

## Unsuccessful Attempt Report Form INSTRUCTIONS

These instructions will assist the Doping Control Officer (DCO) complete the Unsuccessful Attempt 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 2 (10-2020) of the Unsuccessful Attempt Report Form.

### Overview

This Unsuccessful Attempt Report Form be completed by the DCO for any mission where an unsuccessful attempt has been made to locate an athlete out-of-competition during their designated 60-minute whereabouts slot (as defined in the athlete's whereabouts filing).

This form may be used in the assertion of a Whereabouts Failure and/or an anti-doping rule violation and therefore it is essential that all information recorded is accurate and as detailed as possible.

Whilst the primary focus of the form is to detail attempts made to locate the athlete during their designated 60-minute whereabouts slot, this form should also be used to record details of any attempts made to locate the athlete throughout the course of the mission (see Section 3: Attempt Information).

### Main changes to the previous version:

Additions	Removals
<ul style="list-style-type: none"> <li>• 'Doping Control Coordinator' box (top right corner)</li> </ul>	<ul style="list-style-type: none"> <li>• 'Out-of-competition' box</li> </ul>
<ul style="list-style-type: none"> <li>• 'Discipline' box in section 1</li> </ul>	<ul style="list-style-type: none"> <li>• 'In-competition' box</li> </ul>
<ul style="list-style-type: none"> <li>• Replace 'Test Mission Code' with 'Testing Order Code' in section 2</li> </ul>	<ul style="list-style-type: none"> <li>• Copy 1 - green</li> </ul>
<ul style="list-style-type: none"> <li>• 'Time' box in section 2</li> </ul>	

### General Comments

- All sections are to be completed by the DCO.
- All times should be written using the 24-hour clock.
- The DCO should write clearly and in block capitals.
- If the DCO has insufficient space on any part of the form, they may use a Supplementary Report Form. The Supplementary Report Form reference number should be recorded in Section 3 of this form.

### Top right section of the form

- Testing Authority: The DCO will insert the name of the organization that authorized the test (e.g. the International Federation or National Anti-Doping Organization).

- **Sample Collection Authority:** The DCO will insert the name of the organization that certified them to conduct sample collection.
- **Results Management Authority:** The DCO will insert the name of the organization who is responsible for conducting results management in a given case (e.g. the International Federation or the National Anti-Doping Organization).
- **Doping Control Coordinator (if applicable):** The DCO will insert the name of the organization that coordinates any aspect of Doping Control on behalf of an Anti-Doping Organization (e.g. International Testing Agency).

### **Section 1 – Athlete Information**

- The DCO shall record the athlete's family name, given name, gender, nationality and Sport/Discipline. This information should be available on the Testing Order if ADAMS is utilized for Testing Order management purposes.

### **Section 2 – Mission Information**

- The DCO should record the Testing Order Code (if applicable), and the date and time that they last checked, or the date and time that they were last updated about, the athlete's whereabouts prior the attempt.
- It is essential that the DCO provides a copy of the athlete whereabouts they used for the attempt, when submitting the completed Unsuccessful Attempt Report Form.

### **Section 3 – Attempt Information**

- The DCO shall first document the details of the location of the unsuccessful attempt.
- The DCO shall also record the date the attempt was made and record the precise arrival and departure times from the location, during which time reasonable attempts, as defined by the Testing Authority, were made to locate the athlete during the athlete's designated 60-minute whereabouts slot as specified on the athlete's whereabouts.
- The DCO shall record all pertinent information regarding the venue, the attempts they made (i.e. the frequency and timing of the attempts) as well as full details of any third party contact. For third party contact, this should include who the DCO had contact with and the details of any previous discussions.
- Following this, and if applicable, the DCO shall also detail any attempts made to locate the athlete outside of their designated 60-minute whereabouts slot (this includes attempts made prior to and after the attempt(s) during the 60-minute whereabouts slot). The DCO shall detail all pertinent information as specified above, as well as recording the location details, date and timings of the attempts made.
- If there is insufficient space on the form, the DCO should continue on a Supplementary Report Form. The Supplementary Report Form reference number should be recorded in Section 3 of this form.

### **Section 4 – Confirmation**

- The DCO shall print and sign their name.
- The DCO shall record the date they completed the Unsuccessful Attempt Report Form.

## Paperwork

- At the end of the Sample Collection Session the Unsuccessful Attempt Report Form shall be sent back to the Sample Collection Authority.