes* arrive at the DCS together post-match).
- A reception area that allows *Athletes* to be quickly checked in and seated where they can be properly observed by Chaperones. Queues or waiting areas outside of the DCS should be avoided to preserve *Athlete* privacy and the integrity of the *Doping Control Testing* process.
- A secure area to store *Samples* and *Doping Control* documentation.
- Appropriate technology and appliances to support operations, e.g. telephones to coordinate SCP outside of the DCS or assist in translation services; computers to allow the DCSM to access *ADAMS* (to access mission orders and enter DCFs into *ADAMS*) as well as Event results and *Athlete* information, and communicate with the DCCC; refrigerators for drinks and *Sample* storage; air conditioning if appropriate; printers to print *Athlete* photos to assist in identification of *Athletes* selected for *Testing*; and TVs to entertain *Athletes* in the waiting area, etc.
- Appropriate furniture, tables and chairs to seat the maximum number of people permitted access the processing room.
- Beds for *Athletes* who may experience difficulties following blood *Sample* collection.
- Accessibility requirements if the *Event* includes *Athletes* with an impairment.
- Fire and safety equipment in case of an emergency.

Other non-*Competition* venues that may require a DCS include:

- Separate medals plazas to which *Athletes* who may still be engaged in the *Doping Control* process are transferred from the *Competition* venue;
- *Athlete Villages* where *OOCT* is planned;
- Training venues where *OOCT* is planned; and

- Transport of *Athletes* engaged in the *Doping Control* process over a large distance, to a location that has a suitable DCS which may require access to washrooms and an area for processing *Samples*.

3.6 Laboratory

Ensuring that all necessary agreements are in place with one or more WADA-accredited Laboratory(ies) is of vital importance. At a minimum, such agreements should include:

- Duration of Agreement
- Applicable Rules (*Code*, International Standards, *ADO* Rules, etc)
- Per *Sample* costs dependent upon the test menu (and *TDP*)
- Reporting requirements including timeframe expectations for 'negative' results and *AAFs*, and any requirements beyond secure ADAMS reporting (i.e. who shall be advised and by what means)
- Test calculations (ex. Multiple analyses on a single *Sample*)
- Analysis requirements (the 'test menu')
- Anticipated daily test distribution – by *Sample* type and analysis
- Security, confidentiality and accreditation requirements for *Laboratory*
- *Laboratory* operating plan and any necessary subcontracting provisions
- *Necessary premises and equipment*
- Undertakings of the responsible stakeholders within the contract
- Records management protocol
- Sample storage requirements post-*Event*.

3.7 Review

3.7.1 Project Review Plan

The *MEO* should formulate a project plan review process whereby the *MEO*, *LOC* and other relevant partners come together to review progress against the plan. Such review meetings can be used to share progress, discuss issues as they arise and collaborate on solutions. These meetings should be built into the project plan.

As the project develops, program risks can be identified, with timeframes and allocated ownership reviewed at subsequent meetings.

For face-to-face meetings, other relevant stakeholders such as the local *NADO*, Government, Border Agencies, Laboratory, and *Athletes* (where appropriate) could be invited to ensure that the meeting as effective as possible and that all parties are aware of plan progress and any issues.

Project reviews should continue up to the start of the *Event* so the *MEO/ADO* is confident that the *LOC* has everything in place to deliver a successful anti-doping program.

If any major milestones are missed or delayed, the review process allows for sufficient time for the issue to be escalated within the relevant organization and for appropriate action to be determined.

All parties need to take an adaptable approach, as many elements change throughout the planning and implementation phase. Many changes are outside of the anti-doping team's control (e.g. changes to the *Competition* schedule or venues), therefore the *MEO* and *LOC* must be flexible in their planning.

3.7.2 Creation of a Task Force or Planning Committee

For *Events* where additional expertise or guidance is required or requested by the *MEO*, the creation of a task force or planning committee may be appropriate.

An organizing body consisting of *MEO*, *LOC*, local *NADO* or *RADO* membership can be established to offer guidance on planning and implementation, and assist in the more technical aspects of hosting a Major Event, e.g. establishing a Laboratory or designing the TDP. Costs for such an addition to the anti-doping program must be determined by all parties well in advance.

3.7.2.1 National Anti-Doping Organization

A key component of a successful Major Event is the local *NADO*. The *NADO* can provide expertise, anti-doping personnel, SCP, connection with a laboratory/ies and links to Government in establishing relationships with law enforcement and the receipt of anti-doping intelligence. The governing authority for the *Event* should utilize the resources, expertise and skills of the host *NADO* where possible, retaining ultimate jurisdiction however and ensuring appropriate oversight of the *NADO* to protect both parties from any possible perceived or real conflict regarding *Athletes* of the host country.

In many cases law enforcement Agencies are unable to share information with 'private sector' companies such as an *MEO* or *LOC*. However, by linking with the *NADO*, the *MEO* can access information it otherwise could not.

In addition to providing SCP, the *NADO* can also assist in Major Event workforce recruitment and training. One benefit of such coordination is that post-Major Event, the *NADO* can benefit from capacity building by including SCP who have gained invaluable experience at the Major Event into its workforce.

Education is another area in which the local *NADO* can add value to the Major Event. In the build up to the Major Event, Games-specific education programs and

NADO Outreach at Test *Events* can help *Athletes* better understand the anti-doping program in advance.

4.0 Implementation (Part A – Pre-Games Period)

The scope of implementation starts with the development and deployment of policies and procedures, from checking, reviewing and amending procedures through the Test *Event* program and readiness exercises, to the publication of Major Event documentation and education material. This phase also includes workforce training to ensure clear understanding of anti-doping policies and procedures.

4.1 Policies and Procedures

4.1.1 MEO Policies

4.1.1.1 Whereabouts

One of the biggest Major Event challenges facing *MEOs* remains the collection of whereabouts information required to locate and test *Athletes OOC* on a No Advance Notice Testing basis.

MEO anti-doping rules and TDs should outline the requirements for *Athletes* attending such *Events*. The *MEO* should consider the following:

- Whether the same level of information will be appropriate and/or necessary during the *Event* for *Athletes* who are already providing whereabouts to an *ADO*, be it at the *Registered Testing Pool* level or otherwise.
- What information is already at its disposal to locate *Athletes* and potentially reduce the level of whereabouts needed to be collected at certain times (e.g. once in the *Athlete Village*).
- Whether the *MEO* should define a whereabouts pool or pools of *Athletes*, and set the respective level(s) of whereabouts information required.
- Who is ultimately responsible for a Whereabouts Filing Failure—the *Athlete* or the Athlete Representative organization (*NOC*, *NPC*, etc.)—and what the *Consequences* are for not providing such information (e.g. monetary fines or suspension from *Competition*).
- How whereabouts will be collated and managed (e.g. *ADAMS*, or another *WADA*-approved system).
- How to manage Missed Tests, Filing Failures, and *Athlete* non-availability processes and coordination with the *IFs* and *NADOs* that also have jurisdiction over these *Athletes*.

- How to ensure the LOC has appropriate accreditation for SCP to access *Athletes* within *Competition* and non-*Competition* venues (e.g. training venues and the *Athlete Village*).
- Ensuring that Games-time systems such as arrival and departure information, training scheduling systems, accreditation access points, accommodation rooming lists, and transport booking systems are made available to the anti-doping team to assist in locating *Athletes* for *Testing*.
- *Athletes* who may be identified by the MEO or LOC as high risk leading into a Major Event who are not part of a *Registered Testing Pool* of the IF or *NADO* should be passed onto the relevant IF or *NADO* with a request that they be tested regularly leading into the Major Event and/or put into a *Registered Testing Pool* leading into and during the Major Event.

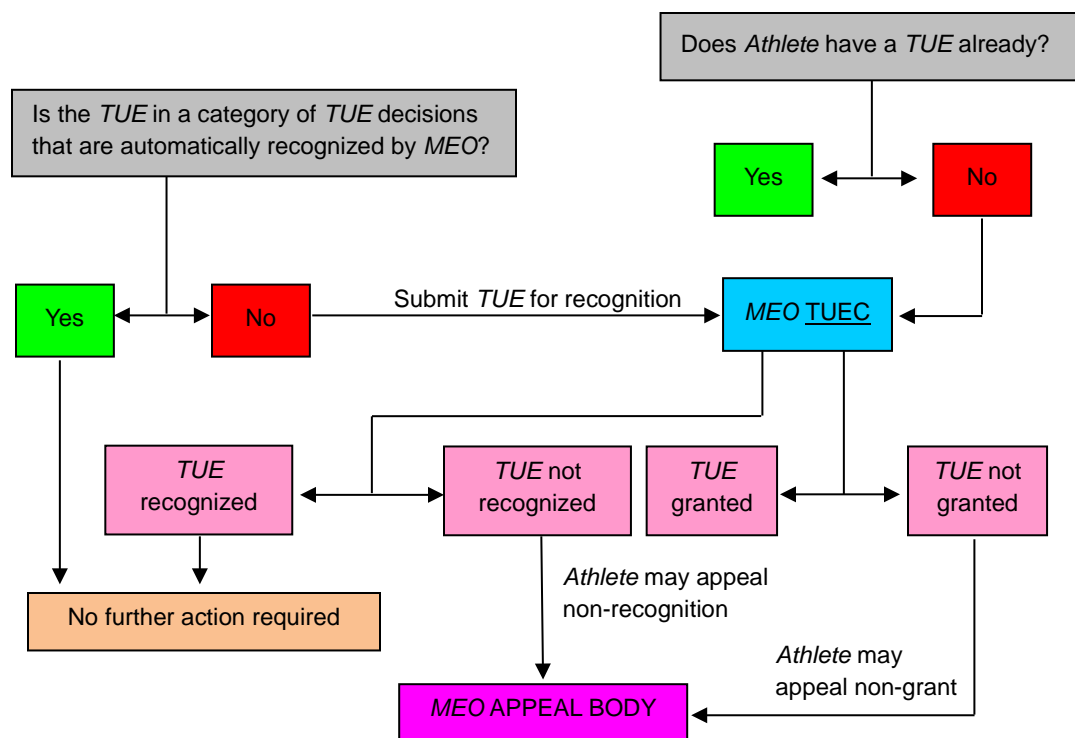
4.1.1.2 Therapeutic Use Exemptions

All *Athletes* requiring the use of a *Prohibited Substance* for Therapeutic reasons and participating in a Major Event, either under the jurisdiction of an *MEO* or *ADO*, must be able to have their existing *TUE* recognized or reviewed in advance of their participation.

