

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 AUTHORISED BY CONTRÔLE AUTORISÉ PAR	
SAMPLE COLLECTION AUTHORITY AUTORITÉ DE PRÉLEVEMENT D'ÉCHANTILLONS	
RESULTS MANAGEMENT AUTHORITY AUTORITÉ DE GESTION DES RESULTANTS	

- **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

1. DESCRIPTION OF MISSION • DESCRIPTION DE LA MISSION

TEST MISSION CODE CODE DE MISSION DE CONTRÔLE	<input type="text"/>	IN COMPETITION EN COMPÉTITION	<input type="checkbox"/>	OUT OF COMPETITION HORS COMPÉTITION	<input type="checkbox"/>	DATE OF SESSION DATE DE LA SÉANCE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EVENT / LOCATION ÉVÈNEMENT / LIEU	<input type="text"/>	COMPETITION VENUE LIEU DE LA COMPÉTITION	<input type="checkbox"/>	TRAINING VENUE LIEU DE L'ENTRAÎNEMENT	<input type="checkbox"/>	ATHLETE'S HOME DOMICILE DU SPORTIF	<input type="checkbox"/>	OTHER (SPECIFY) AUTRE (VÉRIFIEZ PRÉCISER)	<input type="text"/>	
SPORT FEDERATION FÉDÉRATION SPORTIVE	<input type="text"/>	NO. OF SAMPLES COLLECTED NOMBRE D'ÉCHANTILLONS PRÉLEVÉS		<input type="text"/>	<input type="text"/>	URINE	<input type="checkbox"/>	BLOOD - SANG	<input type="checkbox"/>	

- 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

2. PERSONNEL

SAMPLE COLLECTION PERSONNEL / PERSONNEL DE PRÉLEVEMENT DES ÉCHANTILLONS			
NAME NOM	POSITION TITRE	NAME NOM	POSITION TITRE
NAME NOM	POSITION TITRE	NAME NOM	POSITION TITRE
SPORT FEDERATION REPRESENTATIVES / REPRÉSENTANT DE LA FÉDÉRATION SPORTIVE			
NAME NOM	POSITION TITRE	NAME NOM	POSITION TITRE

- 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

3. ATHLETE SELECTION • SÉLECTION DU SPORTIF

WERE ALL TESTS ON THE MISSION ORDER COMPLETED? LES CONTRÔLES DÉCRITS SUR L'ORDRE DE MISSION ONT-ILS TOUS ÉTÉ EFFECTUÉS?	<input type="checkbox"/> YES / OUI
	<input type="checkbox"/> NO / NON (PROVIDE FURTHER DETAILS IN SECTION 5 / FOURNISSEZ PLUS DE DÉTAILS DANS LA SECTION 5)
WERE ATHLETES SELECTED IN ACCORDANCE WITH THE MISSION ORDER? LES SPORTIFS ONT-ILS ÉTÉ SÉLECTIONNÉS CONFORMÉMENT À L'ORDRE DE MISSION?	<input type="checkbox"/> YES / OUI
	<input type="checkbox"/> NO / NON (PROVIDE FURTHER DETAILS IN SECTION 5 / FOURNISSEZ PLUS DE DÉTAILS DANS LA SECTION 5)

