



The World Anti-Doping Program

GUIDELINES FOR URINE SAMPLE COLLECTION

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1. Objective

This guideline expands upon the *International Standard for Testing* and details the recommended process for the collection of urine for *Doping Control* purposes, both *In-Competition* and *Out-of-Competition*. The guideline includes on-site preparation, *Sample* collection and post-test administration.

With the exception of those mandatory areas which are part of the World Anti-Doping Program, the processes outlined in this document are not mandatory, but are aimed at assisting *Anti-Doping Organizations* in the development of systems and protocols for urine *Sample* collection. The method of *Sample* collection may vary from these recommendations in some circumstances; however, minimum standards shall apply to ensure that the integrity of the *Sample* is maintained in accordance with the mandatory provisions of the *International Standard for Testing*.

2. Scope

This Guideline begins with the arrival of *Sample Collection Personnel* at the *Doping Control Station*, and ends with the dispatch of the urine *Sample* to the laboratory.

3. Definitions

3.1 *Defined terms from the 2009 Code*

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.

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 participates in sport at the international level (as defined by each International Federation), the national level (as defined by each *National Anti-Doping Organization*, including but not limited to those *Persons* in its *Registered Testing Pool*), and any other competitor in sport who is otherwise subject to the jurisdiction of any *Signatory* or other sports organization accepting the *Code*. All provisions of the *Code*, including, for example, *Testing* and therapeutic use exemptions, must be applied to international- and national-level competitors. Some *National Anti-Doping Organizations* may elect to test and apply anti-doping rules to recreational-level or masters competitors who are not current or potential national caliber competitors. *National Anti-Doping Organizations* are not required, however, to apply all aspects of the *Code* to such *Persons*. Specific national rules may be

established for Doping Control for non-international-level or non-national-level competitors without being in conflict with the *Code*. Thus, a country could elect to test recreational-level competitors but not require therapeutic use exemptions or whereabouts information. In the same manner, a *Major Event Organization* holding an *Event* only for masters-level competitors could elect to test the competitors but not require advance therapeutic use exemptions or whereabouts information. For purposes of Article 2.8 (Administration or *Attempted Administration*) 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: This definition makes it clear that all international- and national-caliber 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. At the national level, anti-doping rules adopted pursuant to the Code shall apply, at a minimum, to all persons on national teams and all persons qualified to compete in any national championship in any sport. That does not mean, however, that all such Athletes must be included in a National Anti-Doping Organization's Registered Testing Pool. The definition also allows each National Anti-Doping Organization, if it chooses to do so, to expand its anti-doping program beyond national-caliber athletes to competitors at lower levels of competition. Competitors at all levels of competition should receive the benefit of anti-doping information and education.]

Code: The World Anti-Doping Code.

Competition: A single race, match, game or singular athletic contest. For example, a basketball game or the finals of the Olympic 100-meter dash. For stage races and other athletic 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.

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, therapeutic use exemptions, results management and hearings.

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

In-Competition: Unless provided otherwise in the rules of an International Federation or other relevant Anti-Doping Organization, "*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*.

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. *International Standards* shall include any Technical Documents issued pursuant to the *International Standard*.

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.

National Anti-Doping Organization: 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, all at the national level. This includes an entity which may be designated by multiple countries to serve as regional *Anti-Doping Organization* for such countries. 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 Olympic Committee (NOC): The organization recognized by the International Olympic Committee. The term *National Olympic Committee*, shall also include National Sport Confederation in those countries where the National Sport Confederation assumes typical *National Olympic Committee* responsibilities in the anti-doping area.

No Advance Notice: A *Doping Control* which takes place with no advance warning to the *Athlete*, and where the *Athlete* is continuously chaperoned from the moment of notification through *Sample* provision.

Out- of-Competition: Any *Doping Control* which is not *In-Competition*.

Registered Testing Pool: The pool of top level *Athletes* established separately by each International Federation and *National Anti-Doping Organization* who are subject to both *In-Competition* and *Out-of-Competition Testing* as part of that International Federation's or Organization's Test Distribution Plan. Each International Federation shall publish a list which identifies those *Athletes* included in its *Registered Testing Pool* either by name or by clearly defined, specific criteria.

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

Target Testing: Selection of *Athletes* for *Testing* where specific *Athletes* or groups of *Athletes* are selected on a non-random basis for *Testing* at a specified time.

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: A Therapeutic Use Exemption (see *International Standard* for Therapeutic Use Exemptions).

WADA: The World Anti-Doping Agency.

3.2 Defined terms from the IST and/or Guidelines for Urine Sample Collection

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.

Chaperone: An official who is trained and authorized by the *ADO* to carry out specific duties including one or more of the following: 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.

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

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.

Sample Collection Equipment: Containers or apparatus used to directly collect or hold the *Sample* at any time during the *Sample* collection process. 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;
 - Sealable and tamper-evident bottles and lids for securing the *Sample*;
 - Partial *Sample* kit.

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 Session.

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

Suitable Specific Gravity for Analysis: Specific gravity measured at 1.05 or higher with a refractometer, or 1.010 or higher with lab sticks.

Suitable Volume of Urine for Analysis: A minimum of 90 mL for full or part menu analysis.

Test Distribution Plan: As defined in Clause 4.2.1 of the *International Standard for Testing*.

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 Clause 11.3 of the *International Standard for Testing* (or optionally, in the case of a *Team Sport*, in accordance with Clause 11.5 of the *International Standard for Testing*).

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

4. **Responsibility**

4.1 **Doping Control Officer (DCO)**

(One lead/senior DCO should take responsibility for *Sample* collection services)

- Organize and brief Sample Collection Personnel.
- Ensure that Chaperones are trained in carrying out relevant activities.
- Liaise with sport representatives, if relevant.
- Organize equipment, including all relevant documentation.
- Assess and organize the facilities.
- Arrange or perform notification and escorting of *Athletes*.
- Ensure that the *Athlete's* rights and responsibilities are explained.
- Explain, or arrange explanation of, the process for urine *Sample* collection to *Athletes* and Athlete Representatives, as necessary.
- Witness, or arrange the witnessing of, *Sample* provision.
- Co-ordinate collection of accompanying blood *Sample* if necessary.
- Complete, or arrange completion of, and verify, the relevant paperwork.
- Verify the Chain of Custody.
- Organize courier services, if necessary.

