

INDIAN OLYMPIC ASSOCIATION Doping Control Manual

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Section 1 - Doping Control programme Overview

1.1 Aim and Objectives -

Aim

To conduct a high quality, efficient and effective Doping Control Programme during the National Games, National level competitions, National Coaching camps, at the time of selection of National teams for International competitions and contribute to the development of a Drug free Sports for all competitors.

Objectives

- *The primary objective of the IOA Doping Control Programme is to ensure a secure chain of custody of the competitor and his/her urine sample throughout the notification, collection and transportation process.*
- *To conduct a Doping Control Program consistent with the expectations of the IOA Anti Doping Commission and the National Federations.*
- *To implement the agreed Doping Control Test Plans according to the Olympic Movement Anti-Doping Code, **and Anti-Doping Code** and IOA policies.*
- *To ensure appropriately trained personnel conduct a professional and efficient Doping control programme.*
- *To implement policies and procedures that ensure the Doping Control Programme is conducted efficiently and effectively.*
- *To ensure the provision of appropriate facilities and equipment for the conduct of Doping Control;*
- *To ensure the SAI Drug Testing Laboratory (SAIDTL) provides laboratory analytical services consistent with the Olympic Movement Anti-Doping Code and the Anti-Doping Code.*

1.2 Scope of Doping Control Program

Competition and Out of Competition

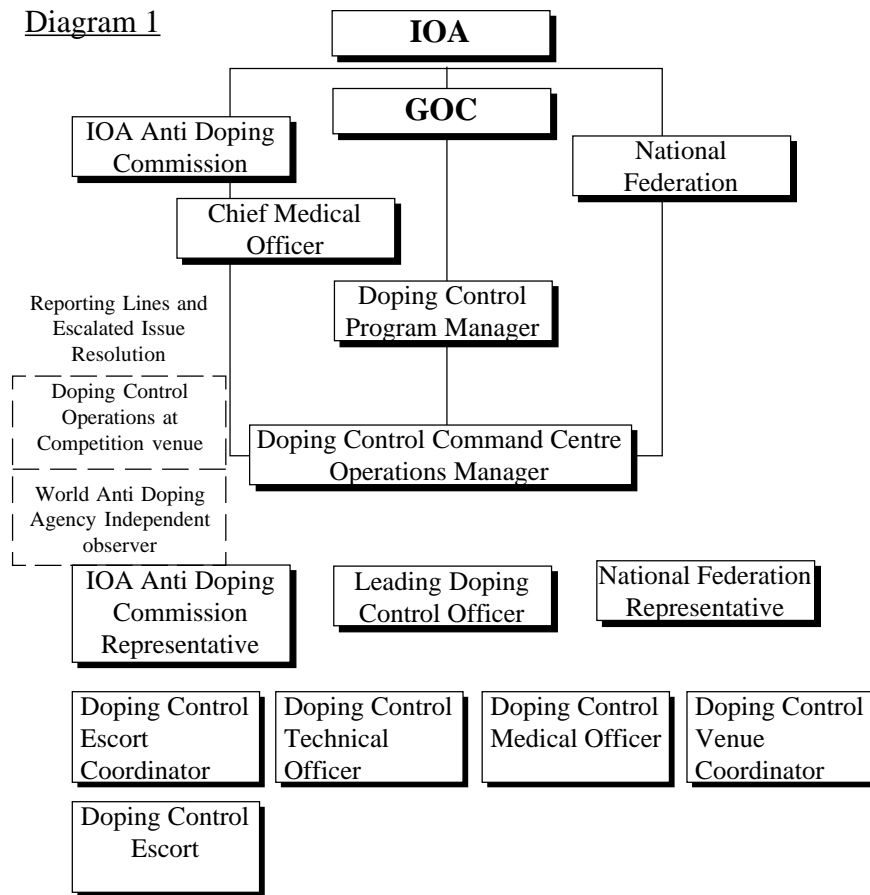
The IOA Anti Doping Commission, in consultation with each National Sport Federation (NSF) to determine the number and distribution of tests in each sport and inform the same to the organizers for making required arrangements.

Out-of-competition testing will be conducted in addition to the competition testing. Testing is expected to be conducted at the Games Village / sports persons accommodation place, competition and training sites.

Doping Control Operational Structure/Chain of Command

The Doping Control program is conducted under the IOA Anti Doping Commission’s guidelines and supervision. The IOA Doping program is responsible for setting up the infrastructure to enable the Doping Control samples to be collected in accordance with the IOC Anti-Doping Code.

Detailed below in Diagram 1 is an overview of the Operational Structure for the Doping Control Operational structure.



Doping Control Team

The principal staff in the IOA Doping Control Program are:

Programme Manager - Operations Manager - Coordinator - Volunteers - Coordinator Venues/Equipment - Coordinator - Venues/Administration.

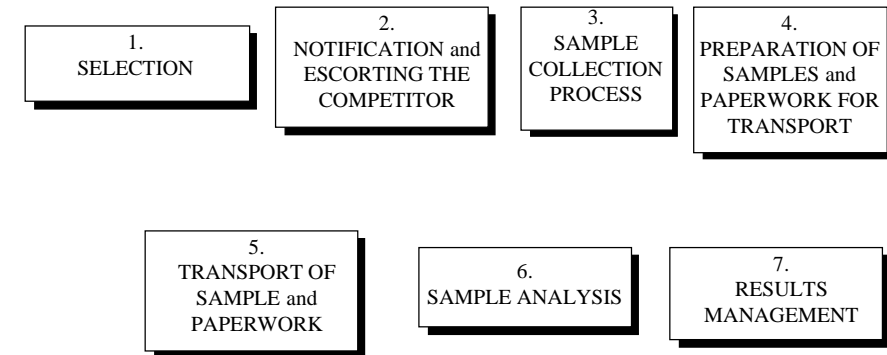
Section 2 — Doping Control Operational Framework

2.1 Doping control process summary

The Doping control process can be broken down into seven discrete but related steps. The seven steps of the process are - **selection, notification and escorting the competitor, sample collection process, preparing samples and paperwork for transportation, transportation of the samples and paperwork, sample analysis and result management.**

The steps are independent in a sense that there are specific policies and guidelines that are applicable to each step and different members of the Doping Control team are responsible for overseeing and implementing the different steps. However, all the steps are interdependent on each other in order to achieve the overall goal of the process - ‘the safe chain of custody of both the competitor and sample.’ Hence, it is important that the policies and procedures that proceed and follow each step are conducted correctly so that the chain of custody is maintained.

Diagram 2 illustrates the Doping Control process.



Detailed below is an operational summary of the Doping Control process. Section 5 of this details the specific IOA and NSFs policies procedures applicable to each step of the process.

Step 1 - Selection

The number and method of distribution of tests for each sport is documented in the sport's Doping Control protocol, which is an agreement between the IOA Anti Doping Commission, the National Federations/AIU/SGFI and Competition Manager/Director.

