



## **The World Anti-Doping Program**

# **Sample Collection Personnel: Recruitment, Training, Accreditation and Re- Accreditation Guideline**

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# 1. OBJECTIVE

This Guideline is developed as part of the World Anti-Doping Program, based on the World Anti-Doping *Code* and on mandatory standards set out in the *Code* and related International Standard for Testing. The World Anti-Doping Agency thanks International Anti-Doping Arrangement (IADA) for its contribution to the initial development of this document, which also incorporates the feedback of stakeholders. This Guideline has been revised by WADA following the first round of consultation.

As a model of best practice, this Guideline is not mandatory and *Anti-Doping Organizations (ADOs)* are free to decide how to incorporate it into their current rules and procedures. The Guideline can be incorporated in whole or in part and can be amended, reworded or an alternative approach adopted to best fit the *ADO's* needs. This Guideline should, in particular, be read in conjunction with the principles set out in the International Standard for Testing.

This Guideline may be applied by any *ADO* with responsibility for *Sample Collection Personnel*. It is most relevant to those *ADOs* with their own pool of *Sample Collection Personnel*, but is also intended to be a useful reference document for those *ADOs* utilising the services of third party *Sample* collection authorities. The main purpose is to outline procedures for the recruitment, training, accreditation and re-accreditation of *Sample Collection Personnel* to ensure that the integrity of *Sample* collection procedures is not compromised in any way.

## 2. Scope

The process begins with defining criteria for the recruitment of sample collection personnel, including Doping Control Officers (DCOs), Blood Collection Officers (BCOs) and Chaperones, and covers the training, accreditation and re-accreditation of these individuals.

## 3. Code and Standard Provisions

### 3.1 The World Anti Doping Code

The World Anti-Doping Code (Code) makes no specific reference to *Sample Collection Personnel* requirements. Please note, however; reference to departures from the *International Standard* for Testing in Articles 3.2.2 and 5.2; the review of Other Anti-Doping Rule Violations in Article 7.4; Ineligibility for Other Anti-Doping Rule Violations in Article 10.4.1 and 10.4.3. Each of these references requires effective sample collection by suitable, trained personnel.

### 3.2 The *International Standard* for Testing

The role of *Sample Collection Personnel* during *Athlete* selection, notification and *Sample* collection and processing is covered throughout the *International Standard for Testing*. The specific *Sample Collection Personnel* Requirements are covered in Annex G:

## Annex G - Sample Collection Personnel Requirements

### G.1 Objective

To ensure that Sample Collection Personnel have no conflict of interest and have adequate qualifications and experience to conduct *Sample* collection sessions.

### G.2 Scope

Sample Collection Personnel requirements start with the development of the necessary competencies for Sample Collection Personnel and end with the provision of identifiable accreditation.

### G.3 Responsibility

The *ADO* has the responsibility for all activities defined in this Annex G.

### G.4 Requirements - Qualifications and Training

G.4.1 The *ADO* shall determine the necessary competence and qualification requirements for the positions of Doping Control Officer, Chaperone and Blood Collection Officer. The *ADO* shall develop duty statements for all Sample Collection Personnel that outline their respective responsibilities. As a minimum:

- a) Sample Collection Personnel shall be of adult age.
- b) Blood Collection Officers shall have adequate qualifications and practical skills required to perform blood collection from a vein.

G.4.2 The *ADO* shall ensure that Sample Collection Personnel that have an interest in the outcome of the collection or testing of a *Sample* from any *Athlete* who might provide a *Sample* at a session are not appointed to that *Sample* collection session. Sample Collection Personnel are deemed to have an interest in the collection of a *Sample* if they are:

- a) Involved in the planning of the sport for which testing is being conducted; or
- b) Related to, or involved in the personal affairs of any *Athlete* who might provide a *Sample* at that session.

G.4.3 The *ADO* shall establish a system that ensures that Sample Collection Personnel are adequately qualified and trained to carry out their duties.

G.4.4 The training program for Chaperones and Blood Collection Officers as a minimum shall include studies of all relevant requirements of the testing process and familiarization of relevant standard precautions in healthcare settings.

G.4.5 The training program for Doping Control Officers as a minimum shall include:

- a) Comprehensive theoretical training in different types of testing activities relevant to the Doping Control Officer position;
- b) One observation of all doping control activities related to requirements in this standard, preferably on site;
- c) The satisfactory performance of one complete *Sample* collection on site under observation by a qualified Doping Control Officer or similar.

The requirement related to actual passing of *Sample* shall not be included in the on site observations.

G.4.6 The *ADO* shall maintain records of education, training, skills and experience.