4.2 **Chaperone**

- Notify the *Athlete* in person as instructed by the DCO.
- Escort the *Athlete* from notification until arrival at the Doping Control Station.
- If appropriately trained and authorized (see Appendix 1), act as the Witness for *Sample* provision as instructed by the DCO and complete the relevant section of the *Doping Control* documentation as instructed by the DCO.
- NOTE: Some *Anti-Doping Organizations* prefer that Chaperones do not witness *Sample* provision but conduct *Athlete* notification only. These Guidelines allow for both these scenarios.

4.3 ***Athlete***

- Request the presence of an *Athlete Representative*, if desired.
- Report for *Doping Control* as soon as possible, and within the specified time frame.
- Be escorted from notification to *Sample* provision.
- Be responsible for any food or beverage consumed prior to *Sample* provision.
- Be familiar with the *Sample* collection process.
- Be responsible at all times for his/her own *Sample(s)* from provision to final sealing.
- Observe the procedure and ensure there are no irregularities.
- Declare any medication use as specified on the *Doping Control* documentation.
- Provide a TUE certificate if applicable.
- Make comments relating to the *Sample* collection process on the *Doping Control* documentation, if applicable.
- Sign documentation as requested by the DCO.

4.4 ***Athlete Representative***

(Presence optional, at Athlete's request)

- Accompany the *Athlete* during notification.
- Accompany the *Athlete* to the *Doping Control Station*.
- Assist in the selection of equipment and the sealing process where asked to do so by the *Athlete*.
- Assist the *Athlete* in the completion of paperwork where asked to do so by the *Athlete*.
- Be familiar with the *Sample* collection process.
- Observe the *Sample* collection process and ensure there are no irregularities.
- Sign documentation as requested by the DCO.

5. **Preparation for the *Sample* Collection Session**

Preparation for the *Sample* Collection Session is divided into the following steps:

5.1 ***Prepare the necessary equipment***

5.1.1 The DCO shall ensure equipment and supplies are adequate for the *Sample* Collection Session. The type of equipment may vary but, as a guideline, the following will be made available:

- Sealed, sterile urine collection vessels.
- Partial *Sample* kits.
- Equipment for measuring specific gravity.
- Sealed, tamper-evident containers for A and B *Samples*.

- Sealed, tamper-evident transport containers (if applicable).
- Secure courier transport bags.
- Disposable gloves
- Soap or hand wash
- Paper towels
- Garbage bin or similar for disposal
- Individually sealed non-alcoholic beverages
- All *Doping Control* documentation, including *Doping Control* forms, *Athlete* notification forms, supplementary report forms, Chain of Custody forms, DCO Report Forms etc.

[5.1.1 *Comment: Sufficient Sample Collection Equipment shall be made available to ensure that at all times an Athlete selected for Testing has a choice of at least two Sample collection vessels, Sample collection kits and Partial Sample kits. Furthermore sufficient Doping Control documentation should be supplied based upon the number of tests being conducted.*]

5.1.2 Any Sample Collection Equipment systems used shall meet the following minimum criteria:

- Have unique numbering systems incorporated into all bottles, containers or other item used to seal the *Sample*.
- Have a sealing system that is tamper evident.
- Ensure the identity of the *Athlete* is not evident from the equipment itself
- Ensure that all equipment is clean and sealed prior to use by the *Athlete*.

5.2 Brief personnel on roles and responsibilities

5.2.1 The DCO should brief the Sample Collection Personnel on their roles and responsibilities prior to or upon arrival at the Doping Control Station. This will include *Athlete* notification, chaperoning, and *Sample* collection (including blood collection if applicable).

5.2.2 In the case of a team which includes Chaperones with no experience, the DCO shall train the Chaperones on-site. Such training shall include the requirements for notification, chaperoning and witnessing *Sample* provision, as well as confidentiality obligations (see Appendix 1 for Chaperone Training Guidelines).

5.2.3 The DCO shall provide required documentation such as proof of authority to conduct *Sample* collection, to the Sample Collection Personnel if applicable.

[5.2.3 *Comment: It is the responsibility of the ADO to provide and control the official authorization documentation used. Doping Control Authorization letters can be automatically generated from ADAMS. The DCO may be responsible for distributing the official authorization documentation to all Sample Collection Personnel.*]

5.3 Assess the facilities

5.3.1 The minimum requirements to be met to enable use of a facility as a Doping Control Station are privacy and sole-use. If the facility does not offer the

Athlete privacy, and/or is intended to be used for purposes other than *Doping Control* whilst *Sample* collection is being carried out, the DCO may decide not to proceed with *Testing*. The reasons for such a decision must be documented.

[5.3.1 Comment: ADOs may wish to request DCOs to include a sketch of the Doping Control Station in their DCO report.]

5.3.2 For *In-Competition Testing*, where possible, the Doping Control Station shall at a minimum ensure the *Athlete's* privacy and should meet the following criteria:

- Be solely reserved for *Doping Control* purposes
- Maintain *Athlete* privacy and confidentiality
- Be accessible only to authorized personnel
- Be secure enough to store Sample Collection Equipment
- Be comprised of a waiting area with chairs and a separate administration area with a table and chairs for completion of paperwork. There should be adjacent toilet facilities for *Sample* provision, which should ideally consist of cubicles large enough for the Witness and the *Athlete*.
- Include facilities to allow the *Athlete* to wash his/her hands.
- Be large enough to accommodate the number of *Athletes*, Athlete Representative Sample Collection Personnel who will occupy the area
- Be suitably located in relation to the field of play or other location where *Athletes* will be notified.
- Contain, where possible, a selection of sealed, non-alcoholic drinks for *Athletes*.