Competitors will be selected on the basis of their placing or by random draw. All individual sport Medallists are automatically selected. To determine the selections for team sports the IOA Anti Doping Commission will select a session or a particular game on a particular day, and then random select a competitor. The random draw is usually done by the IOA Anti Doping Commission.

Medical in the Doping Control Station, or at the Field of Play.

Step 2 - Notification and escorting the competitor

As soon as possible after the event finishes, and the results are known, an Escort will notify the selected competitor that he/she is required for doping control. The timing and manner of notification may differ depending on the sport, the mode of completion of the event and the Field of Play.

The competitor may initially be verbally notified and then, when appropriate, notified in writing and asked to sign the Doping Control Notification form to acknowledge notification. The competitor is provided with a copy of the Doping Control Notification form and is informed that he/she is entitled to have one accompanying person present during the Doping Control process. This person must be accredited and should be from the same state as the competitor. If language assistance is required by the competitor, where possible, a Language Specialist will be provided.

The competitor and the accompanying Person are each given a Doping Control Pass to allow them access to the Doping Control Station and are required to sign in to the station. The competitor will be provided with sealed drinks from the time of notification.

Step 3 - Sample Collection

When the competitor is ready to provide a urine sample he/she provides a sample under direct view of a same gender Doping Control Officer. Preliminary tests are done by the Doping Control Officer to verify that the sample is in a suitable state for testing. Partial samples(not enough volume) will, and unsuitable samples may, result in the competitor being required to provide further sample.

The competitor, assisted by the Doping Control Officer, secures the sample into two approved (Dope kits) bottles marked A and B with the same unique number. The paperwork is completed by the Doping officer and signed by all present.

Step 4 - Preparing Samples and Paperwork for Transportation

Once the competitor's sample is sealed and the Doping Official Record form is completed the sample is locked in the refrigerator or other secure storage and the paperwork stored in the relevant envelopes. The competitor is then required to sign out of the Doping Control station and the competitor is permitted to leave the Doping Control station.

Step 5 - Transportation of Samples and paperwork

Once the sample collection session is completed the samples are sealed in a Security Transport Bag and couriered by secure transport to the laboratory. Completed Doping Control paperwork, identifying the competitor and his/her sample is forwarded to the In charge of the SAI Dope Testing Laboratory at J.N.Stadium New Delhi or an officer nominated by the Director General SAI

Step 6 - Sample analysis

Samples will be analysed to determine if they contain any prohibited substances outlined in Appendix A of the Olympic Movement Anti-Doping Code (as updated time to time)

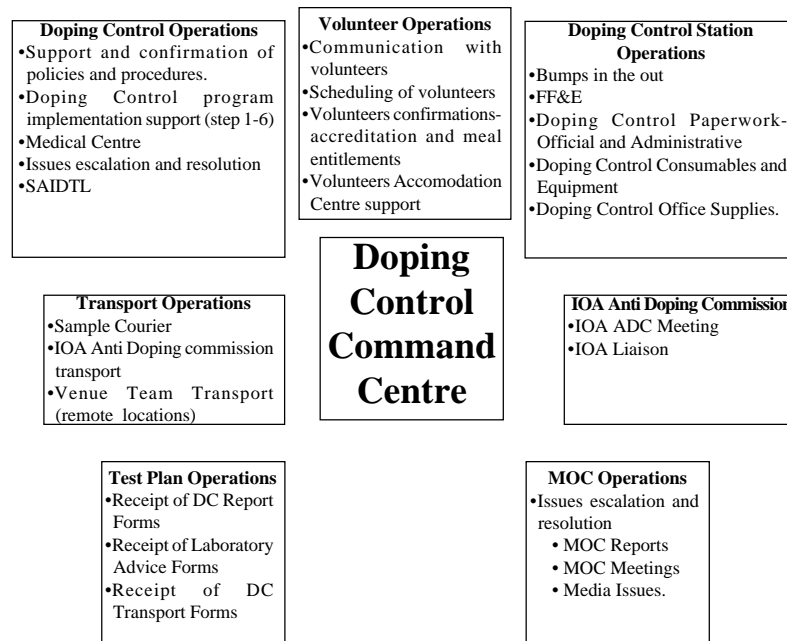
Step 7 - Results Management

Results will be reported to the IOA Anti Doping Commission within 24-28 hours of sample receipt at the SAI Dope Testing Laboratory (SDTL) in New Delhi. Result Management is the responsibility of the IOA Anti Doping Commission.

In the event of a positive test result or another potential Doping offence, the IOA Anti Doping Commission will inform the competitor's Chef de Mission, in case of National Games and the Manager of the Team concerned of the National Championship and Selection trials. A hearing will be held by the IOA Anti Doping Commission. The IOA Anti Doping Commission will make a recommendation to the IOA to determine the outcome of the case. The competitor may request and be present at the opening and analysis of the B sample, however this request will not delay the commencement of the hearing process.

- Doping Control Command Centre
- Athlete’s Village/ Accommodation place of competitors.
- IOA Medical Commission Office
- Venue of National Coaching camps
- Sports Disciplines : Aquatics, Archery, Athletics, Badminton, Baseball, Basketball, Bodybuilding, Boxing, Canoe/Kayak, Cycling, Equestrian, Fencing, Football, Gymnastics, Handball, Hockey, Judo, Kabaddi, Kho-Kho, Karate-Do, Modern Pentathlon, NetBall, Rowing, Sailing, SepakTakraw, Shooting, Softball, Table Tennis, Taekwondo, Tennis, Triathlon, Volleyball, Weightlifting, Wrestling, WUSHU and Yachting.
- Six sports multiple disciplines: Aquatics (Water Polo, Diving, Swimming), Canoe/Kayak (Sprint, Slalom), Cycling (Track, Road), Equestrian (Dressage, Jumping, Three Day Event), Gymnastics (Rhythmic, Artistic,)and wrestling (Freestyle and Greco Roman).

Diagram 3 illustrates the operational responsibilities of the Command Centre.



Medical Centre

A Medical Centre, will be located in the Games Village/accommodation place of participants to provide an extensive range of medical services to Athletes and Contingent / Team Officials.

There is a Doping control station set up within the Medical Centre. This station will be used during the competition period in the situation where an athlete has not been able to provide some more comfortable surroundings. Adjacent to the Doping control station will be beds/sofas/chairs where the athlete can rest while waiting to provide a sample. The lead DCO with the IOA Anti Doping Commission representative will decide whether to relocate to the Medical Centre.

If blood testing is introduced, samples will be collected at the Medical Centre Doping Control Station.

IOA Anti Doping Commission

The IOA Medical Commission will be based at a place where the members of the Commission will be housed.

While the NGOC/National Championship/National level competition Medical program is managing this area, the Doping Control Program will be responsible for managing the IOA Anti Doping Commission car pool in providing transportation for the IOA Anti Doping Commission representatives who will be attending the Doping Control Stations. A Transport Coordinator will manage the car pool from the accommodation place of the Commission Members. The IOA Anti Doping Commission meets every evening at a time fixed by the Chairman during the Games to discuss issues relating to the Games Medical and Doping Control programs, and in particular to conduct any necessary hearing for athletes who have returned a positive test result.