## **G.5 Requirements - Accreditation, re-accreditation and delegation**

G.5.1 The *ADO* shall establish a system for accrediting and re-accrediting Sample Collection Personnel.

G.5.2 The *ADO* shall ensure that Sample Collection Personnel have completed the training program and are familiar with the requirements in this testing standard before granting accreditation.

G.5.3 Accreditation shall only be valid for a maximum of two years. Sample Collection Personnel shall be required to repeat a full training program if they have not participated in *Sample* collection activities within the year prior to re-accreditation.

G.5.4 Only Sample Collection Personnel that have an accreditation recognised by the *ADO* shall be authorised by the *ADO* to conduct *Sample* collection activities on behalf of the *ADO*.

G.5.5 Doping Control Officers may personally perform any activities involved in the Sample Collection Session, with the exception of blood collection unless particularly qualified, or they may direct a Chaperone to perform specified activities that fall within the scope of the Chaperone's authorised duties.

## **4. DEFINITIONS**

Definitions specified in the *Code* or *International Standard for Testing* are written in *italics*.

***Anti-Doping Organization:*** 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:*** For purposes of *Doping Control*, any *Person* who participates in sport at the international level (as defined by each International Federation) or national level (as defined by each *National Anti-Doping Organization*) and any additional *Person* who participates in sport at a lower level if designated by the *Person's National Anti-Doping Organization*. 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*.

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

Breath Alcohol Technician (BAT) means an official who is qualified to and has been authorized by the *ADO* to collect a Breath Alcohol Sample from an *Athlete*.

*Chaperone:* An official who is trained and authorized by the *ADO* to carry out specific duties including notification of the *Athlete* selected for *Sample* collection, accompanying and observing the *Athlete* until arrival at the Doping Control Station, and/or witnessing and verifying the provision of the *Sample* where the training qualifies him/her to do so.

***Code:*** The World Anti-Doping *Code*.

***Doping Control:*** The process including test distribution planning, *Sample* collection and handling, laboratory analysis, results management, hearings and appeals.

*Doping Control Officer (DCO):* An official who has been trained and authorized by the *ADO* with delegated responsibility for the on-site management of a *Sample Collection Session*.

**Doping Control Station:** The location where the *Sample Collection Session* will be conducted.

**Failure to Comply:** A term used to describe *Anti-Doping Rule Violations* in Articles 2.3, 2.4, 2.5 and 2.8 of the *Code*.

***International Standard:*** 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.

*Minor:* A natural *Person* who has not reached the age of majority as established by the applicable laws of his or her country of residence.

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

**Sample Collection Personnel:** A collective term for qualified officials authorized by the *ADO* who may carry out or assist with duties during the *Sample Collection Sessions*.

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

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

**WADA:** The World Anti-Doping Agency.

## **5. DOPING CONTROL OFFICERS (DCOs): Requirements for Recruitment, Training, Accreditation, and Re-Accreditation**

*Doping Control Officers* may perform any activities involved in the Sample Collection Session, with the exception of blood collection and breath alcohol collection unless particularly qualified, or they may direct a Chaperone to perform specified activities that fall within the scope of a Chaperone's authorized duties. (IST G.5.5)

### **5.1 Recruitment of *Doping Control Officers***

5.1.1 *ADOs* shall recruit individuals to become *DCOs* who possess at a minimum the following attributes:

Mandatory Attributes<sup>1</sup>:

- Ability to demonstrate respectful and professional behavior
- Ability to follow procedures and protocols
- Ability to communicate effectively (both orally and in writing) in the national language(s) of the country in which testing will take place
- Ability to problem-solve
- Ability to maintain confidential information
- Ability to work in stressful situations
- Freedom from conflict of interest with *Athletes* and/or sport in which testing will be conducted (see IST G.4.2)
- Awareness of, and comfort with, the responsibilities of a *DCO*

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<sup>1</sup> In addition to these mandatory attributes, *ADOs* shall consider their applicable national or *ADO*-specific human resource policies and/or practices in the recruitment of *DCOs*.

- Must not be a minor
- Must not have a criminal record

Desirable Attributes:

- Higher level education<sup>2</sup>
- Knowledge of the national sport community and/or the specific sport
- Foreign language ability
- Prior experience within doping control<sup>3</sup>
- Valid driver's licence and vehicle
- A commitment to the fight against doping in sport

## 5.2 Training of *Doping Control Officers*

5.2.1 *ADOs* shall develop training programs for *DCOs* that, at a minimum, include comprehensive theory and practical components.

5.2.2 Training in the area of comprehensive theory shall include, at a minimum, ensuring *DCOs* have a complete understanding of *Sample* collection requirements and *ADO* organizational functions.