*[5.3.2 Comment: In order to ensure efficiency of *Athlete* notification and chaperoning, the DCO should consider the location of the Doping Control Station. For some sporting venues, the Doping Control Station may be some distance from where the *Athletes* compete/finish. In such cases the DCO should seek to arrange appropriate transportation for *Athletes* and Sample Collection Personnel. Alternatively, the DCO should seek to locate the Doping Control Station closer to where the *Athletes* compete/finish their *Competition*.]*

5.3.3 For *Out-of-Competition Testing*, the facilities used should, where possible, provide a suitable environment for waiting and administration, and shall afford the *Athlete* privacy.

*[5.3.3 Comment: Although the term 'Doping Control Station' is also used for *Out-of-Competition Testing*, this facility might be an *Athlete's* home or a hotel room, rather than an officially designated facility for *Doping Control*.]*

5.3.4 Access to the Doping Control Station is restricted to the *Athlete*, the Athlete Representative, an interpreter if required, and Sample Collection Personnel, unless otherwise agreed by the DCO. Additional personnel requesting access may include an IF representative, an *ADO* observer, an auditor or a WADA Independent Observer. These personnel should have adequate authorization available for the DCO to review upon arrival at the Doping Control Station.

- 5.3.5 The DCO may wish to assign a member of the Sample Collection Personnel to monitor access to the Doping Control Station, and ensure that only unauthorized persons are admitted.
- 5.3.6 Members of the media must not be allowed to enter the Doping Control Station at any time.

5.4 Athlete selection

- 5.4.1 The DCO will select *Athletes* according to the selection policy indicated by the ADO. This may include one or both of the following: *Target Testing* (named *Athletes* or categories) random selection.

[5.4.1 Comment: Selections/selection methods made by the ADO should be clearly communicated to the DCO. For example, detailing selections in an ADAMS mission order.]

- 5.4.2 In the case of random selection, the ADO/DCO may choose to use one of the following selection criteria. The criteria chosen should be appropriate for the sport, e.g.:

- Finishing position
- Vest/jersey number
- Entry number
- Lane number
- Any other fair and transparent criteria for selection

Once the criteria have been determined, the actual selection method may be one of the following:

- Numbered cards placed face-down on a table
- Random draw of numbers (or names) from a closed container such as a cloth bag
- Use of an electronic random number generator
- Any other fair and transparent method of selection

[5.4.2 Comment: In order to provide transparency and accountability, random selection made in the field may be witnessed by a coach or sporting official, or may be shown to the selected Athlete if requested. For example a signature on the back of numbered cards. In addition to determining the selection criteria, the DCO/ADO may wish to put in place certain contingencies for specific scenarios. For example, randomly drawing an additional 'reserve' Athlete to be tested in the event that a serious injury inhibits an Athlete from conducting Doping Control. Another example includes putting a contingency in place for 'dead-heats' or disqualifications. All contingencies put in place should be fully briefed to all relevant Sample Collection Personnel.]

- 5.4.3 In the case of *Target Testing*, the ADO will specify to the DCO which *Athletes* they require for *Testing*. In some instances, the ADO may chose to give the DCO discretion to decide additional *Athletes* selected for *Target Testing*.

[5.4.3 Comment: See the International Standard for Testing, 4.4.2, for factors which an ADO should consider when selecting Athletes for Target Testing. If the ADO chooses to provide the DCO with the discretion to target Athletes for Testing, this should be agreed prior to the Sample Collection Session taking place and comprehensive guidance should be provided by the ADO to the DCO. Factors that may wish to be considered for such Target Testing include suspicious Athlete behavior. The DCO should not discuss Target Testing or the selection criteria with an Athlete.]

5.4.4 Following the selection of the *Athlete*, the DCO shall ensure that selection decisions are disclosed on a need-to-know basis only to ensure that *Testing* is *No Advance Notice*.

6. Athlete Notification and Chaperoning

6.1 Athlete notification

6.1.1 The DCO/Chaperone shall establish the location of the selected *Athlete*, and plan the approach and timing of notification, taking into account any specific circumstances such as the *Competition*/training schedule, and such that the notification will be carried out as *No-Advance-Notice* notification.

[6.1.1 Comment: The DCO should take into consideration all logistical factors, be it venue-specific, sport-specific etc, when planning the appropriate timing and approach for Athlete notification. Some factors to consider (this list is not exhaustive) include; challenges faced in sports with mass finishes, the presence of a Mixed Zone at the venue, using Technical Delegates to assist in the identifying/confirming final positions, sports where it is common that Athletes are Minors and/or have a disability that may require a third party present during notification. All relevant factors should be communicated to all Sample Collection Personnel.]

6.1.2 The DCO/Chaperone shall identify him/herself and shall show the *Athlete* the official authorization documentation that is provided and controlled by the ADO which has granted the authority to test. Additional photo identification proving affiliation to the authorized *Sample* collection authority shall also be provided, if this authority is not the ADO which authorized the test. DCO identification documents shall include name, photograph, and the documents' expiry date. Chaperones do not require documentation identifying them by name or photograph but as a minimum shall produce official authorization documentation that is provided by the ADO, such as an Authorization Letter.

6.1.3 It is the DCO/Chaperone's responsibility to ensure that the *Athlete* is the first one notified that he/she has been selected for *Sample* collection. Only in the following instances may there be an exception to this:

- Where the *Athlete* is a *Minor*, has a disability and/or where an interpreter is needed and the ADO/DCO/Chaperone consider it a requirement to notify a third party prior to the notification of the *Athlete*.
- Where the DCO/Chaperone requires assistance in locating, identifying and/or notifying the *Athlete(s)* selected for *Testing*.

[6.1.3 Comment: In some Sample Collection Sessions, for example In-Competition Testing or Testing at training camps, the DCO/Chaperone may require assistance from a third party, for example a sport representative, in locating and identifying certain Athletes. This may be due to the DCO/Chaperone being unfamiliar with the Athlete or the venue at which the Sample Collection Session is taking place.]

In both these cases, it is still the DCO/Chaperone who should conduct the notification of the Athlete.