Section 3 - Doping Control - Venue

3.1 Venue chain of Command

The chain of command represents the line of responsibility for specific operational aspects of the event. You are involved in this line of responsibility - it starts with you.

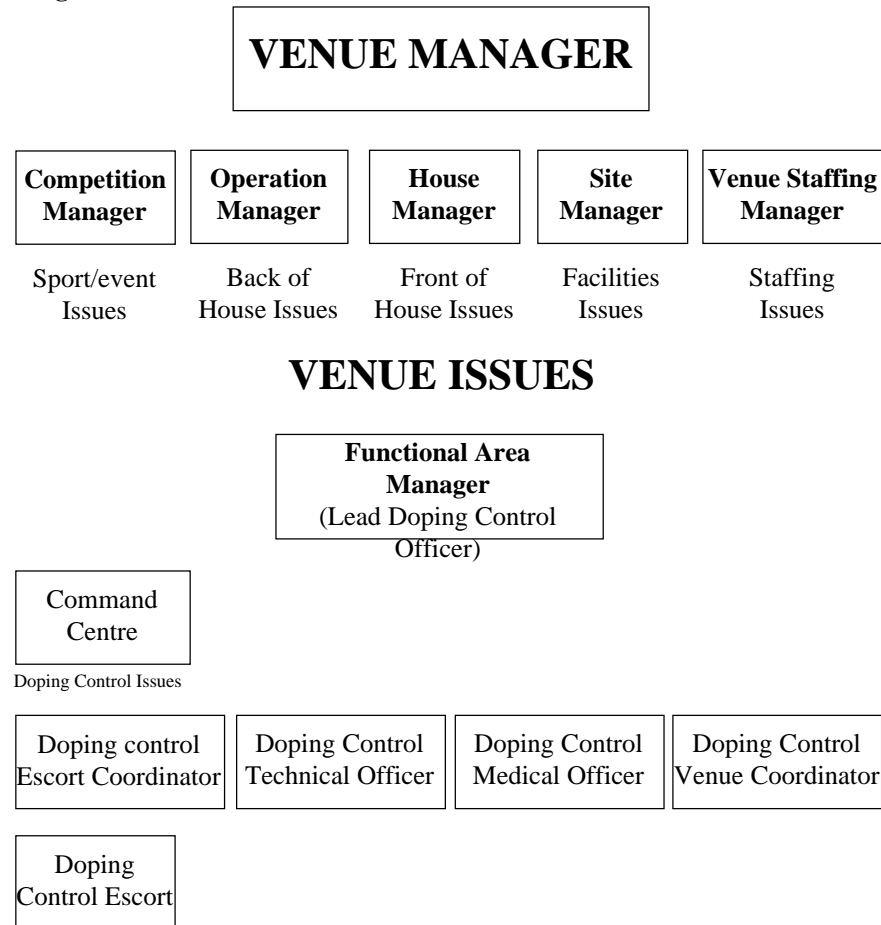
Depending on the issue, the Lead DCO is responsible for escalating the situation to either the Command Centre (eg Doping Control procedural or equipment issue,

Doping Control volunteer/staff issue etc) or to one of the venue team positions.

The relevant venue team positions include - Venue Staffing Manager (VSTM) if the issue is related to staffing, the Competition Manager (CM) if the issue relates to sport, the House Manager (HM) if the issue relates to spectators, the Operations Manager (Ops M) or the Venue Manager (VEM) if the issue is venue related. In most cases the Lead DCO will escalate the issue to the Command Centre.

Diagram 4 demonstrates the venue chain of command.

Diagram 4

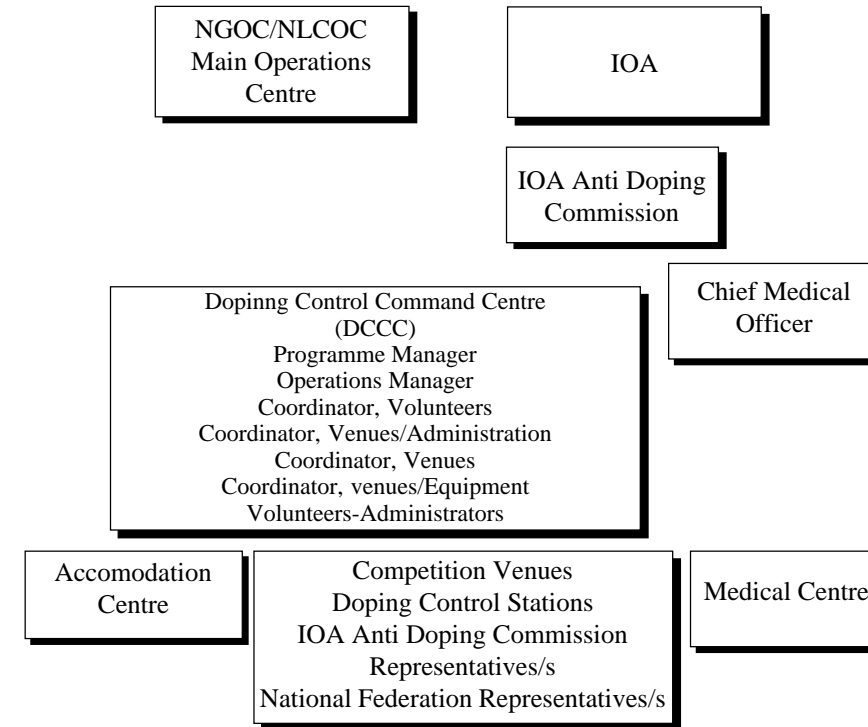


3.2 Doping Control chain of command

The same chain of command principle to the venue team is applicable to the Doping Control team at the venue. The Lead DCO maintains overall responsibility for implementing the Doping control program at the venue level. The Venue Coordinator, Doping Control Officer, Escort Coordinator and Escort are all responsible for different aspects of the doping control operations.

Given the Doping Control operations will be managed from the Doping Control Command center, Lead DCOs will be required to provide written and verbal reports to the Command Centre on the following issues - status of the testing program and concerns with policy and procedures, staffing issues, operational support (e.g. equipment, transport).

Diagram 5 provides a diagrammatic representation of the Doping Control chain of command.



3.3 Doping Control Station

The Doping Control Station (Station) is the location within the Venue where the competitor's urine sample is to be collected and sealed. The Station is comprised of three areas - **waiting room, processing room/s and toilet/s.**

The **Waiting Room** is comfortably furnished with an adequate number of chairs/sofas and with sufficient space to allow the competitors to move around. An adequate supply of sealed, **non-alcoholic, caffeine-free drinks** will be stored in the refrigerator and available for the competitors to consume.

The **processing Room** is the area where the competitor's urine sample is sealed and the Doping Control documentation completed. There may be many processing rooms within a Station depending upon the number of competitor's selected for Doping Control.

The **toilet** is the area where the competitor's urine sample is provided. The toilet is **sufficiently** big enough to accommodate the Doping Control Officer witnessing the competitor's providing the sample.