The *MEO* must also make a process available for *Athletes* to apply for a *TUE* if he/she doesn't already have one. A *MEO*-granted *TUE* is effective for the *Event* only (*Code* Article 4.4.4.1). Per *ISTUE* Article 5.6, each IF and *MEO* must publish a notice in a conspicuous place on its Web site that clearly explains:

1. Which *Athletes* coming under its jurisdiction are required to apply to it for a *TUE*, and when;
2. Which *TUE* decisions of other *ADOs* it will automatically recognize, as per *ISTUE* Article 7.1(a); and
3. Which *TUE* decisions of other *ADOs* must be submitted to it for recognition, as per *ISTUE* Article 7.1(b).

WADA may republish the notice on its Web site. Using *ADAMS*, IFs and *MEOs* must report a *TUE* granted to *WADA* and to the *Athlete's NADO*.



More information regarding the conduct of TUE administration, including procedures and templates, can be found in WADA's TUE Guidelines: https://wada-main-prod.s3.amazonaws.com/wada-guidelines_tue-v7.0-en.pdf.pdf.

4.1.1.3 Gathering and Sharing of Information and Intelligence

Intelligence gathering procedures and protocols should be agreed upon to ascertain how the MEO will be able to receive and Process anti-doping intelligence at the Major Event. If the local NADO already has established relationships and protocols in place, the MEO should look to leverage these so that it too can access this information.

In some cases, contracts, Memorandum of Understanding or agreements may require drafting to allow the flow of information from the relevant Agency(ies) to the MEO. Confidentiality agreements may also be required for all individuals who will receive information that may be classified or controlled with the host country.

The LOC and MEO will need to perform an analysis of all relevant state laws within the host country to determine the best course of action. The MEO should then detail the procedure to ensure all parties are satisfied with the Process for gathering and analysing intelligence received.

Relationships with Customs to screen teams/*Athletes* entering a country, or a policy to screen team doctors and *Athletes*, may also be useful. More information regarding the conduct of information gathering can be found in WADA's Information Gathering and Intelligence Sharing Guidelines: <https://wada-main->

prod.s3.amazonaws.com/resources/files/wada_guidelines-information-gathering-intelligence-sharing_final_en.pdf

4.1.2 LOC Policies and Procedures

The LOC will be required to have a number of policies and procedures as dictated by the *MEO*, so that the *MEO* is satisfied that all the Major Event Functional Areas are delivering an *Event* that meets its satisfaction. The purpose of internal policies and procedures is to ensure that each Functional Area clearly understands its role and relationship with other Functional Areas when delivering an activity.

These policies and procedures can then be used to guide resource allocation, identify responsible process owners, train workforce, and can be tested at Test *Events* and through readiness exercises.

4.1.2.1 Cross-Functional Area Policies

Listed below are common anti-doping-specific procedures drafted for Major Events requiring other Functional Areas to deliver an Anti-Doping Activity or provide a service (see examples at the end of this Guidelines document for examples of each):

1. Doping paraphenalia discovered

The scope of this procedure starts when potential doping paraphenalia is discovered in a *Competition* or non-*Competition* venue, and the steps taken to secure the item(s), maintain personal safety, record-keeping, the handover to the anti-doping department, the analysis of the findings, and the follow-up action to be taken by the LOC and *MEO*. An example of a policy to address this scenario which any ADO may wish to adopt can be found in Annex D of these guidelines.

2. Notification/post-*Event* sequence

The scope of this procedure starts with the face-to-face notification of an *Athlete* by a Chaperone, and proceeds to the passage through the 'post-*Event* sequence' up to the point the *Athlete* enters the DCS. An example of a policy to address this scenario which any ADO may wish to adopt can be found in Annex E of these guidelines.

3. *Testing* in the *Athlete* Village

This overarching policy should detail how the *MEO* will obtain suitable whereabouts information from *Athletes* residing in the *Athlete* Village, and how SCP will gain access to *Athletes'* rooms and all other *Athlete* areas within the *Athlete* Village (e.g. training areas, dining halls and transport malls).

4. Transporting *Athletes* after *Doping Control*

The scope of the procedure starts when an *Athlete* is delayed in the DCS and the last official transport back to the *Athlete* Village has departed. A step-by-step procedure should detail how the DCSM arranges alternative transport for *Athletes*.

5. Transferring *Samples* to the Laboratory/Chain of custody

The scope of this procedure covers the transport of *Samples* from the DCS to the Laboratory, and must detail each step of the Chain of Custody and the individuals who will have access to the *Samples*.

6. Maintaining and cleaning the DCS

The scope of this procedure is to outline which individuals from other Functional Areas may be granted access to the DCS for facility maintenance and cleaning. Consideration should be taken around the timing of any such work, and the type of activities that must be conducted to ensure the smooth running of the DCS at the Major Event.

Anti-Doping Activities should be given careful consideration and care to ensure *Athlete* privacy and confidentiality such as cleaning, restocking refrigerators, replenishing Sample Collection Equipment, fixing technology, and performing general maintenance (e.g. leaking toilets, faulty air conditioning units, etc.).

7. Evacuation procedures

Everyone's safety should be the first consideration, should venue evacuation be required. However, the LOC should give careful thought to evacuation procedures, considering how to manage *Samples*, *Athletes* engaged in the *Doping Control* process, and chaperoning.

8. *Athlete* food in the DCS

The scope of this procedure starts with an *Athlete* delayed in the DCS by the *Doping Control* process and the requirement to eat to prepare for future *Events* or recover from recent *Competition*, and ends with the delivery of, or access to, food for an *Athlete*. The procedure should also cover how food and drinks will be stored to prevent potential contamination.

4.1.2.2 Procedures Specific to Anti-Doping

The *MEO* and LOC may also consider specific procedures that solely affect anti-doping operations to achieve a consistent approach to workforce training. Consistency also addresses sport-specific procedures that can be a challenge to manage in context of a multi-sport Major Event.

The *MEO* and *LOC* should consider specific procedures relating to:

1. Record *Testing*

The procedure should cover the following scenarios:

- a. *Athletes* not selected for *Testing* who break a world record, or where a team breaks such a record and all *Athletes* require *Testing* (e.g. relay records in Athletics).
- b. *Athletes* who present themselves to a DCS following a National or Continental record and suggest that they need to be tested for the record to stand.

SCP need guidance on how to deal with these unplanned scenarios, and have a chain of command in place to seek approval for *Testing* and invoicing (should costs be assumed by the *Athlete*).

Note: Nothing in the *Code* or *IS* requires that an *Athlete* who breaks any type of record must go through *Doping Control* for this record to stand. Such *Testing* does not demonstrate that an *Athlete* is 'clean,' but rather indicates that none of the *Prohibited Substances* tested for following *Competition* are in the *Athlete's* system at that particular point in time.

If an *ADO* or *MEO* accepts requests for such 'record' *Testing*, departures from the *ISTI* are not permitted, and all such tests should be conducted with No Advance Notice Testing (i.e. with a Chaperone present at all times).

Various *IFs* and *NOCs* include such policies in their *Competition* rules.

MEOs and *ADOs* should be aware of the burden that such requests may put on anti-doping programs, and coordinate with these bodies accordingly. *MEOs* are encouraged to make costs and payment methods available to applicable *ADOs* in advance of the *Event*, or as a part of published rules and policies.

2. *Athlete* selection in the occurrence of a tie

In some sports, the occurrence of a tie/dead heat is a possibility. For example, two *Athletes* may place third in an *Event* for which that position has been selected for *Testing*. SCP require guidance and training on what to do, and how subsequent placeholders selected for *Testing* may be effected.

3. *Athlete* selection when an *Athlete* is injured

A procedure may be required to guide SCP on how to proceed with or cancel a test on an injured *Athlete*. For example, if a cyclist selected for *Testing* crashes 50 miles from the finish area, what are SCP instructed to do?

Similarly, if an *Athlete* engaged in the *Doping Control* procedure becomes ill and requires medical treatment, what guidance are SCP given?