- 6.1.4 The DCO/Chaperone shall, at a minimum, verbally confirm the Athlete's identity. If the Athlete is carrying photo ID, this may be checked at this stage. An Athlete's inability to provide photo ID shall not invalidate a test. Formal identification can be established by starting number, accreditation, third party witness, or other viable method as established by the ADO. If the Athlete's identity is unknown and cannot be established in any manner, the DCO must contact the ADO for further instructions.
- 6.1.5 The DCO/Chaperone should show the Athlete the notification form (which may be part of the Doping Control form), and shall then notify the Athlete of the following:
- That the Athlete is required to undergo a Sample collection
 - The authority under which Sample collection is to be conducted (i.e. the Testing Authority)
 - The type of Sample Collection (i.e. urine, blood or both) and any conditions that need to be adhered to prior to Sample collection, including the requirement for the Athlete to provide their Sample in direct observation of a DCO/Chaperone.
 - The Athlete's rights, including the right to:
 - Have an Athlete Representative present throughout the course of the entire Sample collection process (other than Sample provision) and if available, an interpreter.
 - Ask for additional information about the Sample collection process.
 - Request a delay in reporting to the Doping Control Station for valid reasons (see 6.1.11 for what constitutes valid reasons).
 - Request modifications to the Sample collection procedure if the Athlete has a disability (see section 9)
 - The Athlete's responsibilities, including the requirement to:
 - Remain within direct observation of the DCO/Chaperone at all times from the point of notification by the DCO/Chaperone until the completion of the Sample collection process.
 - Produce appropriate and valid identification in accordance with 6.1.4.
 - Comply with the Sample collection procedures (and the Athlete should be advised of the possible consequences of Failure to Comply)
 - Report immediately for a test, unless there are valid reasons for a delay, as determined by the DCO.
 - The location of the Doping Control Station.

- That should the *Athlete* choose to consume food or fluids prior to providing a *Sample*, he/she does so at his/her own risk, and should in any event avoid excessive rehydration, having in mind the requirement to produce a *Sample* with a Suitable Specific Gravity for Analysis.
- That the *Sample* provided by the *Athlete* to the Sample Collection Personnel should be the first urine passed by the *Athlete* subsequent to notification, i.e. he/she should not pass urine in the shower or otherwise prior to providing a *Sample* to the Sample Collection Personnel.

*[6.1.5 Comment: (i) The Testing Authority is the Anti-Doping Organisation that has initiated and authorized the Sample Collection Session. (ii) For requirements specific to blood *Sample* collection, refer to the Guidelines for Blood *Sample* Collection.]*

6.1.6 The DCO/Chaperone should encourage the presence of a third party during the notification process where the *Athlete* is a *Minor*, it is required by an *Athlete's* disability or in situations where an interpreter is required.

6.1.7 If a selected *Athlete* is not located based on available information, the DCO may attempt to locate the *Athlete* by other means, but ensure that *No Advance Notice* notification is used as a notification method. The DCO should notify the *ADO* for further instructions if the *Athlete* is not located.

*[6.1.7 Comment: In the event that a DCO is unable to locate an *Athlete* based on the available information, the DCO should in most cases (for e.g. for In-Competition Testing) attempt to locate the *Athlete* by other means. If the DCO is attempting to locate the *Athlete* for an Out-of-Competition test, during a specific 60-minute time slot as designated in the *Athlete's Whereabouts Filing*, the DCO shall follow the procedures set out in the International Standard for Testing 11.4.3 (b) & (c). Under no circumstances shall the DCO/Chaperone make a telephone call to the *Athlete* to locate them.]*

6.1.8 The *Athlete* shall read and sign the *Athlete* notification form or *Doping Control* form as directed by the DCO/Chaperone.

6.1.9 If an *Athlete* copy of the official notification record exists, this will be given to the *Athlete*.

6.1.10 If the *Athlete* refuses to sign that he/she has been notified, or evades notification, the DCO/Chaperone shall make all reasonable attempts to persuade the *Athlete* to comply, including informing the *Athlete* again of the consequences of refusing or failing to comply. If the *Athlete* continues to refuse, the DCO/Chaperone must report all the relevant facts to the DCO immediately, and the DCO shall attempt to notify the *Athlete*. If the *Athlete* still refuses to be notified, the DCO shall document the facts, including the reasons for refusal given by the *Athlete*. The DCO should endeavor to obtain Witness signatures to confirm the *Athlete's* refusal, and shall contact the *ADO* for further instructions as soon as possible.

6.1.11 The DCO may at their discretion consider any reasonable third party requirement or any request by the *Athlete* for permission to delay reporting to

the Doping Control Station following acknowledgment and acceptance of notification; and/or to leave the Doping Control Station temporarily after arrival. Such permission shall only be granted if the *Athlete* can be continuously chaperoned and kept under direct observation during the delay and if the request relates to the following activities:

For *In-Competition Testing*:

- Participation in a victory ceremony
- Fulfillment of media commitments
- Competing in further *Competitions*
- Performing a warm down
- Obtaining necessary medical treatment
- Locating a representative and/or interpreter
- Obtaining photo identification
- Any other exceptional circumstances which may be justified, and which shall be documented

For *Out-of-Competition Testing*:

- Locating an *Athlete Representative*.
- Completing a training session
- Receiving necessary medical treatment
- Obtaining photo identification
- Any other exceptional circumstances which may be justified, and which shall be documented.

6.1.12 The DCO shall document any reasons for delay in reporting to the Doping Control Station and/or reasons for leaving the Doping Control Station that may require further investigation by the *ADO*. Any failure of the *Athlete* to remain under constant observation shall also be recorded.

6.2 Chaperoning the Athlete to the Doping Control Station

6.2.1 The DCO/Chaperone shall ensure that the *Athlete* is escorted from the place of notification to the Doping Control Station under constant supervision.

[6.2.1 Comment: The DCO should take into consideration relevant sport-specific and venue specific factors that could affect the chaperoning process, for example sports in which Athletes often compete in more than one Event potentially prolonging the chaperoning process.]

6.2.2 The DCO/Chaperone should discourage the *Athlete* from taking a bath or shower, and should ensure he/she does not urinate prior to reporting at the Doping Control Station. The first urine *Sample* post notification should be collected.

