

# ANTI-DOPING GUIDE

to assist local Organizing Committees and Sample Collection Authorities in the preparation of compliant Anti-Doping services at ISU Events.



**Version 2**

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## Table of Contents

	Page
1. Introduction	3
2. Pre-Event Anti-Doping Protocol and Sample Collection Memorandum	3
3. Anti-Doping Information Package (ADIP)	3
4. Responsibility of the ISU	4
5. Responsibility of Organizing Committee	4
6. Responsibility of Sample Collection Authority	5
7. Personnel	5
7.1 Event Doping Control Coordinator (EDCC)	5
7.2 Chaperone Manager	5
7.3 Chaperones	5
7.4 Administrative person	5
8. Communication	6
9. Doping Control Station (DCS)	6
9.1 Waiting room	6
9.2 Administration area	6
9.3 Toilet and washing facilities	7
An Ideal Doping Control Station	8

### Abbreviations

ADIP	Anti-Doping Information Package
CM	Chaperone Manager
COCF	Chain of Custody Form
DCO	Doping Control Officer
DCS	Doping Control Station
EC	Event Coordinator
EDCC	Event Doping Control Coordinator
OC	Organizing Committee
ISU TC	Technical Committee Representative at the Event
ISU Rep	ISU Representative
ISU MA	ISU Medical Advisor
PEADP	Pre-Event Anti-Doping Protocol
PESCP	Pre-Event Sample Collection Protocol
SCA	Sample Collection Authority
TP	Testing Plan

## 1. Introduction

The ISU Medical Commission is appointed to assist local Organizing Committees (OCs) and to report to the ISU Council on Anti-Doping matters.

The ISU Anti-Doping Guide is to be used by Organizers and Sample Collection Authorities (SCA) in the preparing and conducting the designated Anti-Doping program at ISU Events. The Guide provides a standard of Anti-Doping that allows all Skaters to compete in a fair environment.

The Anti-Doping testing conducted In-Competition under the ISU Anti-Doping Rules and ISU Anti-Doping Procedures (ISU Communications [2344](#) and [2366](#) or any updated versions) are in full compliance with the World Anti-Doping Code.

## 2. Pre-Event Anti-Doping Protocol and Pre-Event Sample Collection Protocol

The Pre-Event Anti-Doping Protocol (PEADP) has been created to inform the ISU of the details concerning the planning of the competition's Anti-Doping program. It assists the Event Doping Control Coordinator (EDCC) with an outline for advance planning of Anti-Doping services and provides the ISU with a contact information for further communication with the EDCC of the Event.

The Pre-Event Sample Collection Protocol (PESCP) aims to ensure that the Sample Collection Sessions for all ISU Events are standardized and carried out in a professional manner, which maintains the Skaters confidentiality.

**The Pre-Event Anti-Doping Protocol completed by OC and the Pre-Event Sample Collection Protocol completed by SCA must be returned to the ISU Office at [antidoping@isu.ch](mailto:antidoping@isu.ch) no later than six weeks before the start of the Event.**

## 3. Anti-Doping Information Package (ADIP)

For all ISU Events, the ISU Office will send an Anti-Doping Information Package (ADIP), also available on the ISU website, to the local OC through its Member; the package prescribes which specified documents should be handed over to the EDCC, SCA and/or the Doping Control Officer (DCO) as indicated below:

ADIP #	Title of the document	To be handed over to
1	ISU Anti-Doping Guide	EDCC, SCA, DCO
2	<a href="#">ISU Anti-Doping Rules</a>	EDCC, SCA, DCO
3	<a href="#">ISU Anti-Doping Procedures</a>	EDCC, SCA, DCO
4	<a href="#">Procedure for Chaperones</a>	EDCC, DCO
4.1	<a href="#">Chaperones Sign-in Form</a>	EDCC, DCO
5	<a href="#">Doping Control Station Sign-In Form</a>	DCO
6	<a href="#">Doping Control Form Instruction</a>	DCO
6.1	<a href="#">Doping Control Form (scanned copy)</a>	DCO
7	<a href="#">Modification for Minors Competitors</a>	DCO
8	<del>Skaters selected for Testing (FS / SS / ST / SYS)</del>	<del>DCO</del>
8.1	<del>ISU Special Regulation Skaters selected for Testing</del>	<del>EDCC and DCO</del>

9	<a href="#">Doping Control Chain of Custody Form (scanned copy)</a>	DCO
10	<a href="#">Doping Control Officer Report Form (scanned copy)</a>	DCO
10.1	<a href="#">DCO Report Form Supplementary Report (scanned copy)</a>	DCO
11	<a href="#">Current WADA Prohibited List</a>	DCO