4. Communication between anti-doping personnel

Consideration should be taken to develop procedures and deliver training on how SCP communicate to each other on radios (if used at an *Event*), especially if wave lengths are shared with other users. The *Athletes* have a right to privacy and confidentiality, and their identities should not be communicated across multi-user air waves in relation to *Doping Control*. Leaks of such nature could lead to an *Athlete* receiving advance notice of a test, which must be avoided at all times.

4.1.2.3 *Doping Control* Manual

Along with the specific procedures detailed above, the LOC—with the guidance of the *MEO*—should develop a *Doping Control* Manual that is compliant with the *MEO*'s anti-doping rules, while providing SCP sufficient guidance to fulfill their duties.

The Manual should become the reference document embedded in the workforce training program. The LOC should consider a system for providing procedural updates and version control to ensure all SCP are following the same procedures. This is of particular importance when the SCP are sourced from a number of ADOs with divergent procedures.

The Manual should also include instructions on the use of all *Doping Control* documentation that the *MEO/ADO* has selected to use at its *Event*.

WADA produces template *Doping Control* documentation for ADOs to use and/or modify. These templates are available on WADA's Web site: [https://www.wada-ama.org/en/resources/search?f\[0\]=field_topic%3A109&f\[1\]=field_resource_type%3A108](https://www.wada-ama.org/en/resources/search?f[0]=field_topic%3A109&f[1]=field_resource_type%3A108).

4.1.2.4 Anti-Doping Venue Operational Planning Manual

The LOC may consider producing a Venue Operational Planning Manual specific to each venue that covers the following:

- Field of play positions for Chaperones
- *Athlete* notification points
- Post-*Event* sequence locations and routes for *Athletes* and Chaperones
- DCS location
- Sport-specific procedures, e.g. repechages and how they may affect the timing of notification
- Key in-venue contacts

- Health and safety information, evacuation routes.

The principle should be to 'venue-ize' workforce so that they become experts in the venue and the sport(s) in which they will operate.

4.2 Workforce Training

Following the workforce modelling exercise described in Section 3.0 of these Guidelines, the LOC will need to embark on a workforce training program that includes the recruitment and training of specialists such as DCOs and BCOs, and the identification of suitable individuals from LOC volunteer staff who can act as Chaperones or fill other positions required, e.g. DCCC assistants.

For the specialist positions, there are a number of options available to the LOC:

- Recruit DCOs and BCOs from the local *NADO* or service provider
- Recruit DCOs internationally from other *NADOs*, *ADOs* and service providers
- Train local DCOs.

The LOC should take time to model the number of DCOs and BCOs required, as often only finite resources are available. The LOC needs to budget accordingly for the specialist workforce, and consider:

- Fees and expenses for each position;
- Accommodation costs;
- Travel costs, local and flights for international workforce; and
- Any other costs which may be the responsible of anti-doping (e.g. food when not on a shift).

When identifying volunteer staff to fill positions on the workforce, the LOC should try to match role requirements and specifications with the individual's experience. The LOC should start recruitment as early as possible, as it is recommended that volunteers attend training and the Test *Event* of the venue/sport for which they will be deployed during the Major Event.

Key attributes of an effective Chaperone include the ability to:

- Demonstrate respectful and professional behavior.
- Follow procedures, directions and instructions.
- Communicate (both orally and in writing) effectively in the national language(s) of the country in which testing is taking place, and, if required the language of the *Athletes* to be tested.
- Speak and understand a second language.

- Maintain confidential information.
- Problem-solve quickly and effectively.
- Work in stressful situations / demanding conditions.
- Meet schedule demands of required duties.
- Demonstrate an attention to detail.
- Provide calm and clear direction to *Athletes*.

It is recommended that all anti-doping workforce receive face-to-face training, including practical, scenario-based training. The workforce should be assessed on theoretical knowledge, but more importantly, assessed on performance of Major Event duties.

The LOC should take time to develop an appropriate training program for each position within the workforce team, tailoring sessions so that each position is clear on his/her role and responsibility.

The LOC should identify trainers with sufficient experience to deliver workshops to a high standard. The LOC may consider working with the local *NADO* on the delivery of training sessions, as it may have some expertise in this area.

The LOC may also consider using the workforce training sessions for team building, e.g. volunteer Chaperones meet their Chaperone Team Leader and DCSM. Building relationships at the training sessions and Test *Events* can only improve the experience of the workforce before the Major Event starts. Training sessions can also be used to identify the stronger volunteers to appoint to the more challenging venues such as those with a high volume of tests such as Athletics and Swimming or where results of individual performances result in fluid *Athlete* rankings such as Canoe Slalom.

It is also recommended that the LOC conduct in-venue refresher training just prior to the Major Event so that the team can familiarize themselves with the venue in Games-time mode including knowing the location of all key functional areas that have a relationship with anti-doping and locations that the *Athlete* has access to within the venue. In addition to rehearsing anti-doping procedures and post-*Event* sequences, other venue and sport-specific training can be performed. This also provides volunteers and staff the opportunity to meet and integrate with personnel from other Functional Areas who will work alongside anti-doping.

4.3 Test Events

Test *Events* provide an invaluable opportunity to the *MEO* and LOC to not only test all anti-doping operations, and the competition venues but also to send out a strong deterrent message that doping will not be tolerated.

Where possible, it is recommended that all Test *Events* be subject to *Doping Control*.

For *International Events*, the LOC will need to coordinate Test *Events* with IFs; for *National Events*, the LOC will need to coordinate Test *Events* with the NADO. Where resources are available, the LOC may become the SCA under the authority of the Results Management Authority (RMA) for the Test *Event*.

The LOC should put together a detailed plan of what operations it will test at each Test *Event*, and what level of workforce training or venue/sport familiarization is possible.

The Test *Event* program often starts more than a year out from the Major Event, so the LOC should develop its plans as the Test *Event* program progresses. Test *Events* should be included in the LOC's primary project plan. By the end of the Test *Events*, all policies and procedures should be tested, with any issues identified used to update procedures and retrain workforce where relevant.

A Test *Event* offers a key opportunity to test the coordination of anti-doping procedures with other Functional Areas.

A sport-specific 'post-*Event* sequence' walk-through within the venue before the *Event* starts will help orient the anti-doping workforce, and explain any known differences between the Test *Event* and the Major Event. The walk-through will also illustrate how Anti-Doping will work alongside the Sport, Media, Medal Ceremonies, and Security Functional Areas between notification and reporting to the DCS.

Mock notifications can also be conducted so that the workforce receive 'live' in-venue training in a controlled environment. Once the *Event* starts, the workforce can either perform the actual notifications, if the *Testing Authority* permits, or shadow the Chaperones.

Time should be taken to develop sport-specific knowledge so that the workforce becomes an expert in the post-*Event* sequence for their sport. Specifics undertaken by *Athletes* in the sport should be observed and understood to prevent conflicts, e.g. repechages, *Athletes* competing again in the same day, *Athlete* exit points from the field of play, and common activities (like field of play warm downs and ice baths).

The Test *Event* also provides the DCSM and other SCP the opportunity to meet IF officials and build relationships to become more familiar with sport-specific procedures around *Athlete* selection, notification and behaviours, and common *Athlete* activities.

The DCSM can also build relationships with Functional Area managers and form part of the venue's senior management team.

Such activities not only allow the workforce to familiarize themselves with procedure, but also allow the LOC to develop and refine its Anti-Doping VOP Manuals (see Guidelines Section 3.1.2.4).

After each *Test Event*, the LOC anti-doping team should participate in any debriefing held to identify lessons learned and any procedural gaps worked through with the relevant Functional Area.

Toward the end of *Test Event* program when the Major Event Laboratory is established, the LOC should plan to test the transportation of *Samples* to the Laboratory and review everything from the in-venue collection locations, vehicle accreditation and parking, courier or driver training and accreditation, Chain of Custody procedures, and delivery to the Laboratory.

Any system introduced to the procedure that is not standard practice for the local *NADO* and Laboratory should be tested before the Major Event. The Major Event is not the environment in which to trial or operate a new system for the first time. Whether it be the introduction of new technology, new security systems or a new, unfamiliar procedure, everything should be tested before the *Event* starts to identify and resolve any issues in advance.

Test Events can also be leveraged to reinforce education messages and develop *Athlete* knowledge on the Major Event procedures. Outreach booths and the distribution of anti-doping education material that complements the Major Event should be considered by the LOC, and implemented with the agreement of the *Event* owner.

4.4 Readiness Exercises

Where attendance at a *Test Event* is not possible or there is no *Test Event* for a particular venue or sport, readiness exercises should be conducted by the LOC.

Often LOC-wide readiness exercises can be organized over a number of days with numerous scenarios played out across all Functional Areas. Other stakeholders such as the *MEO*, Government, IF, *NADO*, *Athletes*, Police, etc., can all participate, with anti-doping scenarios built in to test the existing policies and procedures.

Such exercises can either be performed as a desktop approach or in one of the Major Event venues to fully utilize the opportunity to practice and test.

After the conclusion of the readiness exercise, a review can confirm if the correct action was taken, or if procedures require change and/or staff require retraining.

Anti-doping scenarios that can be built into readiness exercises include:

- Actions taken on an *AAF* from the Laboratory reporting to the *MEO*, and the subsequent communications strategy;

- *Athlete* refusal or Failure to Comply;
- *Athlete* injured during *Competition*, and anti-doping's attempt to locate and test him/her; and
- Discovery of doping paraphenalia in the *Athlete* Village.