6.2.3 The DCO/Chaperone cannot prevent the *Athlete* eating or drinking products of their choice, but should recommend that the *Athlete* chooses from a selection of individually sealed, non-alcoholic beverages in order to hydrate. The DCO/Chaperone should not handle food or drink items for the *Athlete*.

- 6.2.4 The DCO/Chaperone shall escort the *Athlete* at all times until the *Sample* collection procedures have been completed, or shall ensure that another DCO/Chaperone has taken over escorting the *Athlete*.
- 6.2.5 The Chaperone shall inform the DCO as soon as practical without leaving the *Athlete* unattended, and ensuring discretion, of any irregularities in notification and/or suspicious *Athlete* behavior during the observation period. Irregularities shall be documented by the DCO if relevant.

[6.2.5 Comment: The ADO is responsible for establishing guidelines for what constitutes suspicious *Athlete* behavior – examples might be; evading observation, ingesting an unidentified substance, a distressed call to a coach or other unusual behavior.]

6.3 Arrival at the Doping Control Station

- 6.3.1 The *Athlete* arrives at the Doping Control Station with a DCO/Chaperone and, if requested, an *Athlete* Representative and/or interpreter. At this time, the *Athlete* should present photo ID to the DCO. An *Athlete's* inability to provide photo ID shall not invalidate a test. Alternative methods of *Athlete* identification are outlined in 6.1.4.
- 6.3.2 An entry and exit log should be maintained to record the names of the persons entering facility, their position, and the times of arrival and departure.
- 6.3.3 The *Athlete* shall be provided with the opportunity to hydrate.
- 6.3.4 If the *Athlete* is providing a blood *Sample* at the same session, the DCO may request that the *Athlete* provide the blood *Sample* first.
- 6.3.5 Irrespective of the *Testing* type, once the *Athlete* has arrived at the Doping Control Station he/she must be under observation at all times until *Sample* collection is completed.
- 6.3.6 The *Athlete* may request to leave the Doping Control Station for a time, for reasons defined in 6.1.11. The *Athlete* must be escorted continuously at such times, and the purpose of leaving, agreed time of return, and actual time of return shall be documented by the DCO. If a Chaperone is not available, the DCO shall ask the *Athlete* to remain in the Doping Control Station. If an *Athlete* insists on leaving the Doping Control Station, the circumstances shall be documented by the DCO.
- 6.3.7 Before *Sample* collection, the DCO should ask the *Athlete* whether they have been tested before, and whether they require an explanation of the collection procedure.
- 6.3.8 If the *Athlete* has not been tested before, or requests an explanation of the procedure, the DCO should explain the *Sample* collection procedure to the *Athlete*.

- 6.3.9 As a minimum, the DCO shall ensure the *Athlete* is informed of the requirements of the Sample Collection Session and his/her rights and responsibilities

7. Conducting the Sample Collection Session

7.1 Selection of the Sample collection vessel

- 7.1.1 The *Athlete* shall be given a choice of *Sample* collection vessels, from which they will be asked to choose one. It is recommended that there are at least three *Sample* collection vessels from which to choose.
- 7.1.2 The *Athlete* shall check that the equipment is clean and intact. If the *Athlete* is not satisfied with the equipment, they should make another selection.
- 7.1.3 If the *Athlete* is not satisfied with any of the equipment, and the DCO does not agree with the *Athlete's* opinion that all of the available equipment is unsatisfactory, the DCO shall instruct the *Athlete* to proceed with the Sample Collection Session and the *Athlete's* views must be recorded on the *Doping Control* documentation by the DCO.
- 7.1.4 If both the DCO and the *Athlete* agree that none of the equipment is satisfactory, the DCO shall terminate *Sample* collection, and record the reasons.
- 7.1.5 From this point, the *Sample* collection vessel shall be handled only by the *Athlete* unless the *Athlete* authorizes the DCO/Chaperone or the Athlete Representative to handle the vessel on his/her behalf. Such authorization must be documented.

7.2 Sample provision

- 7.2.1 The Witness (DCO or Chaperone) shall escort the *Athlete* to the toilet facility. The *Athlete* will carry his/her own *Sample* collection vessel.
- 7.2.2 The Witness shall be of the same gender as the *Athlete* providing the *Sample*.
- 7.2.3 Where practicable, the DCO should ensure the *Athlete* thoroughly washes his/her hands before providing a *Sample*.
- 7.2.4 Once in the toilet facility the *Athlete* must remove all clothing between the waist and mid-thigh, in order that the witnessing Sample Collection Personnel has an unobstructed view of *Sample* provision. Sleeves should be rolled up so that the *Athlete's* arms and hands are also clearly visible.
- 7.2.5 The Witness shall directly observe the *Athlete* provide the urine *Sample*, adjusting his/her position so as to have a clear view of the *Sample* leaving the *Athlete's* body.

- 7.2.6 The DCO shall verify, in full view of the *Athlete*, that the Suitable Volume of Urine for Analysis has been provided.
- 7.2.7 Once a urine *Sample* of at least 90mL has been collected, or the *Athlete* has provided a partial *Sample* and is unable to provide any more urine at this time, the Witness shall escort the *Athlete*, who shall carry his/her own *Sample*, back to the administration area. The *Athlete* should be encouraged to provide as much volume as possible and Sample Collection Personnel should note where an *Athlete* makes attempts to provide only the bare minimum.
- 7.2.8 If an *Athlete* wishes to wash his/her hands after passing the *Sample*, the *Sample* shall at this time be placed in a safe and secure location, in full view of both the *Athlete* and the Witness.
- 7.2.9 If the Witness observes any unusual behavior by the *Athlete* while witnessing the passing of the *Sample*, this shall be reported to the DCO as soon as possible, and documented.
- 7.2.10 The Witness shall sign the relevant documentation to verify that he/she witnessed *Sample* provision in accordance with procedures.