5.2.2.1 At a minimum, *Sample* collection requirements include the following:

- Selection of *Athletes* (Section 4.6 IST)
- Notification of *Athletes* (Section 5.0 IST)
- Preparing for the *Sample Collection Session* (Section 6.0 IST)
- Conducting the *Sample Collection Session* (Section 7.0 IST)
- Security/post test administration (Section 8.0 IST)
- Transport of *Samples* and documentation (Section 9.0 IST)
- Annexes A to F IST
- Guideline for Urine Sample Collection (Level 3 WADP)
- Guideline for Blood Sample Collection if applicable (Level 3 WADP)
- Missed Test Guideline (Level 3 WADP)
- Responsibility for *Chaperones* during the Testing Session.

5.2.2.2 At a minimum, *ADO* organizational functions include:

- Relevant components of *Test Distribution Planning*
- Relevant components of *Athlete Whereabouts Program*

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<sup>2</sup> It is recommended that new recruitment includes the requirement for higher-level education. However, this need not affect existing, experienced *DCOs* with no higher-level education.

<sup>3</sup> *ADOs* shall attempt to recruit individuals who have previously acted in the capacity of a *Chaperone*.

- Relevant components of World Anti-Doping Program including the *International Standard* for Testing and the *Prohibited List*
- Relevant national policies and/or legislation
- National sport community structure and roles of national sport federations.

5.2.3 *ADOs* shall deliver the theoretical training component of *DCO* training through in-person training sessions, or through a combination of in-person training sessions and other methods, e.g. e-learning, DVD, educational materials.

5.2.4 Practical training shall include, at a minimum, the following activities:

- The individual shall conduct at least three (3) mock notification attempts under the observation of an accredited *DCO*, using a substitute *Athlete*.
- The individual shall conduct at least three (3) mock *sample collection sessions* under the observation of an accredited *DCO*, using a substitute *Athlete*.
- The individual shall act in the capacity of a Notifying, Witnessing and Escorting *Chaperone* for at least two (2) in-competition *sample collection sessions* and at least two (2) out-of-competition *sample collection sessions*.
- The individual shall observe an accredited *DCO* through all components of at least one (1) out-of-competition and one (1) in-competition *sample collection session*.
- Under the observation of an accredited *DCO*, the individual shall conduct one (1) *in-competition* and one (1) *out-of-competition sample collection session*. *The requirement related to actual passing of a sample shall not be included in the on-site observations.*
- Under the observation of an accredited *DCO*, the individual shall conduct a minimum of one partial sample and dilute sample practical as mandatory elements.
- The training shall include completion of paperwork, including detailed *DCO* reports.
- The training shall include the preparation of samples for transportation, including appropriate storage and chain of custody.

### 5.3 Accreditation of *Doping Control Officers*

5.3.1 *ADOs* shall accredit only those *DCOs* who have successfully completed the required components of the theoretical training and practical training.

- 5.3.2 Successful completion of the theoretical training shall be demonstrated via a written examination. The written exam shall cover all theoretical components outlined in Section 5.2 of these Guidelines.
- 5.3.3 Successful completion of the practical training shall be demonstrated via relevant evaluations completed by the *ADO* (with the assistance of accredited *DCO(s)* if relevant) during the practical training sessions and be completed within three months of the theoretical examination.
- 5.3.4 Prior to an *ADO* accrediting a *Doping Control Officer*, the individual shall agree to the following conditions:
- Completion of a Code of Conduct Agreement
  - Completion of a Declaration of Confidentiality
  - Completion of a Declaration of Conflict of Interest
  - Completion of any further relevant documents as required by the *ADO*
- 5.3.5 The accreditation period for a *DCO* shall be no longer than two (2) years.
- 5.3.6 A *DCO* shall carry evidence of his/her accreditation in the form of a current photo identity card which shall include as a minimum:
- Full name
  - Gender
  - Recent photograph (taken in the last 2 years)
  - Name and official logo/stamp of *ADO*
  - Period of validity

#### 5.4 Training throughout the Accreditation Period

- 5.4.1 *ADOs* shall develop and document the minimum prerequisite requirements for *DCOs* to maintain their accreditation throughout the accreditation period.
- 5.4.2 Throughout the accreditation period, the *ADO* shall provide ongoing training via continual delivery of information to *DCOs* and observation of *DCOs* during *sample collection sessions*.
- 5.4.3 *ADOs* shall conduct review sessions for *DCOs* under the following circumstances:
- Reports of errors during *sample collection sessions*.
  - Reports of complaints from *athletes, athlete support personnel, sport officials, or colleagues*.
  - A period of inactivity, whereby the *DCO* does not conduct any *sample collection sessions* for a period of six (6) months. It is

recommended that a DCO conducts at least 3 sample collection sessions in each 6 month period.