3.4 Furniture, Fit Out and Equipment (FF&E)

Each station is outfitted with appropriate furniture (e.g. table, chairs), fit out (e.g. signage) and Equipment (eg Telephones, Television) to ensure the Doping control operations are effective and comfortable for the competitor. A FF&E list for each station is stored in the Venue Reference Manual. The Venue coordinator is responsible for ensuring that the FF&E supplied to the Station is intact and available for pick up at the end of the competition.

3.5 Venue Key Areas

IOA AD Pick Up and Drop Off Location

Location where the IOA Anti Doping commission (IOA ADC) representative will be dropped off and picked up by the IOA MC car.

Field of Play (FoP)

A table located on the FoP for the IOA ADC, Escort Coordinator or Lead DCO and NSF representative to observe the competition and conduct competitor selections. The Escort Coordinator will complete competitor details on the Doping Control Notification form and insert the relevant competitor Games Accreditation Pass, if they are being collected, into the Escort folder at this table prior to providing to the

Escort.

Escort Waiting Room

An area located Back of House or 'Behind the scenes' to house the Escort's prior to conducting the notification procedure.

Notification location

The location either on the FoP or Back of House where the Escort will mortify the selected competitor of their selection for doping control.

Competition Accreditation pass collection and return

The process of collecting the competitor's Games Accreditation pass is to ensure their correct identification and maximize the competitor's security. The procedure for collecting and returning the Competition Accreditation Passes varies with each sport. Competitor's selected for Doping control have their Competition accreditation Pass returned after the sample collection process has been completed.

Mixed Zone

An area designated on or near the FoP where the Media can speak to the competitor for an informal interview or 'quick comments'.

Language Services

Language Specialists provide language assistance for the competitors and officials involved in the Doping control process. The Escort Coordinator in conjunction will the venue Language Manager coordinate the provision of Language specialists.

Medal Ceremonies

A Medal ceremony is one of the most important post competition activities at the venue. A Medal ceremonies Escort may be assigned to accompany a competitor required for Medal ceremonies.

Computer results System

Within some of the competition venues the Doping Control team will have access to a computer results system. The Lead DCO and the Escort Coordinator can utilize the computer results system to monitor the progress of several events occurring at the same time and to verify competitor placings.

Doping control Courier Pick Up location

A Back of House area within the venue where the doping control courier car will arrive to pick up the sealed Security Transport Bag.

Section 4 - Doping Control policies and Operational Guidelines

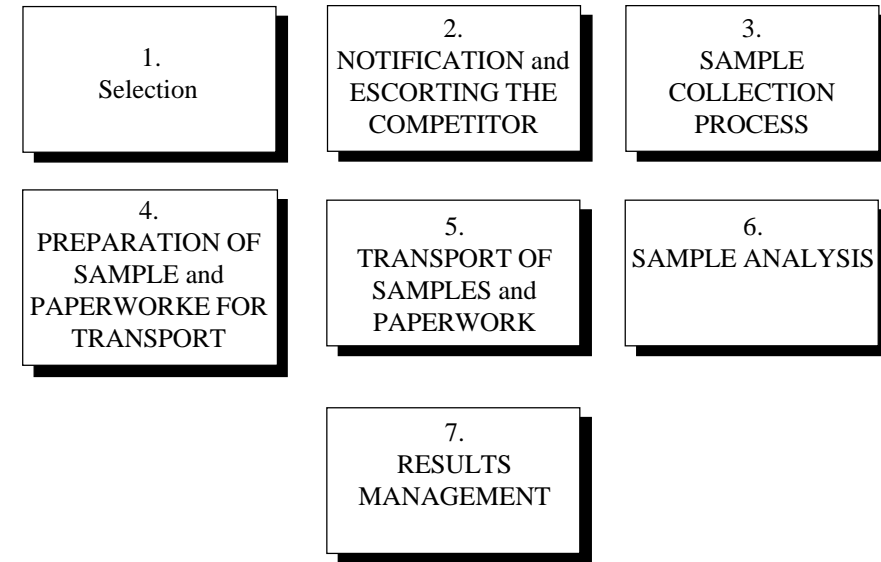
It has twofold purpose. Firstly, it is to inform Doping Control Volunteers of the policy framework from which the Doping Control operations must comply. And secondly, it is to provide volunteers with detailed information and operational Guidelines (ie checklists) to understand the scope of the program's activities at the venue level and each of the position's role and responsibilities in the Doping control process.

Doping Control Policies

The Olympic Movement Anti-Doping Code which came into effect on 1 January 2000, the subsequent Explanatory Memorandum concerning the Application of the Olympic Movement Anti-Doping Code is the applicable Doping control policies for the Championship, National level Competition/Coaching camp, National Games. As a condition of entry into the National Games, National level Competition/Coaching camp through the signing of the Entry Form - Eligibility Conditions, all competitors are bound to comply with these policies.

Doping Control Operational Guidelines

The Operational Guidelines are designed to interpret the policy requirements and provide operational direction for each of the venue positions. Other support documentation (eg Doping Control Official and administrative paperwork) and pictures referencing Doping control equipment have also been included to assist the volunteer understand the Doping Control requirements.



Doping Control Guide Policy

- 1.1 *Doping Controls involving urine and/or blood testing shall be undertaken in all sports. The procedures, which follow, are those applicable to in competition and out-of-competition testing in relation to the National Games, National level Competitions, National Coaching camps and selection trials.*
- 1.2 *A condition of the competitor's entry in the National Games, National level Competition, National Coaching camps and selection trials is that he/she agrees to comply with the Anti-Doping Code (by virtue of signing the Entry Form - Eligibility Conditions), and accordingly agrees to provide a urine sample being taken in accordance with the sampling procedures in paragraph 3 below.*
- 1.3 *Breath testing for alcohol shall also be undertaken in same sports as determined by the relevant National Federation. The National Federation shall select the competitors to be subjected to such testing and shall conduct the testing in accordance with the National Federation's Doping Control rules and regulations.*

- 1.4 *The IOA ADC, with the cooperation of each National Federation shall decide the number and method of distribution of competitors to be Doping Control per day in each sport and in each event in competition. In general, the Doping Controls for urine testing include the **first four competitors in the final** classification and other chosen at random.*
- 1.5 *The National Federations, in consultation with NGOG and the IOA ADC, shall also determine the means of selecting those competitors to be checked at random in competition. A Doping Control protocol for urine testing, outlining the agreed number and distribution of tests, has been signed by all National Federations, and IOA ADC.*
- 1.6 *Notwithstanding the planned test, the IOA ADC shall have the right to request, without justifying the reason therefore, that any competitor undergo a Doping center at any time during the National Games/National level; competition/Coaching camps/Selection trials.*
- 1.7 *A competitor may be subject to Doping on more than one occasion during coaching camps.*

Operational Guidelines

Lead Doping control officer (Lead DCO)