7.3 Insufficient volume

- 7.3.1 In the event that an *Athlete* is unable to provide 90 mL of urine, the DCO shall follow the procedure for a partial *Sample*.
- 7.3.2 The DCO shall advise the *Athlete* that the partial *Sample* provided shall be secured and a further *Sample* collected.
- 7.3.3 The DCO shall instruct the *Athlete* to select partial Sample Collection Equipment, as per 7.1. It is recommended that there are at least three partial *Sample* kits from which to choose.
- 7.3.4 The DCO shall then instruct the *Athlete* to open the relevant equipment, pour the insufficient *Sample* into the container, and seal it as directed by the DCO. The DCO shall check, in full view of the *Athlete*, that the container has been properly sealed.
- 7.3.5 The DCO and the *Athlete* shall check that the equipment code number and the volume and identity of the insufficient *Sample* are recorded accurately by the DCO. The *Athlete* and DCO may initial or sign the documentation to show they are satisfied with the procedure.
- 7.3.6 The *Athlete* should return to the waiting area, and shall remain under observation until ready to provide a further *Sample*.

- 7.3.7 Either the *Athlete* or the DCO shall retain control of the *Sample*. The DCO shall ensure that the sealed partial *Sample* is securely stored (under continuous observation or locked away in a secure area). If the *Athlete* retains possession of the *Sample*, it must be placed in a secure area, and must remain under the observation of Sample Collection Personnel.
- 7.3.8 When the *Athlete* is ready to provide more urine, the *Sample* provision process shall recommence.
- 7.3.9 To ensure continuity of the process, and for the comfort of the *Athlete*, the Witness should be the same Witness as for the initial attempt, whenever possible. However, a change of Witness shall in no way affect the integrity of the process.
- 7.3.10 The *Athlete* shall select a new *Sample* collection vessel, and repeat the process as per 7.1.
- 7.3.11 This process shall be repeated until the DCO is satisfied that the *Athlete* has provided the required volume of urine once the initial and additional *Samples* are combined.
- 7.3.12 The DCO shall ask the *Athlete* to inspect their partial *Sample(s)* to ensure that the seals are secure. Any irregularities shall be recorded by the DCO on the *Doping Control* documentation or in a separate report to the *ADO*.
- 7.3.13 The DCO shall then direct the *Athlete* to break the seal of the partial *Sample* container(s) and combine the *Samples* in a new collection vessel, beginning with the first partial *Sample* provided and each subsequent partial *Sample* until the desired volume is reached.
- 7.3.14 Once a minimum of 90 mL of urine has been collected, the DCO and *Athlete* shall proceed to the next stage.

7.4 Dividing and sealing the Sample

- 7.4.1 The *Athlete* shall select, from a choice of urine kits, a kit consisting of A and B containers, in which the *Sample* is to be sealed. It is recommended that there are at least three urine kits from which to choose.
- 7.4.2 The *Athlete* and DCO should check that the urine kit is clean and intact. If neither the *Athlete* nor the DCO is satisfied with the urine kit(s), the *Athlete* shall make another selection.
- 7.4.3 If the *Athlete* is not satisfied with any of the urine kits, and the DCO does not agree with the *Athlete's* opinion that all of the available urine kits are unsatisfactory, the DCO shall instruct the *Athlete* to proceed with the Sample Collection Session, and the *Athlete's* views must be recorded on the *Doping Control* documentation by the DCO.

- 7.4.4 If both the DCO and the *Athlete* agree that none of the urine kits are satisfactory, the DCO shall terminate the session, and record the reasons.
- 7.4.5 The *Athlete* and the DCO shall check the urine kit to ensure that all the numbers of the A and B containers correspond.
- 7.4.6 If the numbers do not correspond, the DCO shall instruct the *Athlete* to select another kit. The DCO shall document this.
- 7.4.7 The DCO shall record the urine kit numbers and the *Athlete* and the DCO shall check the documentation to ensure that the DCO has accurately recorded the numbers of the A and B containers.
- 7.4.8 The *Athlete* shall pour the required minimum volume of urine into the B container. The recommended amount is a minimum of 30mL.
- 7.4.9 The *Athlete* shall pour the remainder of the urine into the A container. The recommended amount is a minimum of 60mL. If the A container is filled to capacity the *Athlete* shall then pour any remaining urine into the B container, always leaving a residual amount of urine in the collection vessel.
- 7.4.10 The DCO shall instruct the *Athlete* in the sealing of the A and B containers. Both the DCO and the *Athlete* shall check that the bottles are securely sealed.
- 7.4.11 The DCO shall confirm that the *Sample* meets the requirements for analysis, as specified by the *ADO* in accordance with the laboratory standards, by testing the residual volume of urine remaining in the collection vessel for specific gravity (greater than or equal to 1.005 if using a refractometer, or 1.010 with lab sticks. Reagent strips and/or a refractometer may be used.
- 7.4.12 The DCO shall ensure that any residual urine that will not be sent for analysis is discarded in full view of the *Athlete*.

7.5 *Samples not meeting laboratory guidelines for analysis*

- 7.5.1 If the reading is outside the required range for specific gravity the DCO shall request collection of additional *Sample(s)*.
- 7.5.2 Additional *Samples* shall be collected until the *Athlete* has provided a *Sample* within the required range for specific gravity, unless exceptional circumstances prevail. It is the responsibility of the *ADO* to determine what constitutes exceptional circumstances whereby no further *Samples* shall be collected.
- 7.5.3 While waiting to provide an additional *Sample* the *Athlete* shall remain under continuous observation by a DCO/Chaperone.

- 7.5.4 The *Athlete* shall be encouraged not to hydrate excessively, since this may delay the production of a suitable *Sample*.
- 7.5.5 When the *Athlete* is able to provide an additional *Sample*, the DCO shall repeat the procedures for collection of the *Sample* (7.1 to 7.4).
- 7.5.6 Whenever possible, provision of additional *Samples* should be observed by the same Witness as for the first. However, a change of Witness shall not invalidate the *Sample* collection procedure.
- 7.5.7 The Witness shall sign the relevant documentation to verify that he/she witnessed *Sample* provision in accordance with procedures.
- 7.5.8 The DCO should ensure that *Samples* provided by the same *Athlete* can be linked through the documentation and that the laboratory is informed which the initial *Sample* is. All *Samples* shall be sent to the laboratory for analysis with all related paperwork.