5.4.4 Review sessions may be conducted by *ADOs* using such methods as online educational tools, assessment forms, observations, etc.

5.4.5 The *ADO* shall bring together the *DCOs* for an in-person review session at least once per year.

## 5.5 Re-Accreditation of *Doping Control Officers*

5.5.1 Prior to expiry of the accreditation period, *ADOs* shall provide re-accreditation training for *DCOs* that includes both comprehensive theory training and practical training.

5.5.2 Comprehensive theory training shall include all requirements covered during initial accreditation training detailed within section 5.2 of this document.

5.5.3 *ADOs* shall only re-accredit those *DCOs* able to demonstrate their competence of the comprehensive theory requirements via the successful completion of a written examination.

5.5.4 Practical training shall include a *DCO* successfully conducting at least one actual or simulated *sample collection session* under the observation of an accredited *DCO* or a representative of the *ADO*.

5.5.5 The re-accreditation process shall be conducted through a direct, in-person training session.

## 6.0 **CHAPERONES: Requirements for Recruitment, Training, Accreditation, and Re-Accreditation**

*Chaperones* may fulfill one or all of the following roles, depending upon the requirements of the *ADO*:

- Written notification of *Athletes*
- Witnessing sample provision
- Escorting *Athletes* from notification to sample provision

The procedures for the recruitment, training, and accreditation of the different types of *Chaperone* shall differ, as outlined in 6.2 to 6.4, although there are some general principles which remain unchanged.

### 6.1 General requirements for *Chaperones*

### 6.1.1 General recruitment of *Chaperones*

6.1.1.1 *ADOs* shall recruit individuals to become *Chaperones* who possess, at a minimum, the following attributes:

#### Mandatory Attributes:

- Ability to demonstrate respectful and professional behavior
- Ability to follow procedures, directions and instructions
- Ability to communicate (both orally and in writing) effectively in the national language(s) of the country in which testing is taking place
- Meet the gender requirements for the *sample collection session*
- Ability to maintain confidential information
- Ability to work in stressful situations
- Aware of, and comfortable with, the responsibilities of a *Chaperone*
- Must not be a minor
- Must not have a criminal record
- Free from conflict of interest with *Athletes* and/or sport in which testing will be conducted (IST G4.2)

#### Desirable Attributes:

- A commitment to the fight against doping in sport

### 6.1.2 General training of *Chaperones*

6.1.2.1 *ADOs* shall develop training programs for *Chaperones* that, at a minimum, include theory and practical components and which shall be specifically tailored to the specific *Chaperone* role(s).

6.1.2.2 General theory training shall include, at a minimum, relevant sections of the following procedures:

- Notification of *Athletes* (Section 5 IST)
- Conducting the *sample collection session* (Section 7 IST)
- Protocol for Urine Collection Guidelines (Level 3 WADP)
- Protocol for Blood Collection Guidelines (Level 3 WADP)<sup>4</sup>
- Specific *ADO* Requirements
- An understanding of when a *Chaperone* must seek advice and / or direction from the *DCO*
- Specific sport or athlete requirements

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<sup>4</sup> As relevant

6.1.2.3 The *ADO* shall develop training resources outlining the most relevant sections of the theory component for quick reference and review by *Chaperones*.

6.1.2.4 Practical training shall include each or all of the required practical elements depending on the *Chaperone's* role(s).

### 6.1.3 General accreditation of *Chaperones*

6.1.3.1 To be accredited as a *Chaperone* by an *ADO*, the individual shall have demonstrated knowledge of the theory and practical training requirements. This may involve a written examination.

6.1.3.2 Prior to accreditation, the individual shall also agree to the following conditions:

- Completion of a Code of Conduct Agreement
- Completion of a Declaration of Confidentiality
- Completion of a Declaration of Conflict of Interest
- Completion of any further relevant documents as required by the *ADO*

6.1.3.3 The duration of the *Chaperone's accreditation* shall be determined by the *ADO*, based on the *Chaperone's* role(s).

6.1.3.4 A *Chaperone* shall carry evidence of his/her accreditation in the form of an identity card, or authorization letter which also specifies the specific roles (i.e. witnessing, escorting, notification) for which the *Chaperone* is qualified.

### 6.1.4 Training throughout the Accreditation Period

6.1.4.1 *ADOs* shall develop and document the minimum prerequisite requirements for *Chaperones* to maintain their accreditation throughout the accreditation period.

6.1.4.2 The accreditation period will vary depending on the role of the *Chaperone* – see Articles 6.2.3, 6.3.3 and 6.4.3 below for the recommended period for each role.