#### 4. Responsibility of the ISU

- To select the SCA which will conduct the Testing at the Event
- To inform the SCA of the ISU Anti-Doping Rules and ISU Anti-Doping Procedures
- To arrange with the SCA and OC to have all the necessary personnel to conduct the required Testing
- To nominate a representative of the ISU in charge of Anti-Doping matters at ISU Event
- To send the respective ISU Member all relevant information as described above
- To send the ISU Doping Control Forms, if paper version is used, and all other relevant Forms to the OC or SCA
- To provide the Testing Plan (TP) to the SCA

#### 5. Responsibility of Organizing Committee

- To complete and return the Pre-Event Anti-Doping Protocol to the ISU Office no later than 6 weeks prior the start of the Event
- To nominate an EDCC and provide the ISU with the contact information of this person
- To nominate a Chaperone Manager (CM)
- To provide a suitable Doping Control Station (DCS) as described in point 9 of this Anti-Doping Guide
- To provide all Anti-Doping Information documents to the DCO, as described above and ensure that the documents are available at the DCS in due time.
- To provide an adequate number of chaperones that are aware of their responsibilities, readily available on competition days, and properly trained.
- To provide one administration person to operate at the DCS during the testing days
- To provide at least one person responsible for supplying results of the competition to the Anti-Doping personnel after each Segment.
- To provide transportation for the Skaters, the representative of the ISU and the Sample Collection personnel after completion of the Sample Collection Session if the official transport is no longer available.
- To provide food and refreshment for the Skaters, the representative of the ISU and Sample Collection personnel after completion of the Sample Collection Session if the Hotel dining room is closed.
- To provide accommodation for the SCA personnel when needed
- EDCC must arrange a meeting with the representative of the ISU, the DCO, the CM and all personnel involved in Anti-Doping at the Event to discuss the Sample Collection Session and review or practice a Sample Collection Session prior to its start.

## 6. Responsibility of Sample Collection Authority.

- To complete and return the Pre-Event Sample Collection Protocol to the ISU Office in due time
- To provide sufficient number of male and female trained DCOs and Assistants
- To provide sufficient equipment to carry out all Testing according to the ISU TP
- To ensure that chaperones are trained and aware of their responsibilities
- To carry out the Sample Collection Session in compliance with the ISU Anti-Doping Rules and Anti-Doping Procedures as well as with the WADA International Standard for Testing and Investigations<sup>1</sup>
- To select a WADA Accredited Laboratory for use at the ISU Event and arrange secure transport of samples to the designated WADA Accredited Laboratory
- To return all the relevant Forms (electronic or paper) without delay to the ISU Anti-Doping Department at the end of the Event
  - ✓ DCFs
  - ✓ COCFs
  - ✓ DCO Report
  - ✓ Chaperones Sign-In Form
  - ✓ DCS Sign-In Form
  - ✓ Skaters selected for Testing Form
- To collect and keep, until further instruction by the ISU, the blue copy of the DCFs, if paper version is used.

## 7. Personnel

### 7.1 Event Doping Control Coordinator (EDCC)

- The EDCC shall be responsible for the preparation of the DCS
- He/she is the contact person of the OC who will liaise with the SCA, the DCO and the representative of the ISU
- He/she shall liaise with the OC and SCA to ensure provision of an adequate number of Chaperones
- He/she is responsible of the organization and supervision of the Chaperone
- He/she will help the DCO/Chaperone to identify the selected Skaters

### 7.2 Chaperone Manager (CM)

- The CM shall assist and supervise the Chaperones in their duties

### ➤ **The EDCC and CM may be the same person**

### 7.3 Chaperones

The number of chaperones will be defined by the number of tested Skaters as given in the TP.

- The chaperones must be of legal age under the laws of the host country and must not be in any manner related to the Skaters being tested

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<sup>1</sup> [ISTSI](#)

- They must be of the same gender as the Skater being tested
- They must be able to communicate in English and, if possible, in other languages.
- They must be instructed on their responsibilities prior to the event and be readily available.
- They must sign a conflict-of-interest form prior to their responsibility's execution.