4.5 Education and Publications

Effective communication is vital to the success of a Major Event anti-doping program. The nature of the program and the responsibility placed on its stakeholders, most notably the *Athletes*, should not be underestimated—especially as many *Athletes* will be competing at a Major Event for the first time.

Generally the *MEO* should aim to have the Major Event anti-doping rules published and available one year before the *Event*. This enables the *NOC/NPC* or equivalent to receive the TDs required to communicate with *Athletes* and *Athlete Support Personnel*. Often the release of the rules will coincide with a Chef de Mission Seminar at which all *MEO* and *LOC* rules can be presented to the key stakeholders.

In addition a further meeting of Chef de Missions (or their equivalent) such as the medical physicians of the participating countries immediately prior to the *Major Event* can be useful to emphasize the key anti-doping messages and to introduce the key anti-doping team members of the *LOC*.

The *LOC* should carefully digest the anti-doping rules and accompanying TDs to ensure it has a compliant workforce training program, *Doping Control* Manual and documentation.

The *LOC* will also be required to provide materials that help *Athletes* and *Athlete Support Personnel* understand their responsibilities. These resources should be made available in advance of the Major Event and can include:

- An *Athlete* Guide, a printed or online document, or both;
- Posters online, for printing and posting in the DCS;
- Complementary online literature, e.g. presentations to *NOCs/NPCs*, or equivalent;
- Online training modules for *Athletes* and *Athlete Support Personnel* that allow individuals to assess their understanding of anti-doping and the *Doping Control* procedure through a quiz-style program;
- Training videos, e.g. detailing the *Doping Control* procedure; and/or
- Links to other websites to direct *Athletes* and *Athlete Support Personnel* to resources where they can receive more information pertinent to the Major Event anti-doping program, e.g. the *MEO* Web site anti-doping section.

The *MEO* should also utilize anti-doping conferences and forums to showcase its anti-doping program and reinforce the technical procedures. As *NADOs* often perform the anti-doping education responsibilities of *NOCs/NPCs* (or equivalent), engaging with *NADOs* through *ADO* symposiums is recommended.

MEOs and single sport *ADOs* alike are encouraged to partner with *NADOs* and engage them in education before their *Athletes* leave for the *Event* as well as upon their arrival. Effective information and education programs can be implemented at low cost and with little effort by capitalizing on existing *NADO* programs and resources. These may include;

Outreach

By adopting the WADA Outreach Model which engages *Athletes* directly in an interactive format with experts on hand, *ADOs* can easily and efficiently deliver outreach at their own Events in order to engage *Athletes* directly. This comprehensive, turn-key program is provided at no cost to stakeholders from WADA and is available in [English](#), [French](#) and [Spanish](#). More information is available here:

https://wada-main-prod.s3.amazonaws.com/resources/files/WADA_Outreach_Model_12-Step_Guide_EN.pdf

Pre-Games Education Sessions

Outreach as a standalone strategy at a Games is not an effective education tool, it is simply an awareness tool. When it is combined with other strategies however, it creates a synergy where one reinforces the other. There are two other key interventions that *MEOs* can deliver with minimal energy and expenditure. One is requiring an education session be conducted with the whole team travelling to the *Event*. Many teams may have an opportunity to be together, as part of most team's protocols and receive a medical and logistics update or to receive uniforms and equipment. Anti-Doping education should form a key part of these collective sessions especially when they may take place at *Event* venues.

E-learning can also be used, whereby athletes are required to complete existing *WADA* tools such as the [Athlete Learning Program about Health and Anti-Doping \(ALPHA\)](#) and the Play True Quiz. This is reinforced then when they complete the quiz at the Games at the Outreach booth, providing a trigger for previous learning and reinforcing the message where the athlete's feeling of competence in a public setting helps them to identify themselves with the message of clean sport. These tools are available on *WADA's* website and *ADOs* are encouraged to distribute these links to participating *Athletes* and participating support personnel.

<https://www.wada-ama.org/en/tools-for-stakeholders>

5.0 Implementation (Part B – Games Period)

On the day the 'period of the Games' starts, the *MEO* and *LOC* become operational and the procedures begin to be implemented.

Tweaks in procedure can be made throughout the Major Event, however the *MEO* and *LOC* should enter the *Event* confident that they have resolved all issues and have tested operations to their mutual satisfaction. New, unforeseen challenges will arise during the Major Event, but the *MEO* and *LOC* should be ready to deal with them through the established policies and relationships with other stakeholders developed during the planning phase.

5.1 Doping Control Command Centre

The *LOC* should establish a *DCCC* to be operational at all times during the Major Event.

The *DCCC* should be a secure and separate office or location only accessible by the *LOC* anti-doping team. Access should be controlled to prevent unauthorized entry, as the *DCCC* will contain confidential information on the Major Event anti-doping program.

Activities in the *DCCC* may include:

- Daily briefings of the anti-doping team;
- Workforce rescheduling and welfare;
- Deployment of mobile SCP teams;
- Replenishing and restocking of Sample Collection Equipment;
- Entering DCFs into *ADAMS* (if not done in venue);
- Checking *Sample* collection documentation for accuracy;
- Planning and coordinating *OOCT*;
- Confirming *ICT*;
- Receiving and analyzing *DCSM/DCO* reports;
- Collating testing reports for the *MEO*;
- Reporting within the *LOC*, e.g. to the Sport Operation Centre and Main Operation Centre ; and
- Acting as a 'transportation hub', receiving *Samples* from venues and despatching to the Laboratory.

5.2 Anti-Doping Administration and Management System

ADAMS is the clearinghouse for anti-doping data and a key tool for an *MEO* to implement a timely and effective anti-doping program at a Major Event.

By signing the WADA *ADAMS* agreement and creating a Major Event module, the *MEO* can authorize SCA responsibility to the LOC to create users to enter DCFs into *ADAMS*. By promptly entering DCFs into *ADAMS*, the *MEO* can quickly link Laboratory analysis results with *Athletes'* DCFs, initiate the adaptive module of the *ABP* for the steroidal module and Process AAFs and *Atypical Findings* quickly and efficiently. *TUEs* can also be accessed through *ADAMS*.

The LOC may consider training workforce to enter DCFs into *ADAMS* in the *Competition* venue to ensure data is available as soon after a *Sample* collection as possible. This allows the LOC to provide the *MEO* with an almost live update on the status of the *Samples* being collected across multiple venues at any time.

To facilitate an effective *OOCT* program, *ADAMS* can be used to access whereabouts information and plan tests on an ongoing basis. *Target Testing* based on intelligence received can be conducted almost immediately using whereabouts in *ADAMS*. Finally, *ADAMS* provides access to *Athlete* test history, whereabouts information, intelligence, and *TUE* information. Such information can be used to adjust to *MEO* plans and optimize available resources.

All *ADOs* are encouraged to enter data into *ADAMS* without delay. This may include the adoption of 'paperless' *Sample* collection as technology and connectivity permit.

5.3 Monitoring, Review and Recommendations

On a daily basis, the *MEO*, LOC and other key stakeholders (e.g. the local *NADO* and the Laboratory) should meet to discuss the previous day's Anti-Doping Activities and plan for the upcoming day, making changes as required.

In this controlled environment, any anti-doping intelligence reports should be discussed and follow-up action confirmed. Depending on how intelligence links have been established, the appropriate Agency should attend to share and discuss the information. Appropriate *Target Testing* or investigations can then be initiated post-meeting.

If more than one Agency is involved in *Testing* (e.g. the LOC in *Competition* venues and the local *NADO* outside of official venues), then time should be taken to plan *Testing* strategies and ensure that no duplication of effort is occurring.

Reports from *MEO* observations, LOC Sample Collection Personnel and WADA IO observations (if present) should be discussed in an open forum, with any opportunities for improvement agreed upon and implemented immediately.

5.4 Results Management

For *AAFs* arising from *MEO* tests or other potential non-analytical ADRVs discovered at *MEO Events*, *MEOs* shall have primary responsibility for conducting the results management and hearing procedures for the purpose of determining whether or not the *Athlete* has committed an ADRV (see Section 2.2 of WADA's Results Management, Hearings and Decisions Guidelines October 2014 V. 1.0).

The Anti-Doping rules used by *MEOs* typically provide that the *Consequences* applied by the *MEO* in respect of such ADRV are limited to the exclusion from the *Event* and/or *Disqualification*. *MEOs* are then required to promptly forward the matter to the relevant IF (including a copy of the *MEO* decision and all supporting documents). Should the *MEO* be a *Code Signatory*, the IF shall recognize the *MEO's* decision with respect to the ADRV and impose a period of *Ineligibility* in accordance with *Code* Article 7.1.1.

Extensive resources including template procedures and correspondence for results management are available in the Results Management, Hearings and Decisions Guidelines, available on WADA's Web site: https://wada-main-prod.s3.amazonaws.com/wada_guidelines_results_management_hearings_decisions_2014_v1.0_en.pdf

5.5 Program Sustainability

For the *MEO* to ensure a lasting legacy and to help future host LOCs be successful in managing their *Major Events*, it is recommended that anti-doping staff from future *Major Events* be afforded the necessary access to the *Major Event* preceding theirs.

Depending on the length of the cycle between the editions of the *Major Event*, future organizations will be in the *Event* planning phase. Access to current edition operations is invaluable to the *MEO/LOC* and will help develop a greater understanding of the requirements and resources required to stage a *Major Event*.

