TEMPLATE

Doping Control Officer TRAINING WORKSHOP

AGENDA

*NOTE FOR ADOs: This is provided as an example of the flow and content should you wish to develop an in-person training session. The flow and outline of content presented here could also serve to develop online materials such as webinars or e-learning. The template agenda includes a ‘Notes’ column. This is to provide you with additional guidance as you develop your agenda and the content of the workshop. The ‘Notes’ column must be deleted. You could replace it with a column that identifies the staff that will be leading the various sessions. Please delete this text box once you have revised this agenda.*

**Objective**

To acquire the theoretical background and practical skills necessary to meet all requirements of Doping Control Officers (DCOs) in accordance with the World Anti-Doping Code and applicable International Standards.

**Desired Outcomes**

* Awareness of [ADO]’s anti-doping program and its sample collection personnel program.
* Acquire theoretical knowledge and practical skills to fulfill the role of DCO.

**When**

[insert days and times]

**Location**

[insert location, address, etc.]

**Agenda Day 1 – [insert specific day]**

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| **Time** | **Topic** | **Notes** |
| 07:30 - 08:30 | Breakfast and Registration |  |
| 08:30 - 08:45 | **Welcome**   * Opening remarks * Introductions * Overview of the day | *The welcome should be done by a senior official of your organization.* |
| 08:45 - 09:15 | **Introduction to Anti-Doping**   * Overview of anti-doping * Overview of [ADO] | *You can consult Section 1.1 ‘Overview of Anti-Doping’ of the Template DCO Manual.* |
| 09:15 - 09:45 | **You, as a DCO**   * Requirements and expectations | *You can use the content you developed for the position description.* |
| 09:45 - 10:15 | **Sample Collection Procedures**   * Mock demonstration (urine) | *Here, members of your staff should do a demonstration of the urine sample collection process.* |
| **10:15 - 10:30** | **break** |  |
| 10-30 - 11:00 | **Roles and Testing Preparation**   * Team roles * Types of testing – urine, blood, IC, OOC * Preparing for doping control | *You can consult Section 2.0 ‘Sample Collection Personnel Team’ and Section 4.0 ‘Authorization and Preparation for Sample Collection’ of the Template DCO Manual.* |
| 11:00 - 12:00 | **Athlete Notification Process**   * Step-by-step approach * Review scenarios like refusals | *You can consult Section 5.0 ‘Athlete Notification’ of the Template DCO Manual.* |
| **12:00 - 13:00** | **lunch** |  |
| 13:00 - 13:45 | **Athlete Notification – Practical Session** | *Here, ask your DCOs to pair up and practice athlete notification. Members of your staff should walk around, observe and provide feedback as needed.* |
| 13:45 - 14:30 | **Urine sample collection procedures**   * Step-by-step approach * Key points | *You can consult Section 6.1 ‘Urine Sample Collection – Step-by-Step Procedures’ of the Template DCO Manual.* |
| 14:30 - 15:00 | **Modifications to sample collection**   * Athletes who are minors * Athletes with impairments | *You can consult Section 7.0 ‘Modifications to Sample Collection’ of the Template DCO Manual.* |
| **15:00 - 15:15** | **break** |  |
| 15:15 - 17:00 | **Urine sample collection procedures – Practical Session** | *Here, ask your DCOs to pair up and practice urine sample collection. Members of your staff should walk around, observe and provide feedback as needed.* |
| 17:00 – 17:15 | **Questions and Wrap-Up** | *Review the ay, answer questions etc.* |

**Agenda Day 2 – [insert specific day]**

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| **Time** | **Topic** | **Notes** |
| 08:00 - 09:00 | Breakfast |  |
| 09:00 - 09:15 | **Overnight Reflections and Review of the Day**   * Questions and clarifications from previous day * Review of agenda for today |  |
| 09:15- 09:45 | **Partial Sample Collection - Demonstration** | *Members of your staff demonstrate the partial sample collection procedures.* |
| 09:45 - 10:15 | **Partial Sample Collection – Overview**   * Step-by-step approach * Key points | *You can consult Section 6.1.7 ‘Partial Urine Sample’ of the Template DCO Manual.* |
| 10:15 - 10:45 | **Partial Sample Collection – Practical Session** | *Here, ask your DCOs to pair up and practice partial urine sample collection. Members of your staff should walk around, observe and provide feedback as needed.* |
| **10:45 - 11:00** | **break** |  |
| 11:00 - 11:30 | **Partial Sample Collection – Practical Session** |  |
| 11:30 - 12:30 | **Post-Test Administration**   * Overview * Practical session | *You can consult Section 8.0 ‘Concluding the Sample Collection Session’ of the Template DCO Manual.* |
| **12:30 - 13:30** | **lunch** |  |
| 13:30 - 14:30 | **Case Scenarios** | *While examples and scenarios should be discussed in the relevant sections, the Template DCO Manual has many Q&As and scenarios. Select the ones that would be most appropriate for your training. In this section, you should also discuss the DCO’s role in the collection of intelligence. You can consult Section 9.0 ‘Collection of Intelligence’ of the Template DCO Manual.* |
| 14:30 - 15:15 | **Urine sample collection procedures**   * Formal DCO observation and feedback | *This is where your staff evaluates and documents this evaluation. The ‘Training Feedback Form’ can be used for this. Since DCOs would be working in pairs, evaluate one DCO at a time.* |
| **15:15 - 15:30** | **break** |  |
| 15:30 - 16:15 | **Urine sample collection procedures**   * Formal DCO observation and feedback | *This is where your staff evaluates and documents this evaluation. The ‘Training Feedback Form’ can be used for this. Since DCOs would be working in pairs, evaluate one DCO at a time.* |
| 16:15 - 16:30 | **Questions, Clarifications, Wrap-Up** |  |
| 16:30 - 17:15 | **Written Examination** | *If you decide to have a written examination, this should be completed at the end of the training.* |