### 6.1.5 General re-Accreditation of *Chaperones*

6.1.5.1 The re-accreditation procedure shall vary according to the role of the *Chaperone* and the initial accreditation period – see Articles 6.2.5, 6.3.5 and 6.4.5 for the recommended re-accreditation process.

## 6.2 Chaperones conducting Notification of *Athletes*: (Notifying *Chaperones*)

*Chaperones* responsible for notifying *Athletes* shall also be responsible for escorting *Athletes*, and may or may not have responsibility for witnessing sample provision. This section deals only with the notification aspect of the role.

### 6.2.1 Recruitment of Notifying *Chaperones*

6.2.1.1 *ADOs* shall recruit individuals to become Notifying *Chaperones* who possess, at a minimum, the attributes listed in 6.1.1. It is also desirable that notifying *Chaperones* possess the following qualities:

Desirable Attributes, Notifying *Chaperones*:

- Higher-level education<sup>5</sup>
- Demonstrate an attention to detail
- Can provide calm and clear direction to athletes

6.2.1.2 *ADOs* shall recruit individuals to become Notifying *Chaperones* in advance of the sample collection session in order that they may be subject to the necessary security checks, undergo the relevant training, and be evaluated and accredited prior to arrival on-site.

### 6.2.2 Training of Notifying *Chaperones*

6.2.2.1 *ADOs* shall develop training programs for Notifying *Chaperones* that, at a minimum, include theory and practical components listed in 6.1.

6.2.2.2 General theory training shall pay particular attention to the Notification of *Athletes*.

6.2.2.3 Practical training shall include, at a minimum, the following activities:

- The individual shall complete at least three (3) simulated notifications of an *Athlete* under the observation of an accredited *DCO*.
- The simulated situations shall include various potential scenarios (for example, *Athlete* refusal, language/communication difficulties, involvement of a third party such as a coach, etc)
- The individual shall be provided with feedback on performance, including the standard of completion of the paperwork (notification form).

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<sup>5</sup> It is recommended that new recruitment includes the requirement for higher-level education. However, this need not affect existing, experienced *Chaperones* with no higher-level education.

### 6.2.3 Accreditation of Notifying *Chaperones*

6.2.3.1 In addition to meeting the general requirements in 6.1.3, the individual shall have demonstrated knowledge of the theory and practical training requirements for notification, including the completion of the doping control paperwork (notification form) and shall have passed a written examination.

6.2.3.2 The accreditation period for notifying *Chaperone's* shall be no longer than two (2) years.

6.2.3.3 A notifying *Chaperone* shall carry evidence of his/her accreditation in the form of a current photo identity card which shall include as a minimum:

- Full name
- Gender
- Recent photograph (taken in the last 2 years)
- Name and official logo/stamp of *ADO*
- Period of validity

### 6.2.4 Training Notifying *Chaperones* throughout the Accreditation Period

6.2.4.1 Throughout the accreditation period, the *ADO* shall provide ongoing training via continual delivery of information to notifying *Chaperones* and observation of *Chaperones* during *sample collection sessions*.

6.2.4.2 *ADOs* shall conduct review sessions for notifying *Chaperones* under the following circumstances:

- Reports of errors during *sample collection sessions*.
- Reports of complaints from *athletes, athlete support personnel, sport officials, or colleagues*.
- A period of inactivity, whereby the *Chaperone* does not participate in any *sample collection sessions* for a period of six (6) months. It is recommended that a *Chaperone* conducts at least 3 sample collection sessions in each 6 month period.

6.2.4.3 Review sessions may be conducted by *ADOs* using such methods as online educational tools, assessment forms, observations, etc.

6.2.4.4 The *ADO* shall bring together the *Chaperones* for an in-person review session at least once per year.

## 6.2.5 Re-Accreditation of Notifying *Chaperones*

6.2.5.1 Prior to expiry of the accreditation period, *ADOs* shall provide re-accreditation training for Notifying *Chaperones* that includes both comprehensive theory training and practical training.

6.2.5.2 Re-training shall include all requirements covered during initial accreditation training detailed within section 6.1.2 of this document.

6.2.5.3 Practical training shall include a Notifying *Chaperone* successfully conducting at least one actual or simulated notification under the observation of an accredited *DCO* or a representative of the *ADO*.

6.2.5.4 The re-accreditation process shall be conducted through a direct, in-person training session.

## 6.3 *Chaperones* Witnessing Sample provision: (Witnessing *Chaperones*)

*Chaperones* responsible for witnessing sample provision may or may not be also responsible for notification and escorting of *Athletes*. This section deals only with the witnessing aspect of the *Chaperone* role.