Attending as an observer also allows LOC staff to speak with *SCP* and *Athletes* about their experience with anti-doping at the *Event*.

Practically, observing notification, the post-*Event* sequence in multiple sports, developing sport-specific knowledge and attending daily meetings between the *MEO* and LOC are all vital in developing knowledge. Visiting the DCCC will also provide insight into the daily operations and resources required. Having mechanisms in place to collect feedback from *Athletes* and *Athlete Support Personnel* can also be of benefit to future *Major Event* Organizers.

In some instances, LOC staff for future Major Events have been seconded into the anti-doping workforce of the current edition of the *Event* to gain an even deeper knowledge.

MEOs may also invite other *MEOs* to attend as observers or participate in medical or anti-doping committees. Again, this is an invaluable opportunity for *MEOs* to capacity build, share experiences and knowledge, and assist other *MEOs* in their development of effective anti-doping programs.

6.0 Legacy

Due to the nature of a Major Event moving from country to country, leaving a lasting legacy is often at the core of an LOCs planning—especially when the *Event* is Government-funded. Often this relates to the future use of sporting venues or housing projects linked to the *Athlete Village*, or social programs such as increasing participation in sport.

Anti-doping in a country or region can also benefit from the legacy of a Major Event Anti-doping program, so the LOC and *MEO* should leverage all opportunities.

Considerations for such sustainable planning may include:

- Training of *Doping Control* personnel to meet geographical needs of the *NADO* or *RADO*
- Increased *NADO* capacity building for the collection and transport of blood *Samples*
- Enhanced domestic Laboratory capacity
- Professional development opportunities for *NADO* and *RADO* staff and and volunteers.

6.1 Workforce

Newly trained SCP deployed at the Major Event will gain a tremendous amount of knowledge and experience in a short space of time. Planning should take place between the LOC and *NADO* to integrate them into the *NADO* post-*Event*.

DCOs in particular are a finite resource worldwide. The *MEO* should plan to use DCOs experienced in its *Event* at future editions of the Games. This ensures that DCOs operating at Major Events are of high quality. Their experiences internationally can also benefit the local *NADO*, as it will have access to DCOs who have experience *Testing* high-profile *Athletes* in what are often the most intense environments. The DCOs will also gain experience *Testing* at sports that may not be familiar to them, again broadening their knowledge and skill set.

DCOs who operate as DCSMs develop new management skills (again, in the context of a high-pressure environment) can be earmarked by the *NADO* to lead SCP teams at other Major Events or National Championships in the host country.

New DCOs trained specifically for the Major Event should also be integrated into the local *NADO* to build capacity and resources.

6.2 Facilities

In new venues built for the Major Event where a DCS was established, the local *NADO* will also benefit for future sporting *Events* at the venue.

Any mobile DCS solutions (e.g. converted motor homes) used at the Major Event can be procured by the *NADO* or relevant National Federation and used for future *Testing* missions.

6.3 Knowledge Transfer

The *MEO* may have a department responsible for managing knowledge transfer from one edition of the Major Event to the next. Similar to the *IO Program*, the knowledge transfer process produces reports containing all the challenges and resolutions managed by the LOC anti-doping team. There may be an opportunity for a formal debriefing session with the previous LOC to explore its approach, policies, procedures, and experiences in depth.

Depending on the agreement between the *MEO* and *WADA*, the *IO Report* published will serve as an invaluable resource. It is recommended that LOCs study all previous *IO Reports*, as these cover many issues and include recommendations for the *MEO* to consider for future Major Events.

7.0 Definitions

7.1 2015 Code Defined Terms

ADAMS: The Anti-Doping Administration and Management System is a Web-based database management tool for data entry, storage, sharing, and reporting designed to assist stakeholders and WADA in their anti-doping operations in conjunction with data protection legislation.

Adverse Analytical Finding (AAF): A report from a WADA-accredited laboratory or other WADA-approved laboratory that, consistent with the International Standard for Laboratories and related Technical Documents, identifies in a *Sample* the presence of a *Prohibited Substance* or its *Metabolites* or *Markers* (including elevated quantities of endogenous substances) or evidence of the *Use* of a *Prohibited Method*.

Anti-Doping Organization (ADO): A *Signatory* that is responsible for adopting rules for initiating, implementing or enforcing any part of the *Doping Control* process. This includes, for example, the International Olympic Committee, the International Paralympic Committee, other *Major Event Organizations* that conduct *Testing* at their *Events*, WADA, International Federations, and *National Anti-Doping Organizations*.

Athlete: Any *Person* who competes in sport at the international level (as defined by each International Federation) or the national level (as defined by each *National Anti-Doping Organization*). An *Anti-Doping Organization* has discretion to apply anti-doping rules to an *Athlete* who is neither an *International-Level Athlete* nor a *National-Level Athlete*, and thus to bring them within the definition of "Athlete." In relation to *Athletes* who are neither *International-Level* nor *National-Level Athletes*, an *Anti-Doping Organization* may elect to: conduct limited *Testing* or no *Testing* at all; analyze *Samples* for less than the full menu of *Prohibited Substances*; require limited or no whereabouts information; or not require advance *TUEs*. However, if an Article 2.1, 2.3 or 2.5 anti-doping rule violation is committed by any *Athlete* over whom an *Anti-Doping Organization* has authority who competes below the international or national level, then the *Consequences* set forth in the *Code* (except Article 14.3.2) must be applied. For purposes of Article 2.8 and Article 2.9 and for purposes of anti-doping information and education, any *Person* who participates in sport under the authority of any *Signatory*, government, or other sports organization accepting the *Code* is an *Athlete*.

[Comment to Athlete: This definition makes it clear that all International- and National-Level Athletes are subject to the anti-doping rules of the Code, with the precise definitions of international- and national-level sport to be set forth in the anti-doping rules of the International Federations and National Anti-Doping

Organizations, respectively. The definition also allows each National Anti-Doping Organization, if it chooses to do so, to expand its anti-doping program beyond International- or National-Level Athletes to competitors at lower levels of Competition or to individuals who engage in fitness activities but do not compete at all. Thus, a National Anti-Doping Organization could, for example, elect to test recreational-level competitors but not require advance TUEs. But an anti-doping rule violation involving an Adverse Analytical Finding or Tampering, results in all of the Consequences provided for in the Code (with the exception of Article 14.3.2). The decision on whether Consequences apply to recreational-level Athletes who engage in fitness activities but never compete is left to the National Anti-Doping Organization. In the same manner, a Major Event Organization holding an Event only for masters-level competitors could elect to test the competitors but not analyze Samples for the full menu of Prohibited Substances. Competitors at all levels of Competition should receive the benefit of anti-doping information and education.]

Athlete Biological Passport (ABP): The program and methods of gathering and collating data as described in the International Standard for Testing and Investigations and International Standard for Laboratories.

Athlete Support Personnel: Any coach, trainer, manager, agent, team staff, official, medical, paramedical personnel, parent or any other *Person* working with, treating or assisting an *Athlete* participating in or preparing for sports *Competition*.

Atypical Finding (ATF): A report from a WADA-accredited laboratory or other WADA-approved laboratory which requires further investigation as provided by the International Standard for Laboratories or related Technical Documents prior to the determination of an *Adverse Analytical Finding*.

CAS: The Court of Arbitration for Sport.

Code: The World Anti-Doping Code.

Competition: A single race, match, game or singular sport contest. For example, a basketball game or the finals of the Olympic 100-meter race in athletics. For stage races and other sport contests where prizes are awarded on a daily or other interim basis the distinction between a *Competition* and an *Event* will be as provided in the rules of the applicable International Federation.

Consequences of Anti-Doping Rule Violations (Consequences): An *Athlete's* or other *Person's* violation of an anti-doping rule may result in one or more of the following: (a) *Disqualification* means the *Athlete's* results in a particular *Competition* or *Event* are invalidated, with all resulting *Consequences* including forfeiture of any medals, points and prizes; (b) *Ineligibility* means the *Athlete* or other *Person* is barred on account of an anti-doping rule violation for a specified period of time from participating in any *Competition* or other activity or funding as

provided in Article 10.12.1; (c) *Provisional Suspension* means the *Athlete* or other *Person* is barred temporarily from participating in any *Competition* or activity prior to the final decision at a hearing conducted under Article 8; (d) *Financial Consequences* means a financial sanction imposed for an anti-doping rule violation or to recover costs associated with an anti-doping rule violation; and (e) *Public Disclosure or Public Reporting* means the dissemination or distribution of information to the general public or *Persons* beyond those *Persons* entitled to earlier notification in accordance with Article 14. Teams in *Team Sports* may also be subject to *Consequences* as provided in Article 11.

Disqualification: See *Consequences of Anti-Doping Rule Violations* above.

Doping Control: All steps and processes from test distribution planning through to ultimate disposition of any appeal including all steps and processes in between such as provision of whereabouts information, *Sample* collection and handling, laboratory analysis, *TUEs*, results management and hearings.

Event: A series of individual *Competitions* conducted together under one ruling body (e.g., the Olympic Games, FINA World Championships, or Pan American Games).

Event Venues: Those venues so designated by the ruling body for the *Event*.

Event Period: The time between the beginning and end of an *Event*, as established by the ruling body of the *Event*

Independent Observer Program (IO): A team of observers, under the supervision of *WADA*, who observe and provide guidance on the *Doping Control* process at certain *Events* and report on their observations.