- Check Venue Reference Manual (refer to the Doping Control protocol, Sport Test Plan and Sport Competition Schedule) to confirm daily test number, test distribution (ie number of medallists and number of randoms) and random selection method (ie who is involved, timing and location of selections);
- Confirm with IOA ADC representative and NSF representative (if present); total test numbers, test distribution and selection method;
- Conduct random selections with IOA ADC representative and NSF representative (if present);
- Record daily selections (ie Medallists and randoms) on daily competition schedule and instruct Venue Coordinator to make designated number of copies for the Doping control team;
- Discuss daily Doping Control selections with Escort Coordinator and instruct Escort Coordinator to prepare appropriate number of Doping Control Notification forms;

- Inform Escort Coordinator of any random selections to be conducted at the Fop table;
- In conjunction with the IOA Medical Commission Representative conduct random selection of Games (ie for team sports), approx. (2) days ahead;

(Please note: this step may be conducted at IOA Medical Commission office)

Hot Tip

The primary role of the Lead DCO/Escort Coordinator (if applicable) in this step of the process, which is conducted in conjunction with the IOA Anti Doping commission representative and NSF representative, is to ensure the process of randomly selecting competitors is conducted with integrity and without prejudice.

Doping Control Venue Coordinator (Venue Coordinator) (and setup)

- In conjunction with the Lead DCO and Venue Manager, manage the Station's key;
- Open and close Station each day of operation;
- Prepare Doping Control station (Station) for operation - collect radio's organize for Station to be cleaned and tidy, waste removed, drinks restocked and Station's Processing Rooms;
- Attend Venue team meeting and discuss issues and outcomes with Lead DCO;
- Check Dope sample kit distribution Form to ensure appropriate number of Dope sample Kits are available;
- Confirm with Lead DCO - status of Doping Control team daily check in, Doping Control equipment and paperwork available;
- Update Lead DCO - status of Doping Control team daily check in Doping Control equipment and paperwork stock levels;
- Collect start Lists;
- Provide Doping Control Pass to Doping Control staff and other approved persons at check in;

Hot Tip

The presentation of a clean, tidy and well organized Station will go a long way towards presenting a very professionally conducted doping control program.

Doping Control Escort Coordinator (Escort Coordinator)

- Confirm with Lead DCO daily Sport Test plan against Sport Competition Schedule and Start List;
- Prepare appropriate number of Doping Control Notification forms.
- Confirm with Lead DCO any random selections, including random selection method, who is involved and timing and location of random selection to be conducted at the FoP table;
- Confirm with Language Services manager the Language Specialists in attendance for the event and the process for Accreditation Pass collection with relevant sport official;

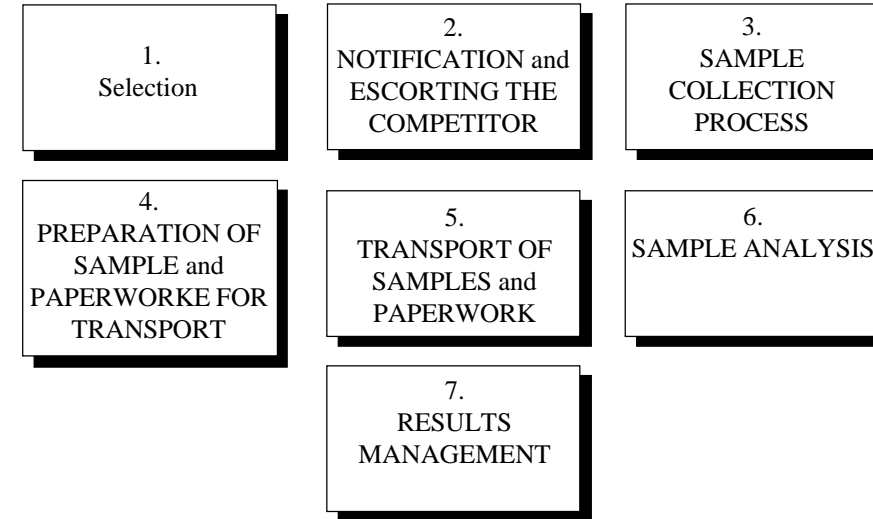
Hot Tip

Don't forget to include an additional Doping Control Notification Form in the Escort's folder so that in the event a mistake is made the Escort can quickly complete a new form.

Documents (Following)

- Doping Control protocol
- Sport Test Plan

Notification and escorting the competitor



Doping Control Guide Policy

- 2.1 *In the majority of sports in competition, the competitor's Competition/Games accreditation pass will be collected by a Games official prior to competition. Collection of competitors accreditation passes will assist in the identification and security of competitors selected for testing. These passes will be returned to the competitors not selected for testing following completion of the testing selections, and to the selected competitors following completion of the sample collection process. If the accreditation pass is not collected prior to competition, the competitor will be asked to present their Competition/Games accreditation pass as part of the Doping Control notification process.*
- 2.2 *Immediately after the competition or after the determination of the final results for an event in the Games, the competitor selected for Doping Control shall be handed a Doping Control Notification by an Escort. Language specialists will be provided wherever necessary.*
- 2.3 *The Doping Control Notification will include the competitor's **Name, Accreditation** and **Starting numbers**, if available, and a statement that*

an Accompanying Person may be present when the competitor reports to the Doping Control Station. If the competitor is required to undergo blood sampling, this will be expressly stated on the Notification. The Notification will also state the possible consequences of any failure by the competitor to report to the Doping Control Station within the given time limit.

2.4 *Upon presentation of the Doping Control Notification to the competitor, the Escort shall enter the time of notification and the competitor shall sign the form. The Doping Control Notification shall be in triplicate, one copy to be kept by the competitor, , the original and copy to be kept by the Escort for provision to the IOA ADC. The Escort shall also maintain possession of the competitor's accreditation pass.*

2.5 *Upon the competitor signing the Doping Control Notification, the following procedures will be carried out;*

a) *The Escort shall give the competitor a Doping Pass, which provides access to the Doping Control Station. From then on, the Escort shall keep the competitor under observation at all times and, where possible, shall be physically beside the competitor. After notification, the competitor may only perform activities, which enables the Escort to maintain observation of the competitor at all times.*

b) *If the competitor is required to undergo urine sampling, the Escort will provide sealed drinks for the competitor to choose, open and consume if they wish. The competitor will be responsible for the security and integrity of these drinks once opened as well as any other drinks or food that the competitor chooses to consume.*

c) *The competitor shall report with his/her Doping Control pass to the Doping Control Station as soon as possible but in any event, **no later than one hour** after the time of notification (as specified on the Doping Control Notification). The Escort will accompany the competitor to the waiting room at the Doping control Station.*

2.6 *Upon arrival at the Doping Control Station, the following procedures will be carried out:*

a) *The competitor will be required to show his/her Doping Control Pass and sign in prior to being allowed entry into the Doping Control Station.*

The actual time of arrival will be recorded by a Doping Control Officer or his/her designee. The competitor's identity will be verified by means of the photo, name and accreditation number on the competitor's Games accreditation pass.