### 6.3.1 Recruitment of Witnessing *Chaperones*

6.3.1.1 *ADOs* shall recruit individuals to become Witnessing *Chaperones* who possess, at a minimum, the attributes listed in 6.1.1. It is of particular importance that a security check is conducted into the background of Witnessing *Chaperones*. It is also desirable that Witnessing *Chaperones* possess the following qualities:

Desirable Attributes, Witnessing *Chaperones*:

- demonstrate an attention to detail
- can provide calm and clear direction to athletes

6.3.1.2 *ADOs* shall recruit individuals to become Witnessing *Chaperones* in advance of the sample collection session in order that they may be subject to the necessary security checks, undergo the relevant training, and be evaluated and accredited prior to arrival on-site.

### 6.3.2 Training of Witnessing *Chaperones*

6.3.2.1 ADOs shall develop training programs for Witnessing *Chaperones* that, at a minimum, include theory and practical components listed in 6.1.

6.3.2.2 General theory training shall pay particular attention to conducting the sample collection session (IST Section 7), and the Urine Sample Collection Guidelines.

6.3.2.3 Practical training shall include, at a minimum, the following activities:

- The individual shall receive a simulated demonstration of the physical requirements of witnessing the passing of a urine *Sample* including the appropriate line of sight, position of the *Athlete* and position of the Witnessing *Chaperone*.
  - The individual shall be required to witness *Sample* provision in simulated situations (these shall not include actual passing of a *Sample*).
- The simulated situations shall include various potential scenarios (for example; *Athlete* refusal to remove clothing, an *Athlete* who turns his/her back on the *DCO*, an *Athlete* who appears to tamper with the sample, an *Athlete* who drops the sample after provision, etc).
- The individual shall be provided with feedback on performance.

### 6.3.3 Accreditation of Witnessing *Chaperones*

6.3.3.1 In addition to meeting the general requirements in 6.1.3, the individual shall have demonstrated knowledge of the theory and practical training requirements for witnessing sample provision and shall have passed a written examination.

6.3.3.2 The accreditation period for Witnessing *Chaperone's* shall be no longer than two (2) years.

6.3.3.3 A Witnessing *Chaperone* shall carry evidence of his/her accreditation in the form of a current photo identity card which shall include as a minimum:

- Full name
- Gender
- Recent photograph (taken in the last 2 years)
- Name and official logo/stamp of ADO
- Period of validity

### 6.3.4 Training Witnessing *Chaperones* throughout the Accreditation Period

6.3.4.1 Throughout the accreditation period, the *ADO* shall provide ongoing training via continual delivery of information to Witnessing *Chaperones* and observation of *Chaperones* during *sample collection sessions*.

6.3.4.2 *ADOs* shall conduct review sessions for Witnessing *Chaperones* under the following circumstances:

- Reports of errors during *sample collection sessions*.
- Reports of complaints from *athletes, athlete support personnel, sport officials, or colleagues*.
- A period of inactivity, whereby the Witnessing *Chaperone* does not participate in any *sample collection sessions* for a period of six (6) months. It is recommended that a *Chaperone* conducts at least 3 sample collection sessions in each 6 month period.

6.3.4.3 Review sessions may be conducted by *ADOs* using such methods as online educational tools, assessment forms, observations, etc.

6.3.4.4 The *ADO* shall bring together the Witnessing *Chaperones* for an in-person review session at least once per year.

#### 6.3.5 Re-Accreditation of Witnessing *Chaperones*

6.3.5.1 Prior to expiry of the accreditation period, *ADOs* shall provide re-accreditation training for Witnessing *Chaperones* that includes both comprehensive theory training and practical training.

6.3.5.2 Re-training shall include all requirements covered during initial accreditation training detailed within section 6.1.2 of this document.

6.3.5.3 Practical training shall include a Witnessing *Chaperone* successfully conducting at least one actual or simulated sample collection session under the observation of an accredited *DCO* or a representative of the *ADO*.

6.3.5.4 The re-accreditation process shall be conducted through a direct, in-person training session.

### 6.4 *Chaperones escorting Athletes: Escorting Chaperones*

*Chaperones* responsible for Escorting *Athletes* may also be responsible for the notification of *Athletes*, and for witnessing *Sample* provision, in which case the

training for these roles shall incorporate training on escorting. This section deals only with the escorting aspect of the role.

#### 6.4.1 Recruitment of Escorting *Chaperones*

6.4.1.1 *ADOs* shall recruit individuals to become Escorting *Chaperones* who possess, at a minimum, the attributes listed in 6.1.1, paying special attention to the ability to follow procedures and the direction of the *DCO*.