In-Competition: Unless provided otherwise in the rules of an International Federation or the ruling body of the *Event* in question, "*In-Competition*" means the period commencing twelve hours before a *Competition* in which the *Athlete* is scheduled to participate through the end of such *Competition* and the *Sample* collection process related to such *Competition*.

[*Comment to In-Competition: An International Federation or ruling body for an Event may establish an "In-Competition" period that is different than the Event Period.*]

Ineligibility: See *Consequences of Anti-Doping Rule Violations* above.

International Event: An *Event* or *Competition* where the International Olympic Committee, the International Paralympic Committee, an International Federation, a *Major Event Organization*, or another international sport organization is the ruling body for the *Event* or appoints the technical officials for the *Event*.

International-Level Athlete: *Athletes* who compete in sport at the international level, as defined by each International Federation, consistent with the International Standard for Testing and Investigations.

[Comment to International-Level Athlete: Consistent with the International Standard for Testing and Investigations, the International Federation is free to determine the criteria it will use to classify Athletes as International-Level Athletes, e.g., by ranking, by participation in particular International Events, by type of license, etc. However, it must publish those criteria in clear and concise form, so that Athletes are able to ascertain quickly and easily when they will become classified as International-Level Athletes. For example, if the criteria include participation in certain International Events, then the International Federation must publish a list of those International Events.]

International Standard (IS): A standard adopted by WADA in support of the Code. Compliance with an *International Standard* (as opposed to another alternative standard, practice or procedure) shall be sufficient to conclude that the procedures addressed by the *International Standard* were performed properly. *International Standards* shall include any Technical Documents issued pursuant to the *International Standard*.

Major Event Organizations (MEOs): The continental associations of *National Olympic Committees* and other international multi-sport organizations that function as the ruling body for any continental, regional or other *International Event*.

Minor: A natural *Person* who has not reached the age of eighteen years.

National Anti-Doping Organization (NADO): The entity(ies) designated by each country as possessing the primary authority and responsibility to adopt and implement anti-doping rules, direct the collection of *Samples*, the management of test results, and the conduct of hearings at the national level. If this designation has not been made by the competent public authority(ies), the entity shall be the country's *National Olympic Committee* or its designee.

National Event: A sport *Event* or *Competition* involving *International-* or *National-Level Athletes* that is not an *International Event*.

National Olympic Committee (NOC): The organization recognized by the International Olympic Committee. The term *National Olympic Committee* shall also include the National Sport Confederation in those countries where the National Sport Confederation assumes typical *National Olympic Committee* responsibilities in the anti-doping area.

Out-of-Competition (OOC): Any period which is not *In-Competition*.

Person: A natural *Person* or an organization or other entity.

Prohibited List: The List identifying the *Prohibited Substances* and *Prohibited Methods*.

Prohibited Method: Any method so described on the *Prohibited List*.

Prohibited Substance: Any substance, or class of substances, so described on the *Prohibited List*.

Regional Anti-Doping Organization (RADO): A regional entity designated by member countries to coordinate and manage delegated areas of their national anti-doping programs, which may include the adoption and implementation of anti-doping rules, the planning and collection of *Samples*, the management of results, the review of *TUEs*, the conduct of hearings, and the conduct of educational programs at a regional level.

Registered Testing Pool (RTP): The pool of highest-priority *Athletes* established separately at the international level by International Federations and at the national level by *National Anti-Doping Organizations*, who are subject to focused *In-Competition* and *Out-of-Competition Testing* as part of that International Federation's or *National Anti-Doping Organization's* test distribution plan and therefore are required to provide whereabouts information as provided in Article 5.6 and the International Standard for Testing and Investigations.

Sample or Specimen: Any biological material collected for the purposes of *Doping Control*.

[*Comment to Sample or Specimen: It has sometimes been claimed that the collection of blood Samples violates the tenets of certain religious or cultural groups. It has been determined that there is no basis for any such claim.*]

Signatories: Those entities signing the *Code* and agreeing to comply with the *Code*, as provided in Article 23.

Target Testing: Selection of specific *Athletes* for *Testing* based on criteria set forth in the International Standard for Testing and Investigations.

Team Sport: A sport in which the substitution of players is permitted during a *Competition*.

Testing: The parts of the *Doping Control* process involving test distribution planning, *Sample* collection, *Sample* handling, and *Sample* transport to the laboratory.

TUE: Therapeutic Use Exemption, as described in Article 4.4.

Use: The utilization, application, ingestion, injection or consumption by any means whatsoever of any *Prohibited Substance* or *Prohibited Method*.

WADA: The World Anti-Doping Agency.

7.2 ISTI Defined Terms

Athlete Representative: A person designated by the *Athlete* to assist with the verification of the *Sample* collection procedure, (not including the passing of the *Sample*). This person may be a member of the *Athlete's Support Personnel*, such as a coach or team doctor, a family member, or other. For *In-Competition Testing* the Athlete Representative must have the appropriate accreditation to access the Doping Control Station.

Blood Collection Officer (BCO): An official who is qualified to and has been authorized by the Sample Collection Authority to collect a Blood Sample from an *Athlete*.

Chain of Custody: The sequence of individuals or organizations who have responsibility for the custody of a *Sample* from the provision of the *Sample* until the *Sample* has been delivered to the laboratory for analysis.

Chaperone: An official who is trained and authorized by the Sample Collection Authority to carry out specific duties including one or more of the following (at the election of the Sample Collection Authority): notification of the *Athlete* selected for *Sample* collection; accompanying and observing the *Athlete* until arrival at the Doping Control Station; accompanying and/or observing *Athletes* who are present in the Doping Control Station; and/or witnessing and verifying the provision of the *Sample* where the training qualifies him/her to do so.

Doping Control Officer (DCO): An official who has been trained and authorized by the Sample Collection Authority to carry out the responsibilities given to DCOs in the International Standard for Testing and Investigations.

Doping Control Station (DCS): The location where the Sample Collection Session will be conducted.

Failure to Comply: A term used to describe anti-doping rule violations under *Code* Articles 2.3 and/or 2.5.

Filing Failure: A failure by the *Athlete* (or by a third party to whom the *Athlete* has delegated the task) to make an accurate and complete Whereabouts Filing that enables the *Athlete* to be located for *Testing* at the times and locations set out in the Whereabouts Filing or to update that Whereabouts Filing where necessary to ensure that it remains accurate and complete, all in accordance with Article I.3 of the International Standard for Testing and Investigations.

Missed Test: A failure by the *Athlete* to be available for *Testing* at the location and time specified in the 60-minute time slot identified in his/her Whereabouts Filing for the day in question, in accordance with Article I.4 of the International Standard for Testing and Investigations.

No Advance Notice Testing: *Sample* collection that takes place with no advance warning to the *Athlete* and where the *Athlete* is continuously chaperoned from the moment of notification through *Sample* provision.

Results Management Authority (RMA): The organization that is responsible, in accordance with *Code* Article 7.1, for the management of the results of *Testing* (or other evidence of a potential anti-doping rule violation) and hearings, whether (1) an *Anti-Doping Organization* (for example, the International Olympic Committee or other *Major Event Organization*, WADA, an International Federation, or a *National Anti-Doping Organization*); or (2) another organization acting pursuant to the authority of and in accordance with the rules of the *Anti-Doping Organization* (for example, a National Federation that is a member of an International Federation). In respect of Whereabouts Failures, the Results Management Authority shall be as set out in Article I.5.1.

Sample Collection Authority (SCA): The organization that is responsible for the collection of *Samples* in compliance with the requirements of the International Standard for Testing and Investigations, whether (1) the Testing Authority itself; or (2) another organization (for example, a Third Party contractor) to whom the Testing Authority has delegated or sub-contracted such responsibility (provided that the Testing Authority always remains ultimately responsible under the *Code* for compliance with the requirements of the International Standard for Testing and Investigations relating to collection of *Samples*).

Sample Collection Equipment: Containers or apparatus used to collect or hold the *Sample* at any time during the Sample Collection Session. Sample Collection Equipment shall, as a minimum, consist of:

- For urine *Sample* collection:
 - Collection vessels for collecting the *Sample* as it leaves the *Athlete's* body;
 - Suitable kit for storing partial *Samples* securely until the *Athlete* is able to provide more urine; and
 - Sealable and tamper-evident bottles and lids for storing and transporting the complete *Sample* securely.
- For blood *Sample* collection:
 - Needles for collecting the *Sample*;
 - Blood tubes with sealable and tamper-evident devices for storing and transporting the *Sample* securely.

Sample Collection Personnel (SCP): A collective term for qualified officials authorized by the Sample Collection Authority to carry out or assist with duties during the Sample Collection Session.

Sample Collection Session: All of the sequential activities that directly involve the *Athlete* from the point that initial contact is made until the *Athlete* leaves the Doping Control Station after having provided his/her *Sample(s)*.

Test Distribution Plan (TDP): A document written by an *Anti-Doping Organization* that plans *Testing* on *Athletes* over whom it has Testing Authority, in accordance with the requirements of Article 4 of the International Standard for Testing and Investigations.

Testing Authority: The organization that has authorized a particular *Sample* collection, whether (1) an *Anti-Doping Organization* (for example, the International Olympic Committee or other *Major Event Organization*, WADA, an International Federation, or a *National Anti-Doping Organization*); or (2) another organization conducting *Testing* pursuant to the authority of and in accordance with the rules of the *Anti-Doping Organization* (for example, a National Federation that is a member of an International Federation).