#### 7.4 Administrative person

- The administrative person shall monitor all persons signing in and out of the DCS

#### 7.5 ISU Contact person for Anti-Doping matters at ISU Event

<b>ISU Event</b>	<b>Representative of the ISU</b>
ISU Championships	ISU Medical Advisor (ISU MA)
ISU Grand Prix of Figure Skating	ISU Event Coordinator (EC)
ISU Junior Grand Prix of Figure Skating	ISU Event Coordinator or Assistant EC
ISU Grand Prix Final FS (Jr & Sr)	ISU Medical Advisor (ISU MA)
World Cup Speed Skating	ISU Representative (ISU Rep)
Junior World Cup Speed Skating	ISU Technical Representative (TC Rep)
World Cup Short Track	ISU Representative (ISU Rep)

If an ISU MA is present at another Event than Championships, he/she will take over the responsibility of Anti-Doping matters.

At ISU Event where no ISU MA is present, an ISU MA is assigned to be available on call during the Event, ISU MA on call.

##### ISU Medical Advisor (on site)

- He/ she will review the PEADP submitted by organisers and advise if there are any problems with the document's contents
- He/ she will liaise with the EDCC, CM and DCO prior to and during a designated competition
- He/she will assist the EDCC, CM and DCO in the organisation of facilities, equipment and personnel
- He/she will check the DCS upon the arrival onsite and approve it or inform the OCs of any improvement to be done before the start of the sample collection sessions
- He/she will be present at the team leaders meeting to inform of specific requirements for that Event
- He/she will make sure that TP is well understood and will be followed
- He/she will help the DCO/Chaperone to identify the selected Skaters
- He/she might observe the sample collection session
- He/she will prepare the ISU MA's report on Anti-Doping aspect of the ISU Event and will give feedback to the OC.

##### ISU Medical Advisor (on call)

- He/she will review the PEADP submitted by organisers and advise if there are any problems with the document's contents
- He/she is available to assist the EDCC, CM and DCO in the organisation of the Event by call or email
- He/she is available on call during the Event

#### Event Coordinator, Assistant EC, ISU Representative, ISU Technical Representative

- He/she will liaise and assist the EDCC, CM and DCO in the organisation of facilities, equipment and personnel
- He/she will check the DCS and approve it or inform the OCs of any improvement to be done before the start of the sample collection session
- He/she will be present at the team leaders meeting to inform of specific requirements for that Event
- He/she will make sure that TP is followed. He/she will check with the DCO if assistance for the DCO/Chaperone to identify the selected Skaters is needed.

**Comment:** TP remains confidential and will be sent to the SCA only, representative of the ISU will discuss the TP at the time of the competition with the DCO.

### **8. Communication**

- A telephone or an alternate means of communication must be available in the Doping Control Station
- A mean of communication (walkie-talkie or cell phones) must be available to all chaperones and ISU Representative to communicate with the personnel in the Doping Control Station

### **9. Doping Control Station (DCS)**

- The DCS must ensure privacy for competitors and security for the collection procedures
- The DCS should be well signed and easily identifiable
- The DCS must be secure (lockable), consist of at least three separate areas. One area of adequate size is for use as a waiting room and two separate areas, with access to a toilet and washing facilities, to be used as administration areas
- The DCS access must be controlled with only two keys
- The DCS access is restricted to authorized persons only
  - Sample Collection personnel
  - Event Doping Control Coordinator
  - Representative of the ISU
  - Chaperone Manager and Chaperones
  - Selected Skaters and official accompanying person including an interpreter, if needed
  - Other authorized persons, e.g. WADA Observers
- Only the representative of the ISU and the DCO will have access to the DCS outside the Sample Collection session.
- The provision of alcohol or its consumption is prohibited within the Doping Control Station.
- The DCS should be close to Skaters' dressing rooms yet secure from media and spectators.

#### **9.1 Waiting room**

The Waiting area must be large enough to accommodate the Skaters, chaperones and the officials accompanying the Skaters (one for each Skater), minimum 15 persons and must be equipped with:

- Chairs
- Tables, one of which will be used for an administration person to sign Skaters, chaperones, and accompanying persons in and out of the Doping Control Station

- Fridge to store sealed non-alcoholic drinks, small bottles or cans of caffeine-free and alcohol-free drinks
- Garbage bins
- A video feed and appropriate size monitor to view the competition of the Event

## 9.2 Administration area

(there must be two of these in the DCS)

Each Administration area must be large enough to accommodate the Skater and an official accompanying person including interpreter, if the latter needed, the DCO, the representative of the ISU and any other authorized person, such as WADA Observers, and must be equipped with at a minimum:

- One table to complete the paperwork
- Four chairs, two on each side of the table
- A second table for selection of Sample Collection Equipment (if big enough one table might be sufficient)
- A large garbage bin in each of the administrative rooms
- If samples are to be stored on site until transportation to the accredited WADA laboratory then, a lockable cupboard or a refrigerator is required