6.4.1.2 Escorting *Chaperones* may be recruited on-site, and may not be previously known to the *DCO* or the *ADO*.

6.4.1.3 It is preferable that Escorting *Chaperones* are not directly involved with the sport being tested, although this may be unavoidable. Direct conflicts of interest (IST G4.2) shall be avoided.

#### 6.4.2 On-site Training of Escorting *Chaperones*

6.4.2.1 *ADOs* shall develop training programs for Escorting *Chaperones* that, at a minimum, include the theory and practical components listed in 6.1.

6.4.2.2 General theory training shall pay particular attention to conducting the sample collection session (IST Section 7), and the Urine Sample Collection Guidelines. This may be in the form of an overview of the rights and responsibilities of the *Athlete* during the period between notification and sample provision.

6.4.2.3 Practical training shall include, at a minimum, the following activities:

- The individual shall be briefed on, or shall complete via role play at least three (3) simulated escort situations, from the time of notification to the *Athlete* proceeding to sample provision.
- The simulated situations shall include various potential scenarios, (for example an *Athlete* who disappears from view, an *Athlete* who insists on urinating prior to reporting at the *Doping Control Station*, an *Athlete* who wishes to take a shower, an *Athlete* who participates in a press conference, or medal ceremony, an *Athlete* eating or drinking a suspicious substance, etc).
- The individual shall be provided with feedback on performance at the end of the sample collection session.

#### 6.4.3 Accreditation of Escorting *Chaperones*

6.4.3.1 In addition to meeting the general requirements in 6.1.3, the individual shall have demonstrated understanding of the theory and practical training requirements for Escorting *Athletes*

6.4.3.2 The accreditation period for Escorting *Chaperone's* shall be no longer than the duration of the testing session.

6.4.3.3 The Escorting Chaperone may be relieved of his/her duties, and accreditation, by the DCO during the sample collection session under the following circumstances:

- Reports or observation of errors during *sample collection sessions*.
- Reports of complaints from *Athletes*, *Athlete* support personnel, sport officials, or colleagues.

6.4.3.4 The accreditation shall consist of an authorization letter provided by the *ADO*, which includes the full name of the Escorting *Chaperone* and clearly shows the period of validity of the accreditation. (This letter may be signed and validated by the *DCO* following the on-site *Chaperone* training).

6.4.3.5 The accreditation shall be collected by the *DCO* at the end of the sample collection session.

#### 6.4.4 Re-Accreditation of Escorting *Chaperones*

6.4.4.1 It is recommended that a list of Escorting Chaperones is maintained, with a view to utilizing their services at subsequent sample collection sessions. At such sessions, a complete review session, including repetition of elements required for initial accreditation shall be conducted.

## **7. BLOOD COLLECTION OFFICERS(BCOs): Requirements for Recruitment, Training, Accreditation, and Re-Accreditation**

### **7.1 Recruitment of *Blood Collection Officers***

7.1.1 *ADOs* should recruit *Blood Collection Officers* who possess, at a minimum, the following attributes:

- Possess qualifications in phlebotomy recognized by the relevant public authorities
- Sensitivity to athlete responses to extraction of blood samples
- Ability to follow procedures and protocols
- Ability to maintain confidential information
- Ability to demonstrate respectful and professional behavior
- Freedom from conflict of interest with *Athletes* and/or sport in which testing will be conducted (see IST G.4.2)
- Awareness of, and comfort with, the responsibilities of a *BCO*
- Must not have a criminal record

### **7.2 Training of *Blood Collection Officers***

7.2.1 The *ADO* shall ensure that a *Blood Collection Officer* possesses the relevant training and qualifications in the area of phlebotomy.

7.2.2 The *ADO* shall ensure that a *Blood Collection Officer* receives theory training, at a minimum, in the following areas:

- Guideline for Blood Sample Collection (Level 3 WADP)
- National Policy / Legislation requirements
- Specific sport and athlete requirements
- Roles and responsibilities of *DCOs* and *Chaperones*
- Use of *Sample* Collection Equipment

7.2.3 The *ADO* shall develop training resources outlining the most relevant sections of the theory component for easy reference and review by *Blood Collection Officers*.

7.2.4 The *ADO* shall ensure that a *Blood Collection Officer* receives practical training involving the observation of at least one simulated *sample collection session*.