Whereabouts Failure: A Filing Failure or a Missed Test.

Whereabouts Filing: Information provided by or on behalf of an *Athlete* in a Registered Testing Pool that sets out the *Athlete's* whereabouts during the following quarter, in accordance with Article I.3 of the International Standard for Testing and Investigations.

Witness: The member of Sample Collection Personnel who observes the passing of the *Sample* by the *Athlete* in accordance with the procedures for observation.

7.3 ISL Defined Terms

Athlete Passport Management Unit (APMU): A unit composed of a *Person* or *Persons*, designated by the *Anti-Doping Organization*, responsible for the administrative management of the *Passports* advising the *Anti-Doping Organization* for intelligent, *Targeted Testing* liaising with the Expert Panel compiling and authorizing an Athlete Biological Passport Documentation Package and reporting *Adverse Passport Findings*.

International Standard for Laboratories (ISL): The International Standard applicable to Laboratories as set forth herein.

Laboratory(ies): (A) WADA-accredited laboratory(ies) applying test methods and processes to provide evidentiary data for the detection of *Prohibited Substances*, *Methods* or *Markers* on the *Prohibited List* and, if applicable, quantification of a

Threshold Substance in *Samples* of urine and other biological matrices in the context of anti-doping activities.

Major Event: A series of individual international *Competitions* conducted together under an international multi-sport organization functioning as a ruling body (e.g., the Olympic Games, Pan American Games) and for which a significant increase of resources and capacity, as determined by *WADA*, is required to conduct *Doping Control* for the *Event*.

7.4 ISPPPI Defined Terms

Anti-Doping Activities: Activities specified by the *Code* and the *International Standards* to be carried out by *Anti-Doping Organizations*, and their Third-Party Agents, for the purpose of establishing whether anti-doping rule violations took place, including collecting whereabouts information; conducting *Testing*; performing results management; determining whether an *Athlete's Use of a Prohibited Substance* or *Prohibited Method* is strictly limited to legitimate and documented therapeutic purposes; educating *Participants* on their rights and responsibilities; conducting investigations into anti-doping rule violations; and initiating legal proceedings against those who are alleged to have committed such a violation.

Personal Information: Information, including without limitation Sensitive Personal Information, relating to an identified or identifiable *Participant* or relating to other *Persons* whose information is Processed solely in the context of an *Anti-Doping Organization's Anti-Doping Activities*.

[3.2 Comment: It is understood that Personal Information includes, but is not limited to, information relating to an *Athlete's* name, date of birth, contact details and sporting affiliations, whereabouts, designated therapeutic use exemptions (if any), anti-doping test results, and results management (including disciplinary hearings, appeals and sanctions). Personal Information also includes personal details and contact information relating to other *Persons*, such as medical professionals and other *Persons* working with, treating or assisting an *Athlete* in the context of Anti-Doping Activities. Such information remains Personal Information and is regulated by this Standard for the entire duration of its Processing, irrespective of whether the relevant individual remains involved in organized sport.]

Processing (and its cognates, Process and Processed): Collecting, retaining, storing, disclosing, transferring, transmitting, amending, deleting or otherwise making use of Personal Information.

7.5 ISTUE Defined Terms

Therapeutic: Of or relating to the treatment of a medical condition by remedial agents or methods; or providing or assisting in a cure.

Therapeutic Use Exemption Committee (TUEC): The panel established by an *Anti-Doping Organization* to consider applications for *TUEs*.

Annexes

Annex A: Recording Entry/Exit of the Doping Control Station

Purpose

The purpose of this section is to 1) outline how entry to and exit from the Doping Control Station (DCS) is recorded, and 2) identify who is authorized to access the station.

Action

It is recommended that an Entry/Exit Log be used for all In-Competition and Out-of-Competition Testing sessions where multiple Samples are to be collected at a single session.

The Doping Control Officer (DCO) or the Doping Control Station Manager must control DCS entry and exit. The Entry/Exit Log should be completed and submitted to the Anti-Doping Organization (ADO) with the Doping Control documentation.

Only the following individuals may be permitted entry into the DCS:

- On-duty DCO(s)
- On-duty Chaperone(s)
- Other *Sample* Collection Personnel on duty
- *Athlete*(s) being tested
- Athlete Representative(s)
- Interpreter(s) if required
- Representative(s) from the relevant National Sport Federation, International Federation and *Event* Representatives
- *ADO* staff
- Other individuals authorized by the *ADO* (e.g. auditors, Independent Observers, etc.).

Annex B: Doping Control Station Criteria and Checklist

Purpose

1. The purpose of this procedure is to describe the process for ensuring that a suitable Doping Control Station (DCS) is used for *In-Competition Testing* (ICT) and *Out-of-Competition Testing* (OOCT).

Actions

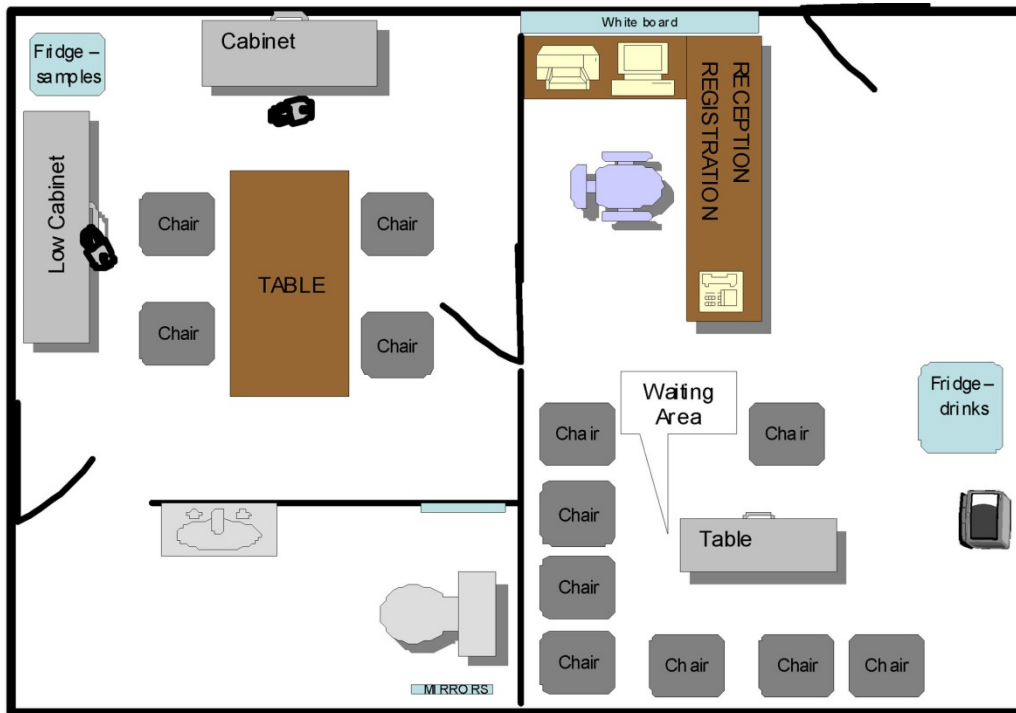
ICT Criteria

- Where possible, the Doping Control Officer (DCO) should check the venue to determine whether a suitable DCS is available prior to the Sample Collection Session.

Facilities should meet the following criteria for *ICT*:

General

- Solely reserved for *Doping Control* purposes
- Accessible only to authorized personnel
- Secure enough to store Sample Collection Equipment
- Private enough to preserve *Athlete* privacy and confidentiality
- Ideally comprised of a separate waiting room, processing room and an appropriate number of toilets. See diagram below.
- Ensures the health and safety of the *Athlete* and Sample Collection Personnel (SCP) are not compromised
- Large enough to accommodate the number of *Athletes* to be tested, Athlete Representatives and SCP who will occupy the area
- Proximity to *Competition* venue, or appropriate transportation plan
- Wash basin for *Athletes* and DCOs to wash their hands



- One table for every DCO processing *Doping Control* documentation
- Two chairs per *Athlete* being tested and one chair for each member of the SCP
- If necessary, access to dividers to ensure privacy/confidentiality, and division of processing areas
- Appropriate lighting to conduct processing
- Receptacles for each processing station to store waste generated.

Special

- If necessary, wheelchair accessibility
 - If requested, security person outside the DCS
 - Educational materials or entertainment equipment (i.e. TV, radio) for *Athletes* in the waiting area
 - Additional equipment may be requested to accommodate special *Testing* needs, i.e. blood collections.
2. The designated DCS, including toilets, may not be used as a public facility, office, team locker room, or shared with any *Event* operation during the *Testing* session.

3. If the DCO has determined that the facility is not appropriate, he/she should consult whomever necessary to obtain a suitable area, and note this problem on the DCO report with details on how the problem was resolved.
4. If there is no suitable area within the proximity of the *Competition* venue and the DCO feels that the Sample Collection Session would be compromised by using the proposed facility, the DCO must contact the *Anti-Doping Organization (ADO)* for advice on how to proceed.

The DCO ****should not,**** without consultation with and approval of the *ADO*, cancel the *ICT* session. The DCO should document the deficiencies of the designated DCS on the DCO report.