- 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

4.SAMPLE COLLECTION • PRÉLÈVEMENT D'ÉCHANTILLON

WERE THE FACILITIES ADEQUATE? <i>LES INSTALLATIONS ÉTAIENT-ELLES ADÉQUATES?</i>	<input type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON (PROVIDE FURTHER DETAILS IN SECTION 5 / FOURNISSEZ PLUS DE DÉTAILS DANS LA SECTION 5)
WERE ALL THE TESTS CONDUCTED AT NO ADVANCE NOTICE? <i>LES CONTRÔLES ONT-ILS TOUS ÉTÉ EFFECTUÉS SANS PRÉAVIS?</i>	<input type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON (PROVIDE FURTHER DETAILS IN SECTION 5 / FOURNISSEZ PLUS DE DÉTAILS DANS LA SECTION 5)
DID ANY ATHLETE REQUIRE A DELAY IN REPORTING TO THE DOPING CONTROL STATION? <i>AVEZ-VOUS NOTÉ CHEZ UN SPORTIF UN DÉLAI POUR SE PRÉSENTER AU POSTE DE CONTRÔLE DU DOPAGE?</i>	<input type="checkbox"/> YES / OUI (PROVIDE FURTHER DETAILS IN SECTION 5 / FOURNISSEZ PLUS DE DÉTAILS DANS LA SECTION 5) <input type="checkbox"/> NO / NON
WERE THE ATHLETES SHOWN THE LETTER(S) OF AUTHORITY? <i>LETTRE(S) D'AUTORISATION ONT-ELLES ÉTÉ PRÉSENTÉES AUX SPORTIFS?</i>	<input type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON (PROVIDE FURTHER DETAILS IN SECTION 5 / FOURNISSEZ PLUS DE DÉTAILS DANS LA SECTION 5)
WERE THE ATHLETES CHAPERONED AT ALL TIMES FROM NOTIFICATION UNTIL SAMPLE PROVISION? <i>LES SPORTIFS ONT-ILS ÉTÉ ESCORTÉS EN PERMANENCE, DEPUIS LA NOTIFICATION JUSQU'À LA FOURNITURE DE L'ÉCHANTILLON?</i>	<input type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON (PROVIDE FURTHER DETAILS IN SECTION 5 / FOURNISSEZ PLUS DE DÉTAILS DANS LA SECTION 5)
WERE ANY ISSUES ENCOUNTERED WITH THE SAMPLE COLLECTION EQUIPMENT? <i>AVEZ-VOUS EU DES PROBLÈMES AVEC L'ÉQUIPEMENT DE PRÉLÈVEMENT DES ÉCHANTILLONS?</i>	<input type="checkbox"/> YES / OUI (PROVIDE FURTHER DETAILS IN SECTION 5 / FOURNISSEZ PLUS DE DÉTAILS DANS LA SECTION 5) <input type="checkbox"/> NO / NON
WERE ANY MODIFICATIONS TO PROCEDURES PUT IN PLACE TO ACCOUNT FOR ATHLETES WITH A DISABILITY AND/OR MINORS? <i>LA PROCÉDURE A-T-ELLE ÉTÉ MODIFIÉE AFIN DE TENIR COMPTE DES BESOINS DES SPORTIFS HANDICAPÉS OU DES MINEURS?</i>	<input type="checkbox"/> YES / OUI (PROVIDE FURTHER DETAILS IN SECTION 5 / FOURNISSEZ PLUS DE DÉTAILS DANS LA SECTION 5) <input type="checkbox"/> NO / NON
WERE ALL SAMPLES COLLECTED IN ACCORDANCE WITH THE INTERNATIONAL STANDARD FOR TESTING (IST)? <i>LES ÉCHANTILLONS ONT-ILS TOUS ÉTÉ PRÉLEVÉS EN CONFORMITÉ AVEC LES STANDARDS INTERNATIONAUX DE CONTRÔLE (SIC)?</i>	<input type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON (PROVIDE FURTHER DETAILS IN SECTION 5 / FOURNISSEZ PLUS DE DÉTAILS DANS LA SECTION 5)
WERE ALL SAMPLES (INC. PARTIAL SAMPLES), STORED IN ACCORDANCE WITH THE INTERNATIONAL STANDARD FOR TESTING (IST)? <i>LES ÉCHANTILLONS (Y COMPRIS LES ÉCHANTILLONS PARTIELS) ONT-ILS TOUS ÉTÉ CONSERVÉS EN CONFORMITÉ AVEC LES STANDARDS INTERNATIONAUX DE CONTRÔLE (SIC)?</i>	<input type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON (PROVIDE FURTHER DETAILS IN SECTION 5 / FOURNISSEZ PLUS DE DÉTAILS DANS LA SECTION 5)

- The **DCO** should answer all questions in this section, and when directed to should provide further details in Section 5. General Comments and Suggestions.
- 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

5. GENERAL COMMENTS AND SUGGESTIONS • COMMENTAIRES GÉNÉRAUX ET SUGGESTIONS (COMPLETE SEPARATE SUPPLEMENTARY REPORT FORM IF SPACE IS INSUFFICIENT) • (AU BÉSON, VEUILLEZ REMPLIR UN AUTRE FORMULAIRE DE RAPPORT SUPPLÉMENTAIRE)

<small>SUPPLEMENTARY REPORT FORM? N/A FORMULAIRE DE RAPPORT S/O SUPPLÉMENTAIRE? <input type="checkbox"/></small>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>NUMBER / NUMERO</small>									

- 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

6. CONFIRMATION

<small>DCO NAME NOM DE L'ACD</small>	<input type="text"/>	<small>DCO SIGNATURE SIGNATURE DE L'ACD</small>	<input type="text"/>	<small>DATE</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				<small>DD / JJ</small>	<small>MM</small>	<small>YYYY / AAAA</small>					

- 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.