### **7.3 Accreditation of *Blood Collection Officers***

- 7.3.1 To be accredited by an *ADO* as a *Blood Collection Officer*, the individual shall demonstrate knowledge of the theory and practical training requirements.
- 7.3.2 Prior to accreditation, the individual shall also agree to the following conditions:
- Completion of a Code of Conduct Agreement
  - Completion of a Declaration of Confidentiality
  - Completion of a Declaration of Conflict of Interest
  - Completion of any further relevant documents as required by the *ADO*
- 7.3.3 A *Blood Collection Officer* shall be accredited by the *ADO* for a minimum of the length of the *sample collection session* or *Event*.<sup>6</sup>
- 7.3.4 A *Blood Collection Officer* shall carry evidence of his/her accreditation in the form of a photo identity card or authorization letter.
- 7.3.5 A *Blood Collection Officer* shall carry evidence of his/her qualification to collect a blood sample.

#### **7.4** Re-Accreditation of *Blood Collection Officers*

- 7.4.1 *Blood Collection Officers* who have not been accredited by the *ADO* within the last three (3) months shall be required to review the theory component of training.
- 7.4.2 If the *Blood Collection Officer* has not been accredited within the last six (6) months, all requirements for accreditation shall apply.

## **8. BREATH ALCOHOL TECHNICIAN (BAT) Requirements for Recruitment, Training, Accreditation, and Re-Accreditation**

### **8.1** Recruitment of *Breath Alcohol Technicians*

- 8.1.1 *ADOs* should recruit *Breath Alcohol Technicians Officers* who possess, at a minimum, the following attributes:

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<sup>6</sup> *Anti-Doping Organizations* are encouraged to develop lists of previously accredited *Blood Collection Officers* for regular use for sample collection sessions.

- Certification for the collection of Breath Alcohol Collection from a trained *Breath Alcohol Technician* or an ADO
- Experience in breath alcohol collection
- Ability to answer relevant questions from *athletes* about the procedure.
- Ability to follow procedures and protocols
- Ability to maintain confidential information
- Ability to demonstrate respectful and professional behavior
- Freedom from conflict of interest with *Athletes* and/or sport in which testing will be conducted (see IST G.4.2)
- Awareness of, and comfort with, the responsibilities of a *BAT*
- Must not have a criminal record

## 8.2 Training of *Breath Alcohol Technicians*

8.2.1 The *ADO* shall ensure that a *Breath Alcohol Technician* possesses the relevant training and qualifications in the area of breath alcohol collection

8.2.2 The *ADO* shall ensure that a *Breath Alcohol Technician* receives theory training, at a minimum, in the following areas:

- Guideline for Breath Alcohol Collection (Level 3 WADP)
- National Policy / Legislation requirements
- Specific sport and athlete requirements
- Roles and responsibilities of *DCOs* and *Chaperones*
- Use of *Sample* Collection Equipment

8.2.3 The *ADO* shall develop training resources outlining the most relevant sections of the theory component for easy reference and review by *Breath Alcohol Technicians*.

8.2.4 The *ADO* shall ensure that a *Breath Alcohol Technician* receives practical training involving the observation of at least one simulated *sample collection session*.

## 8.3 Accreditation of *Breath Alcohol Technicians*

8.3.1 To be accredited by an *ADO* as a *Breath Alcohol Technician*, the individual shall demonstrate knowledge of the theory and practical training requirements.

8.3.2 Prior to accreditation, the individual shall also agree to the following conditions:

- Completion of a Code of Conduct Agreement
- Completion of a Declaration of Confidentiality

- Completion of a Declaration of Conflict of Interest
- Completion of any further relevant documents as required by the *ADO*

8.3.3 A *Breath Alcohol Technician* shall be accredited by the *ADO* for a minimum of the length of the *sample collection session* or *Event*.<sup>7</sup>

8.3.4 A *Breath Alcohol Technician* shall carry evidence of his/her accreditation in the form of a photo identity card or authorization letter.

8.3.5 A *Breath Alcohol Technician* shall carry evidence of his/her qualification to collect a blood sample.

#### **8.4 Re-Accreditation of *Breath Alcohol Technicians***

8.4.1 *Breath Alcohol Technicians* who have not been accredited by the *ADO* within the last three (3) months shall be required to review the theory component of training.

8.4.2 If the *Breath Alcohol Technician* has not been accredited within the last six (6) months, all requirements for accreditation shall apply.

A *DCO* may also perform the duties of a BAT, if qualified to do so.

## **9. MAINTAINING RECORDS**

9.1 The *ADO* shall develop duty statements for all *Sample Collection Personnel* that outline their respective responsibilities.

9.2 The *ADO* shall maintain records of education, training skills and experience.

9.3 The *ADO* shall establish criteria for unacceptable behavior and performance, and shall take the appropriate action based on these criteria, be it re-training or revoking accreditation.

9.4 For future reference *ADOs* shall maintain a record of *DCOs* who have not met requirements and have been relieved of their accreditation.