7.6 Paperwork

[7.6 Comment: See WADA's standardized Doping Control documentation for an example of suitable documentation. See also the International Standard for Testing, 7.4.5 for minimum requirements.]

- 7.6.1 If the *Athlete* provided more than one *Sample* and the Witness was not the same individual that witnessed provision of the first *Sample*, all Witnesses shall sign the *Doping Control* form.
- 7.6.2 If the Witness is unable to verify that he/she observed the passing of the *Sample*, or reports unusual behavior by the *Athlete*, the DCO can require the *Athlete* to provide a further *Sample*. This must be documented, and all *Samples* collected sent to the laboratory for analysis.
- 7.6.3 The DCO shall request the *Athlete* to provide information on all medications and/or supplements taken within the time period specified on the *Doping Control* form.

[7.6.3 Comment: The recommended period for medication information is 7 days.]

- 7.6.4 The DCO should check all information on the form and fill in any incomplete areas in view of the *Athlete*. The Witness then signs to confirm that the *Sample* collection was conducted in accordance with procedures.
- 7.6.5 The *Athlete* and the Athlete's Representative, if present, should be invited to check that all information on the form accurately reflects the details of the Sample Collection Session. The *Athlete* shall be invited to complete the comments section of the form if he/she has any concerns or comments

regarding the procedure. If there is insufficient space on the form, the *Athlete* should be invited to complete a supplementary report form.

7.6.6 The Athlete's Representative, if present shall sign the *Doping Control Form*.

7.6.7 The *Athlete* and DCO shall then sign the *Doping Control Form*.

7.6.8 The DCO must give a full copy of the form to the *Athlete*.

7.6.9 Unless also required to provide a blood *Sample*, the *Athlete* is then free to leave the Doping Control Station.

[7.6.9 Comment: If an Athlete is also required to provide a blood Sample, and the Doping Control form records both blood and urine collection, the paperwork will not be fully completed until after collection of both blood and urine Samples.]

7.7 Sample Storage

7.7.1 The DCO has the responsibility for ensuring, in accordance with the *ADO* criteria for *Sample* storage, that all *Samples* are stored in a manner that protects their identity, integrity and security whilst in the Doping Control Station.

7.7.2 *Samples* must not be left unattended, unless they are locked away in a refrigerator or cupboard, for example. Access should be restricted to authorized personnel.

7.7.3 Where possible, *Samples* should be stored in a cool environment. Warm conditions should be avoided.

7.7.4 The DCO shall accurately complete appropriate documentation for each transport bag/container to ensure that the laboratory can verify the contents of the bag/container.

7.7.5 The DCO shall follow the *ADO's* system to ensure that, where required, instructions for the type of analysis to be conducted are provided to the laboratory.

7.7.6 The DCO shall complete the laboratory advice form/Chain of Custody form. The laboratory copy of this form(s) and the laboratory copy of the *Doping Control* form should be placed in the transport bag with the *Samples*, and sealed, preferably in the presence of a second person. Documentation identifying the *Athlete* shall not be included with the *Samples*.

7.7.7 If relevant, the DCO should record the times the transport bag is opened and re-sealed on the laboratory advice form or Chain of Custody form.

7.7.8 The DCO shall keep the *Samples* secured and under his or her control until they are passed to the courier.

8. Transport of *Samples* and Documentation

8.1 Transportation of Samples

- 8.1.1 *Samples* shall be shipped to the WADA accredited laboratory as soon as practical, and wherever possible on the day of collection.
- 8.1.2 *Samples* may be taken directly to the laboratory by the DCO, or handed over to a third party for transportation. This third party must document the Chain of Custody of the *Samples*. If an approved courier company is used to transport the *Samples*, the DCO should record the waybill number.

8.2 Hand-over of Samples to the laboratory

- 8.2.1 Laboratories are required to document receipt and the subsequent Chain of Custody of *Samples*. *Samples* are reviewed for evidence of tampering or damage, and stored in appropriate conditions in accordance with the *International Standard* for Laboratories.

8.3 Documentation

- 8.3.1 All documentation relevant to the Sample Collection Session should be forwarded to the *ADO* by the approved method as soon as possible after *Sample* collection.

9. Modifications for *Minors* and *Athletes* with a Disability

9.1 Overview

- 9.1.1 *Minors* or *Athletes* with specific types of disability may require modifications to the *Sample* collection procedure. The modifications outlined below do not affect the integrity of the *Sample* collection process.
- 9.1.2 The *ADO* has responsibility for ensuring, when possible, that the DCO has any information and specialised Sample Collection Equipment necessary to conduct a Sample Collection Session with an *Athlete* with a disability requiring assistance during *Sample* provision. The DCO shall have the authority to make modifications as the situation requires, in accordance with these guidelines.
- 9.1.3 In some cases, with the agreement of the DCO, the *Athlete* may designate the Athlete Representative, or the DCO/Chaperone to assist with the *Sample* collection process.
- 9.1.4 Any modifications made to the standard *Sample* collection procedure shall be documented by the DCO.

Modifications may be introduced in the case of the following *Athletes*:

9.2 Minors

- 9.2.1 *Minors* may, at their request, be accompanied by an Athlete Representative at all times during the *Sample* collection procedure, including in the toilet area. However, the Athlete Representative shall not witness the passing of the *Sample*, unless requested to do so by the *Athlete*. The objective is to ensure that the Witness is observing *Sample* provision correctly. Even if the *Minor* declines a representative, the *ADO*, DCO or Chaperone, as applicable, should consider whether a third party ought to be present during notification of and/or collection of the *Sample* from the *Athlete*.
- 9.2.2 If a *Minor* declines to have a representative present during the Sample Collection Session, this shall be clearly documented by the DCO. Failure to do so does not invalidate the test. If a *Minor* declines the presence of a representative, the representative of a DCO/Chaperone must be present.
- 9.2.3 The Athlete Representative or the DCO should explain the *Doping Control* documentation to the *Athlete*, if necessary.
- 9.2.4 If the *Minor* is accompanied for the verification of procedure (signing of the *Doping Control* form) the Athlete Representative should sign in addition to the *Athlete*.