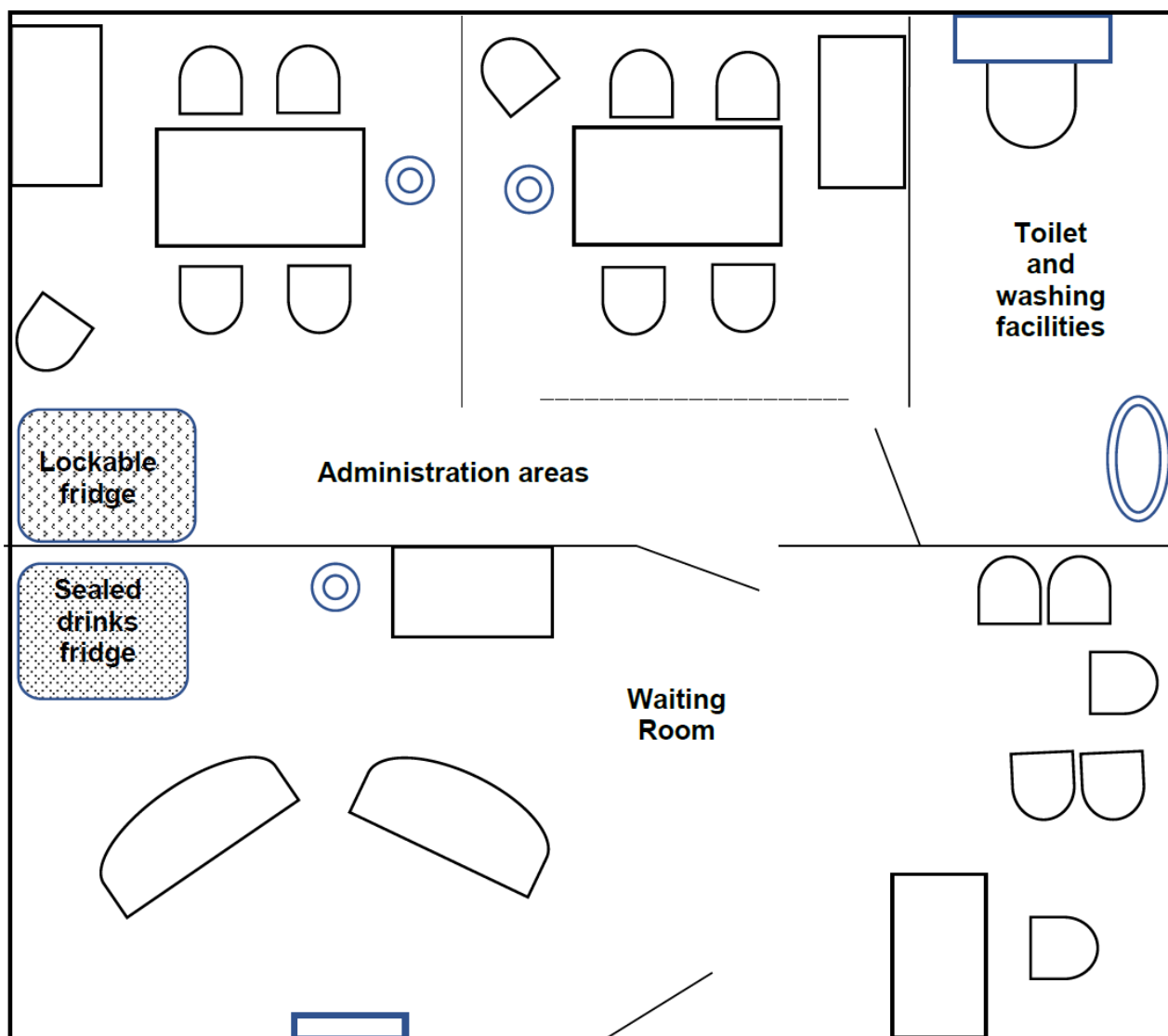
## 9.3 Toilet and washing facilities

This area must be large enough to accommodate two persons and to ensure that the DCO can observe the provision of the sample. It must also have a sink, soap and hand drying capabilities. The toilet area must be cleaned at least every day. The toilet area must be private from the waiting and administration areas.

The ISU will inform the OC directly if a Blood Collection Area should be set up.



## An Ideal Doping Control Station



The provision of alcohol or its consumption is prohibited within the Doping Control Station