b) *If the competitor is required to undergo blood sampling, the competitor must sign a "Consent of Blood Sampling" form to confirm that s/he consent to providing a blood sample.*

c) *It is recommended that one Accompanying Person accompany the competitor to the Doping control Station. This Accompanying person may watch all procedures except urination. This Accompanying person shall possess a Games accreditation pass and shall be a member of the same delegation as the competitor. In exceptional circumstances, the Doping Control Officer may permit the competitor to choose a member of another State Olympic Association. Upon arrival at the Doping Control Station, the Accompanying Person shall be given a Doping Control Pass and be asked to sign in to the Doping Control Station.*

d) *If a language specialist is requested and is available, s/he will also be given a Doping Control Pass and be asked to sign in to the Doping Control Station.*

e) *The competitor and any personal belongings s/he or the Accompanying Person bring with them (clothing, bags, etc.) may be examined for evidence of manipulation or other Doping Offences upon entering and leaving the Doping Control Station.*

f) *The competitor and the Accompanying Person shall remain in the Doping Control station waiting room under the supervision of the Lead Doping Control Officer or his/her designee until the competitor indicates s/he is ready to provide a urine sample (in the case of urine sampling) or the competitor is called in to the Venipuncture Area (in the case of blood sampling)*

g) *A competitor may leave the Doping Control Station for a specified period of time, under the supervision of an Escort, if authorized by the IOA MC Representative. The competitor must comply with the directions of the Escort and must remain in the sight of the Escort at all times.*

h) *No photographs, video or tape recordings may be taken inside the -*

Doping Control station during the Doping Control procedure.

i) The original of the Doping Control Notification shall be appended to the original Doping Control Official Record.

2.7 Should the competitor refuse to sign the Doping Control Notification or fail to report to the Doping Control Station, this fact shall be noted on the Doping Control Station, this fact shall be noted on the Doping Control Notification and be signed by the Lead Doping Control Officer, the IOA ADC Representative and the representative of the National Federation concerned, if present. In addition, the Chairman of the IOA ADC shall be promptly informed by the IOA ADC representative.

*2.8 Should the competitor report to the Doping Control Station **later than one hour** after the time of notification, this fact shall be noted on the Doping Control Notification. The IOA ADC Representative shall promptly inform the chairman of the IOA ADC. The chairman of the IOA ADC shall then decide on the further steps to be taken. In any event, the procedures in paragraph 2.6 above and the sample taking procedures in paragraph 3 below shall still be carried out.*

Operational guidelines

Doping Control Escort Coordinator (Escort Coordinator)

- Check Venue Reference Manual (refer Event Plan) to verify the location of verbal and written notification;
- Check with Venue Coordinator that all Escorts have been checked in, received Doping Control Pass and are appropriately dressed;
- Brief Escort of the following notification and escorting the competitor information;
- Sport Test plan & Start List
- daily Sport Test Plan and the specific event/s, refer to Start List, the Escort is required for;
- DCE role
- notify competitor of his/her Doping Control selection, complete Doping Control Notification form and escort competitor to Station;

- Notification - competitor information
- competitor required to read and sign Doping Control Notification form
- competitor required to check into Station within one hour of being notified
- competitor required to be accompanied by Escort until sample collection process is completed
- Escorting competitor requirements
- Before reporting to Station the competitor may:
 - Arrange for one accompanying Person, from their State teams .
(eg coach, team doctor etc) to accompany or meet them at the Station
 - Attend a Medal Ceremony
 - Fulfill media commitments
 - Compete in further events where applicable
 - Complete a current training session
 - Perform a warm down
 - Consume sealed water/other drinks provided by the Escort
 - Consume food and other drink but at competitor's own risk
 - Shower - where believed necessary for safety reasons
 - Doping control notification form
- Clarify the information that needs to be recorded on the Doping Control Notification form
- Notification preparation/operations
- Clarify Escort positioning (eg Escort Waiting room, location of verbal and written notification etc)
- Likely language requirements
- Organization of sealed drinks and carry bags

- Distribution of radios
 - Staff code of conduct
 - remind Escort that no autographs, photographs or exchange of pins permitted whilst performing doping control duties;
 - Discuss with Lead DCO the likely meal break opportunities and inform Escort;
 - Distribute folders and carry bags to Escorts and direct them to position;
 - Collect competitor's Games Accreditation pass from relevant official; (if applicable)
 - Confirm communication and call sign numbers with Escorts;
 - Assume position on FoP table at least 15 minutes prior to competition commencement;
 - Monitor competition and distribute folder with Accreditation Pass (if applicable) to Escorts;
 - Confirm notification conducted and completed with Escorts;
 - Resolve notification and escorting competitor issues where possible;
- (Please not: Inform lead DCO of any issue Escort Coordinator is unable to resolve or any other resolved significant issues the Lead DCO should be aware of);
- Return unrequired Games Accreditation passes to relevant official;
 - Organise Language Specialist where required;
 - Ensure Escort when their duties have been completed and conduct debrief;
 - Confirm shift times for next day;

Doping Control Escort (Escort)

- Attend briefing with Escort Coordinator to clarify the following information:
- Sport Test Plan
- specific event/s the Escort is required to notify

- Notification - competitor information;
- competitor required to read and sign Doping Control Notification form
- competitor required to check into Station within one hour of being notified.
- competitor required to be escorted by Escort until sample collection process is completed
- Escorting competitor requirements;
- Before reporting to the Station the competitor may;
- Arrange for one Accompanying person, from his/her State team, (eg coach, team Doctor etc) to accompany them to Doping Control Station.
- Receive necessary Medical attention
- Attend a Medal Ceremony
- Fulfill media commitments
- Compete in further events where applicable
- Complete a current training session
- Perform a warm down
- Consume sealed water/other drinks provided by the Escort
- Consume other food and other drinks but at the competitor's own risk.
- Shower - where believed necessary for safety reasons

N.B All of the above must be done in full view of the Escort.

- Doping control notification form
- Clarify the information that needs to be recorded on the Doping Control Notification form
- Notification preparation/operations
- Clarify Escort positioning (eg Escort Waiting room, location of verbal and written notification etc)
- likely language requirements

- collect sealed drinks and carry bags
- confirm radio call sign and test radio communication
- Staff code of conduct;
- no autographs, photographs or exchange of pins permitted whilst performing Doping Control duties
- Confirm when meal break is likely to occur;
- Assume waiting position at least 15 minutes prior to event/competition commencement;
- Monitor competition and collect folder from Escort Coordinator just before end of event, with Accreditation (if applicable) and move to notification position;
- Confirm competitor identity against Games Accreditation Pass or other photo identification;
- Inform Escort Coordinator if language assistance is required;
- Notify competitor of Doping Control selection and request competitor to read and sign Doping control Notification form;
- Sign Doping Control Notification form;
- Provide competitor of any notification issues unable to resolve;
- Observe competitor when accompanying him/her and report any unusual behavior to Escort Coordinator immediately;
- If the competitor is involved in a Medal Ceremony and/or Media, Conference, assist the competitor in finding out when Ceremony/Conference is take place by contacting Medal Ceremonies Escort Supervisor/Media.
- Station - Competitor Sign In/out
- Check competitor and competitor's accompanying Person into Station. Hand over folder and competitor's Accreditation to Venue Coordinator;
- If requested by Lead DCO, escort and supervise competitor's in the Station's Waiting Room;
- Inform Lead DCO when a competitor is ready to provide a urine sample;

- Clarify with Escort Coordinator whether you are required to undertake other notification or Doping control activities or if your duties are finished

Hot Tip

Whilst it is ultimately the competitor's responsibility to arrive at the Station within 60 minutes of being notified of their Doping Control selection - Escorts should keep their competitor informed of the amount of time remaining.

