Doping Control Officer Report Form

These instructions will help the Doping Control Officer (DCO) complete the standard Doping Control Officer Report Form developed by the World Anti-Doping Agency (WADA) in co-ordination with stakeholders.

These instructions are to be used in conjunction with Version 3 (9-2010) of the Doping Control Officer Report Form.

Overview

This Doping Control Officer Report Form has been produced to standardize documentation and should be completed for every test mission.

General Comments

- Write clearly in block capitals and press hard to ensure all copies are legible.
- If the DCO has insufficient space on any part of the form, he/she may use Section 5. General Comments and Suggestions.
- Any deviation from the standard procedure must be noted in Section 5. General Comments and Suggestions.
- All sections are to be completed by the DCO.
- The DCO will draw a clear line through any part of the form which is not applicable.

Top right section of the form

- Test Authorized By: The DCO will insert the name of the organization which initiated/authorized the test.
- Sample Collection Agency: The DCO will insert the name of the organization which has certified him/her to conduct sample collection.
- Results Management Authority: The DCO will insert the name of the organization under whose anti-doping rules possible violations would be managed (e.g. the International Federation, National Anti-Doping Organization).
Section 1 – Description of Mission

- It is important for the DCO to complete **ALL** portions of this section.
- Record the Test Mission Code, whether the test was In-Competition or Out-of-Competition and the date of the session.
- For In-Competition missions, record the event name.
- For Out-of-Competition tests, record the name of the session/training camp and/or the location of the test.
- Record the type of venue the mission took place at (e.g. athlete’s home address, training venue or competition venue). If **Other**, specify the type of venue in the box provided.
- Record the name of the athlete’s sport federation.
- Insert the number of blood and/or urine samples which were collected (not including Additional Samples).
- If a mission is conducted over more than one day, a separate DCO Report Form should be completed for each day of the mission.

Section 2 – Personnel

- The **DCO** should record the name and position of all Sample Collection Personnel present during the Sample Collection Session. This includes DCOs, chaperones, etc.
- If applicable, the **DCO** should record the name and position of any sport federation representative who is actively present during the Sample Collection Session.

Section 3 – Athlete Selection
• The **DCO** should answer both questions in this section. For any ‘No’ answer given, further details should be given in **Section 5. General Comments and Suggestions**. (E.g. if not all targeted athletes (as specified on the Mission Order) are present and therefore alternative athletes were selected for testing).

**Section 4 – Sample Collection**

- **Facilities** – if answered ‘No’ the **DCO** shall provide details of the facilities and their inadequacies.
- **No Advance Notice** - defined as 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. If this question is answered ‘No’ the **DCO** shall provide an explanation for and the details of (i.e. the length of time) the advanced notice.
- **Delay in Reporting to the Doping Control Station** – if answered ‘Yes’ the **DCO** should provide an explanation for and the details of (e.g. length of time) the delay in reporting.
- **Letters of Authority** – if answered ‘No’ the **DCO** should provide an explanation for not showing all Athletes the letter(s) of authority.
- **Chaperoning** – if answered ‘No’ the **DCO** should provide an explanation for and the details of (e.g. length of time) any period of time an Athlete is not chaperoned after notification.
- **Sample Collection Equipment** – if answered ‘Yes’ the **DCO** should detail any issues encountered with the Sample Collection Equipment.
• Modifications to Procedures – if answered ‘Yes’ the **DCO** should provide an explanation for and the details of any modifications to procedures that were put in place.
• Sample Collection – if answered ‘No’ the **DCO** should detail the reasons for any deviation to procedure.
• Sample Storage – if answered ‘No’ the **DCO** should detail the reasons for any deviation to procedure.

Section 5 – General Comments and Suggestions

The **DCO** should use this section to record any additional details to be supplied from the questions in Section 4, Sample Collection.

The **DCO** shall record any further pertinent information in relation to the Sample Collection Session that is not already captured on the form.

The **DCO** should use this section if there is insufficient space to record all information from one of the other sections on the form.

If there is insufficient space in this section, the **DCO** should complete a Supplementary Report Form.

If a Supplementary Report Form has been completed in relation to the DCO Report Form, the **DCO** should record its number. If no Supplementary Report Form has been completed, the **DCO** should cross the ‘N/A’ box.

Section 6 – Confirmation

The **DCO** should print and sign his/her name and record the date that the DCO Report Form was completed.
Paperwork

- All copies of the DCO Report Form should be sent back to the Sample Collection Authority.
- The ‘For Internal Use Only’ space has been provided to record the ADO’s review of the DCO Report Form.