9.3 Athletes with a disability

- 9.3.1 In planning and arranging *Sample* collection, the *ADO* and DCO shall consider whether there will be any *Sample* collection for *Athletes* with disabilities that may require modifications to the standard procedures for notification or *Sample* collection, including Sample Collection Equipment and facilities. For e.g. *Athletes* with Cerebral Palsy and/or significant lack of co-ordination may require the use of larger collection vessels, if available.
- 9.3.2 An *Athlete* with an intellectual, physical or sensorial disability can be assisted by the Athlete Representative or Sample Collection Personnel during the Sample Collection Session where authorised by the *Athlete* and agreed to by the DCO.
- 9.3.3 The DCO shall have the authority to make modifications as the situation requires when possible and as long as such modifications will not compromise the identity, security or integrity of the *Sample*. All modifications must be recorded.
- 9.3.4 *Athletes with visual impairment* may be accompanied by an Athlete Representative at all times during the *Sample* collection procedure, including in the toilet area. However, the representative shall not witness the passing of the *Sample*. The objective is to ensure that the Witness is observing *Sample*

provision correctly. The Athlete Representative or the DCO should read the *Doping Control* documentation to the *Athlete*, if necessary.

9.3.5 Blind *Athletes* must be accompanied for the verification of procedure (signing of the *Doping Control* Form), and the Athlete Representative should sign on behalf of or in addition to the *Athlete*.

9.3.6 *Athletes* with an intellectual disability should be accompanied by an Athlete Representative at all times during *Sample* collection procedure, including in the toilet area. However, the representative shall not witness the passing of the *Sample*. The objective is to ensure that the Witness is observing *Sample* provision correctly.

9.3.7 The Athlete Representative or the DCO should read and/or explain the *Doping Control* documentation to the *Athlete*, if necessary.

9.3.8 *Athletes* with an intellectual disability should be accompanied for the verification of procedure (signing of the *Doping Control* Form), and the Athlete Representative should sign on behalf of or in addition to the *Athlete*.

9.4 *Athletes using condom drainage or indwelling catheter drainage*

9.4.1 *Athletes* shall remove, or supervise the removal of, the existing collection bag and drain the system so that a fresh *Sample* can be obtained.

9.5 *Athletes who self-catheterize*

9.5.1 *Athletes* may use their own catheter to provide a *Sample* (this catheter should be produced in tamper-evident wrapping), or use one provided at the Doping Control Station, if available.

Appendix 1: Chaperone Training Guidelines

A. Procedure for training notifying Chaperones

1. The notifying Chaperones should meet the DCO at the Doping Control Station prior to the start of the *Event* to receive training, instruction, credentials and assignments, as well as to complete a confidentiality agreement.
2. The DCO shall first ensure that the notifying Chaperones meet the relevant criteria as specified by the *ADO* and are fit for duty. If not, alternative Chaperones shall be found.
3. The DCO shall specifically ask the notifying Chaperones if they have any conflict of interest, such as involvement with any *Athlete* that might be tested. If so, alternative Chaperones shall be found.
4. The DCO should ensure that all notifying Chaperones have a watch, and all staff should synchronize their watches.
5. The DCO shall review or arrange for the review of the notification and escorting procedure with the notifying Chaperones. (6.1/6.2) The explanation should include the purpose of the Chaperone role, and what to do if problems are encountered. The DCO should make it clear that a Chaperone should ask for assistance from the DCO if they are not sure how to proceed at any time.
6. The DCO should demonstrate the notification procedure by means of role-play, should observe the Chaperone practice at least once, and point out mistakes as well as providing praise.
7. The DCO shall inform the Chaperones that any strange behavior by *Athletes*, such as ingestion of unknown substances, or evasion, shall be discretely reported to the DCO upon arrival at the Doping Control Station.
8. The DCO should encourage questions from the Chaperones.
9. The DCO should arrange a location and time for the Chaperones to receive information specific to the *Athlete* they will be notifying.

NOTE: whenever possible, notifying Chaperones should be assigned to *Athletes* of the same gender.

10. Notifying Chaperones should then sign the relevant agreement which should as a minimum require a commitment to confidentiality and outline a code of conduct. The form should also require the Notifying Chaperone to provide their contact details and date of birth.

11. The Chaperones should, where possible, have an opportunity to assess the location and plan the approach and timing of notification, taking into account the specific circumstances of the session.
12. The DCO should provide guidelines as to the Chaperone's responsibilities after the *Athlete* has arrived at the Doping Control Station (i.e. whether they are free to leave, or have further responsibilities).

B. Procedure for training witnessing Chaperones

Ideally, witnessing Chaperones will have prior experience, and will not be trained on-site.

1. The witnessing Chaperones should meet the DCO at the Doping Control Station prior to the start of the *Event* to receive training, instruction, credentials and assignments, as well as to complete the confidentiality agreement. Training should be separate from that of the Notifying Chaperones.
2. The DCO shall first ensure that the witnessing Chaperones meet the relevant criteria as specified by the *ADO* and are fit for duty. If not, alternative Chaperones shall be found.
3. The DCO shall specifically ask the Chaperones if they have any conflict of interest, such as involvement with any *Athlete* that might be tested. If not, alternative Chaperones shall be found.
4. The DCO shall review, or arrange the review of, the specific procedure for observation of *Sample* provision (7.2).
5. Witnessing Chaperones should also be briefed about any sensitivities, and any potential scenarios which might be encountered.
6. The DCO should encourage questions from the Chaperones.
7. Witnessing Chaperones should then sign the relevant agreement which should as a minimum require a commitment to confidentiality and outline a code of conduct. The form should also require the Witnessing Chaperone to provide their contact details and date of birth.
8. The DCO should provide guidelines as to the Chaperone's responsibilities after the *Athlete* has provided the *Sample* at the Doping Control Station (i.e. whether they are free to leave, or have further responsibilities).