Hot tip

In the event that a competitor, selected for doping, is receiving medical attention or attending media commitments, and is not able to sign into the Station within 60 minutes, it is important that the Lead DCO is informed of this situation. The Lead DCO in conjunction with IOA Medical Commission representative will assess the situation and decide whether to report the situation to the Chair of the IOA Anti Doping Commission

Doping Control Venue Coordinator (Venue Coordinator)

- Receive Start/Result sheets;
- Manage request by any person without Doping Control Pass who wishes to enter Station;
- Collect folder from Escort and record competitor, competitors Accompanying Person
(If present and Language Specialist (if present) details on Station Sign In/ Out form;
- Distribute Doping Control Pass to competitor, competitor’s accompanying person (if present) and Language Specialist (if present) and direct into Waiting Room;
- Provide Lead DCO with folder;
- Observe competitor/s activities and ensure Station is kept secure;
- Dispose of opened drinks left by competitor;
- Report any unusual/suspicious behaviour to Lead DCO immediately;

Lead Doping Control Officer (Lead DCO)

- Confirm with Escort Coordinator that all competitors have been notified and escorted;
- Monitor Waiting Room - competitor and staff activities;
- Introduce yourself to competitors in Waiting room and ask competitor to let you or Escort know when competitor is ready to pass a sample;
- Check that the Doping Control Notification form has been completed correctly including competitor details, time of notification, signatures and competitor has been provided with copy of Doping Control Notification form (pink);
- Check whether the competitor has any further commitments (ie Medal Ceremony, additional events etc) before commencing sample collection procedures;

Documents (following)

- Doping control Notification form
- Station Sign In/out form

**IOA MC
Doping Control Notification**

Please print clearly when filling in this form.

Venue	Sport	Selection Criteria	
Surname		First name	
State		Accreditation No.	
Notification Time	:	Date	Day
		<input type="text"/>	<input type="text"/>
		Month	Year
		<input type="text"/>	<input type="text"/>
Required Reporting Time	:	Date	Day
		<input type="text"/>	<input type="text"/>
		Month	Year
		<input type="text"/>	<input type="text"/>
State		Accreditation No.	

You have been selected for Doping Control. You are required to report to the Doping Control with your Games Accreditation Pass no later than one hour after receipt of this notification. You may be accompanied by one accredited person. Failure to report for doping control within the given time limit and/or refusal to provide a sample may result in a sanction.

IOA MC DOPING CONTROL STATION SIGN IN/OUT FORM

DATE : Month/ /Year

VENUE :

SPROT :

OFFICIALS

IOC MC	1		2
OTHERS	1		2
	3		4

Ref. No.	Sign-In Time	Competitor Name (Printed)	Competitor Country (Code)	Competitor Signature	Pass Distributed Returned X	Representative (Print name only)	Pass X	Language Services (Print name only)	Pass X	Final Competitor Sign-out	Process Compete
1					I ii iii	1 2 3		1 2 3			
2					I ii iii	1 2 3		1 2 3			
3					I ii iii	1 2 3		1 2 3			
4					I ii iii	1 2 3		1 2 3			
5					I ii iii	1 2 3		1 2 3			
6					I ii iii	1 2 3		1 2 3			
7					I ii iii	1 2 3		1 2 3			
8					I ii iii	1 2 3		1 2 3			
9					I ii iii	1 2 3		1 2 3			
10					I ii iii	1 2 3		1 2 3			

**IOA MC
Doping Control Notification**

Please print clearly when filling in this form.

Venue	Sport	Selection Criteria	
Surname		First name	
State		Accreditation No.	
Notification Time	: Date	Day	Month Year
	□□	□□	□□ □□
Required Reporting Time	: Date	Day	Month Year
	□□	□□	□□ □□
State		Accreditation No.	

You have been selected for Doping Control. You are required to report to the Doping Control with your Games Accreditation Pass no later than one hour after receipt of this notification. You may be accompanied by one accredited person. Failure to report for doping control within the given time limit and/or refusal to provide a sample may result in a sanction.

By signing this Doping Control Notification you confirm that you have been notified of your selection and agree to appear as specified above.

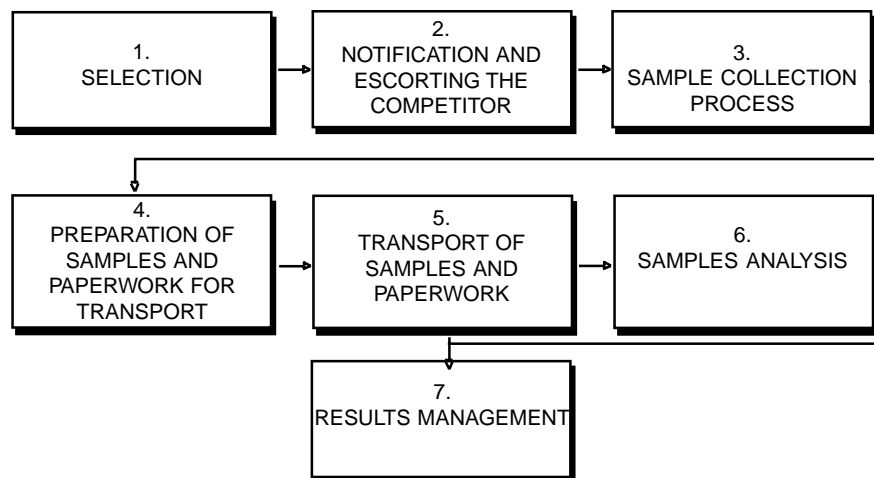
Signature Competitor.

I hereby confirm that I have notified the competitor of their selection for doping control.

Signature Escort.

Actual Reporting Time	: Date	Day	Month	Year
	□□	□□	□□	□□
<input type="checkbox"/> The Competitor refused to sign the notificatin				
<input type="checkbox"/> The competitor arrived after the required reporting time without approval				
Arrival Time	: Date	Day	Month	Year
	□□	□□	□□	□□
The competitor failed to appar for doping control.				
Name Escort			Accreditation No.	
Signature Lead Doping Control Officer			Signature IOA MC Representative.	