NOTE: The *ADO* reserves the right of sole discretion to cancel an *ICT* session if, in the *ADO's* opinion, the facilities designated for the DCS are such that the integrity of the Sample Collection Session might be compromised.

OOCT Criteria

1. For *OOCT* DCOs will be required to test *Athletes* outside of a *Competition* period. This *Testing* may occur at the *Athlete's* residence, training venue or any other location where the *Athlete* may be found. If *Testing* at a training venue, the DCO should identify a suitable area to act as the DCS. If *Testing* at the *Athlete's* home, the *Athlete* should identify an area that meets the following criteria:
 - Private enough to preserve *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 SCP are not compromised
 - Ensures that wherever the *Athlete* may go, the DCO and Chaperone can maintain sight of them at all times.
2. If there are any significant deviations from these criteria, the DCO should make a record of this in the DCO report.

3. If at all possible, *Athletes* should be tested where they are notified for *OOCT*. For example, if the *Athlete* is notified at his/her training venue, he/she should be processed at the training venue.

Occasionally, a DCO will encounter a situation that will require him/her to relocate the *Testing* area. This will require that the DCO, Chaperone (if applicable) and the *Athlete* physically move (via automobile or other means) to another location with a suitable area for *Testing*.

****If this situation occurs, the *Athlete* must be accompanied by the DCO or Chaperone at all times.****

Some example scenarios include:

- Training facility is closing, and the *Testing* area is no longer available.
- The *Athlete* has a previously planned activity (school, work, etc.) that he/she must attend, and cannot remain at the location where he/she was notified for *Testing*.
- There is no suitable area in the *Athlete's* residence to perform the test.
- The DCO does not feel safe in the *Athlete's* residence.
- The *Athlete* requests that the *Testing* take place in another location.

Access to DCS

1. The following individuals are authorized to be present at the DCS:
 - a. On-duty DCO(s)
 - b. On-duty Chaperone(s)
 - c. Other SCP on duty
 - d. *Athletes* being tested
 - e. *Athlete* Representatives
 - f. Interpreter(s) if required
 - g. Representatives from relevant National Sport Federation, International Federation, and *Event* Representatives
 - h. *ADO* staff

- i. Other individuals authorized by the *ADO* (e.g. auditors, Independent Observers, etc.).
2. The DCO has authority to prohibit access to anyone otherwise entitled entry to the DCS if his/her presence is deemed by the DCO to be disruptive or interfering with the Sample Collection Session.
3. Members of the media should ****never**** be allowed to enter the DCS at any time.

Summary Checklist

The DCO should consider the following questions when identifying a suitable DCS:

- Is the area identified private and available for the sole use of *Doping Control*?
- Is the space identified appropriate for the number of individuals who may be present? Remember: the *Athlete* may be accompanied by an Athlete Representative.
- Are there sufficient chairs and tables for the number of *Samples* to be processed?
- Can the room be arranged so that the waiting area and processing area are separate (*In-Competition*)?
- Is there a wash basin for *Athletes* and DCOs to wash their hands?
- Is there suitable storage space for partial *Samples*, completed *Samples* and *Sample* collection documentation?
- If applicable, are there suitable facilities for *Athletes* with a disability (e.g. ramps, disabled toilets etc.)?
- Is the facility secure, e.g. lockable or with an individual available to act as security?

Annex C: Chaperone Responsibilities/Code of Conduct Form

All ADO Chaperones Must Meet The Following Criteria:

- Not a *Minor*.
- Ability to communicate effectively in the national language(s), and if required the language of the *Athletes* to be tested and/or English.
- No involvement in the administration of the sport for which *Testing* is being conducted.
- No involvement in the personal affairs of or relation to any *Athlete* that may undergo *Doping Control*.
- Ability to walk for extended distances.

All ADO Chaperones Must Possess The Following Characteristics:

- Ability to follow instructions.
- 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.
- Ability to demonstrate sensitivity to *Athlete* emotions.
- Ability to meet schedule demands of required duties.

Code of Conduct

As an ADO-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 Athlete Representatives.
- Not to request photographs or autographs from any *Athlete* or individual while conducting ADO business or wearing ADO 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.

Article I. Tobacco, Alcohol and Gambling Policy

The *ADO* 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 *ADO* 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 *ADO* responsibilities. Chaperones shall not attend any *ADO*-related activity under the influence of alcohol or other drugs. Drinking alcohol while wearing *ADO* attire is not permitted.

I have read and understood the Chaperone Responsibilities/Code of Conduct Form. I do affirm that in the performance of my duties as a Chaperone for the *ADO*, I will observe and comply with this agreement and the *ADO* policies contained herein.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<u>Chaperone</u> Printed Name	Signature	Date (MM-DD-YEAR)
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Street Address	City/State/Postal Code	Telephone
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CHAPERONE DATE OF BIRTH: MM-DD-YEAR

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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GENDER: MALE FEMALE

<input type="checkbox"/>	<input type="checkbox"/>
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Annex D: Discovery of Doping Paraphernalia

Purpose

The purpose of this procedure is to ensure a safe working environment for all staff, volunteers and *Athletes* at all *Event* venues and identify potential anti-doping rule violations, target tests or investigations.

Actions

Once anti-doping personnel are made aware of the discovery of a needle(s) and/or any paraphernalia by medical or cleaning staff, or any other individual that has not been secured within a sharps bin provided by medical services, the following protocol should apply:

- a) The area in which the needle(s) and/or any paraphernalia are found the area should be cordoned off with nothing being removed for staff safety and preservation of area for Doping Control purposes;
- b) the needle and/or any paraphernalia shall not be moved from or touched at its initial location;
- c) a photograph should be taken if possible and relevant *Venue* anti-doping personnel should be contacted;
- d) the date, time and location of the needle and/or any paraphernalia should be ascertained by *Doping Control* services and documented accordingly;
- e) Log the exact location/date/time/any other relevant medication, substances, containers or packets found/who found the items and if anyone else was nearby at the time
- f) *Doping Control* services, with the appropriate support of medical and/or cleaning staff will remove the needle(s) and/or any paraphernalia securely and in accordance with relevant medical practice to be sent to *Laboratory* or Doping Control Command Centre as appropriate and as soon as possible.
- g) once all needle(s) and/or paraphernalia have been removed, *Doping Control* and *Venue* personnel will instruct the relevant functional area (housekeeping, competition etc.) that the area can now be thoroughly cleaned by staff in a safe manner.

Annex E: Athlete Notification post-Event sequence

Purpose

At the conclusion of the *Athlete's* participation in their event they are required to fulfil a number of obligations as prescribed by the relevant Jurisdiction. At the conclusion of the *Athlete's* event they will move through a range of areas and processes in a specific order and priorities in accordance with the relevant regulations regulations. This sequence recommends how *doping control* requirements are best incorporated into the overall post-*Event* sequence.

Actions

Post competition – non-medal session

When the *Athlete* leaves the field of play for the final time in a session or at the end of a match they must exit via the mixed zone.

Sport competition personnel are generally responsible for the passage of *Athletes* from the field of play to the mixed zone. Press operations and broadcast manage the mixed zone process. All *Athletes* are required to pass through the mixed zone but they are not typically obliged to speak to any member of the media.

Team officials leaving the field of play must not leave via the mixed zone unless invited there by a member of the press operations or broadcast team.

A verbal *Doping Control* notification will happen prior to the mixed zone if required. The *Athlete* is then required to complete the mixed zone, with *Chaperones* accompanying them on the *Athlete* pathway or from another position where they can maintain line of sight, before reporting to *doping control*. Written notification will be sought immediately once the *Athlete* has departed the mixed zone.

If an *Athlete* requests to deliver a *Sample* immediately they shall do so, but may be required to return to the mixed zone immediately after to complete their commitments as required by the relevant sport jurisdiction.

Post competition – medal session

At the end of a medal session or match, the start of the process remains the same and mixed zone obligations are to be completed prior to the medal ceremony taking place.

Press and broadcast will generally work with the sport and medal ceremonies team to release the *Athlete* to the ceremony at the allotted time.

Sport competition volunteers will escort the *Athletes* for medal ceremonies to an agreed location with the medal ceremony team, e.g. Medal Ceremony Office or warm up area. The medal ceremony team will manage the *Athlete* participation in the medal ceremony, including movement to photo location immediately after the ceremony. Upon completion of the ceremony, the medal ceremony team will escort the *Athletes* off the field of play to an agreed location with sport competition where the *Athletes* collect their accreditations.

Sport competition volunteers will deliver the *Athletes* to the press operations team at the mixed zone or an agreed location. If the mixed zone was not completed prior to the ceremony the Venue Press staff, in conjunction with the Venue Broadcast staff, will decide whether the *Athletes* will return to the mixed zone at the point they left, or whether to move straight to media conference.

Media Conferences will generally take place immediately after each medal ceremony. All medallists will attend, coaches and/or other *athletes* may attend as circumstances dictate – this will be at the discretion of the Venue Press Manager. For team sports, this will be the captain and / or notable player and coach from the three medalling teams. Press Operations will facilitate all conferences.

If an *Athlete* requests to deliver an immediate *Sample* at any point during this process they may do so but will typically return to the mixed zone or press conference immediately to complete their commitments.

Press Operations will deliver the *Athletes* back to the sport back of house space and where required the *Chaperone* will escort the athlete to the *Doping Control* station.