4.3 Sample Collection Process



Doping Control guide policy

Complete Sample Procedure

(If sufficient volume of urine - i.e. equal to or greater than 75ml)

- 3.1 When the competitor indicates s/he is ready to provide a urine sample s/he will be directed into a Sample processing Room. Only one competitor at a time shall be called into a Sample Processing Room.
- 3.2 In addition to the competitor and his/her Accompanying Person, only the following persons may be
 - a representative of the IOA MC
 - the Doping Control Officer(s)
 - a representative of the International Federation concerned (if the International Federation wishes)
 - a language specialist (if available and requested by competitor)
- 3.3 The Doping Control Station shall contain a supply of:
 - Collection Vessels; and

IOA MC Approved Dope Kits;

Partial Sample Kits.

- 3.4 The Doping Control Officer shall inform the competitor about the procedures that are about to be undertaken. The competitor shall select a collection vessel, visually check that it is empty and clean, proceed to the toilet and urinate a minimum of 75ml into the collection vessel under the direct observation of a Doping Control Officer who shall be of the same gender as the competitor. The competitor will be required to remove any clothing preventing the Doping Officer's direct observation of the provision of the urine. The competitor shall return to the Sample Processing Room with the collection vessel containing the urine.
- 3.5 If the requested minimum urine volume of 75ml has been provided, the following procedures will be carried out:
 - (a) The competitor shall select a Dope sample Kit, check the packaging to ensure there is no evidence of tampering, open it and place the contents on the table in front of him/her. S/he shall check that the Dope sample Bottles are empty and clean and the numbers on the Dope sample Container and the A and B bottles are identical. S/he shall remove the red plastic ring preventing accidental closure of the bottles.
 - (b) The competitor shall pour approximately two thirds (50ml) of the urine from the collection vessel into bottle A and one third (25ml) into bottle B as directed by the Doping Control Officer. If more urine is provided, both bottles should be filled to their maximum fill line, as directed by the Doping Control Officer. A few drops of urine shall remain in the collection vessel.
 - (c) Next, the competitor shall close the two Dope sample bottles and check that no leakage occurs. The Doping Control Officer may, with permission of the competitor, assist with procedures outlined in this paragraph. In any event, the Doping Control Officer may check that the bottles are sealed.
 - (d) The Doping Control Officer shall measure the specific gravity and pH of the urine left in the collection vessel. The urine pH should not be less than 5 and not greater than 7, and the urine should have a specific gravity of 1.005 or higher using the

Refractometer. If the sample does not meet these specifications, additional samples may be required by the IOA MC Representative. All remaining urine shall be disposed of after bottles A and B have been sealed.

- (e) The competitor shall be asked to declare to the Doping Control Officer any medication and nutritional supplements that s/he may have taken in the preceding three (3) days. The Doping Control Officer shall record this statement on the Doping control official Record.
 - (f) The Doping Control officer shall record the code number of the A and B bottles on the Doping control Official Record. The competitor shall then check that the code numbers on the A and B bottles and Dope sample container are identical to that recorded on the Doping Control Official Record. The competitor shall place the A and B bottles into the Dope sample Container and close it.
 - (g) The competitor shall certify, by signing the Doping Control Official Record, that the entire procedure has been performed in substantial compliance to the procedures outlined above. The competitor shall also record any irregularities or procedural deviations s/he identifies. Any irregularities or procedural deviations identified by the Accompanying Person (if present), the Doping Control Officer, National Federation representative (if present) and/or the IOA MC Representative shall also be recorded on the Doping Control Official Record.
 - (h) The Doping Control Official Record shall also be signed by the Doping Control Officer who witnessed the sample provision, the Doping Control Officer who conducted the sample collection procedure, the IOA MC Representative, the Accompanying person (if present) and the representative of the International Federation concerned (if present).
 - (i) The competitor shall be given a copy of the Doping Control Official Record.
- 3.6 If the competitor refuses to give a sample of urine, the possible consequences shall be printed out of him/her by the IOA MC

Representative. If the competitor still refuses, this fact shall be noted in the Doping Control official Record. This shall be signed by the IOA MC representative, the Lead Doping Control Officer and, if present, the representative of the National Federation concerned. The competitor and the Accompanying Person may, if they wish, sign the Doping Control Official Record. The IOA MC Representative shall be responsible for promptly communicating the refusal to the Chairman of the IOA MC.

- 3.7 At the end of the Doping Control session or when a scheduled collection is due, the lead Doping Control Officer will complete a laboratory Advice form, outlining the Dope sample Kit code numbers, the analytical instructions, the total number of sample kits and the coded security seal for the Security Transport Bag. This form and the corresponding Laboratory copy of the Doping Control Official Record will be placed in an envelope; the envelope will be placed with the Dope sample Kits in the Security Transport Bag. The IOA MC representative seals the Security Transport Bag to be sent to the Laboratory. This security Transport bag will not contain any details identifying the competitor.
- 3.8 The Lead Doping Control officer will place the original and a copy of the Doping Control official Record and the annexed Doping control Notifications in envelopes to be provided to the Chairman of the IOA MC and will record the code number of these records on the outside of the envelopes. The IOA MC Representative shall be responsible for delivering the envelopes to the chairman of the IOA MC. The envelopes containing the original and copy shall be kept closed and placed in two separate secure locations until their opening is authorized by the Chairman of the IOA MC.
- 3.9 Any additional paperwork (I.e. copies of the Laboratory Advice Form and other report) will be provided to the chairman of the IOA MC in a separate envelope.

Operational Guidelines

Lead Doping control Officer (Lead DCO)

- When competitor indicates s/he is ready to pass a sample the Lead DCO directs competitor to Processing room with allocated Doping Control Officer;

- Introduce competitor and competitor's Accompanying Person to Doping Control Officer, IOA MC representative, NSF representative (if applicable) and Independent Observer (if present);

Doping control Technical/Medical officer (Doping Control Officer)

- Recheck that the Doping Control Notification form has been completed accurately, including competitor details, time of notification, signatures and competitor has been provided with copy of Doping Control Notification form (pink);
- Doping Control Official Record form - Box 1
- Confirm competitor information against competitor's accreditation and Doping Control Notification form:
- Record details on Doping Control Official Record form - Box 1;
 - Surname and first name
 - State code
 - Accreditation number
 - Sport
 - Gender
- Sample Collection procedures overview
- Ask competitor if s/he is ready to provide a sample;
 - Yes, proceed following instructions below
 - No, competitor escorted back to waiting room to continue hydration
- Explain to competitor the following sample collection requirement:
 - Witnessed urine sample provision (by same gender)
 - Minimum 75ml, but more urine is preferable
 - Competitor and Doping Control Officer only people allowed in toilet facility, unless disability requires assistance
 - Competitor required to position him/herself to ensure that Doping

Control Officer can view urine leaving body and entering the collection vessel;

- Clothing to be adjusted/removed to ensure witnessing can be verified (i.e pants to knees, shirt sleeve to elbows and shirt up to upper chest)
- Female competitors: stand above toilet seat, or squat to side of toilet (Females not to sit on toilet seat)
- Male competitors: stand to side of toilet or side of urinal
- Competitor to put collection vessel lid on before dressing
- Competitor to retain control and visual contact with collection vessel at all times
- Competitor informed that Doping Control Officer required to maintain visual contact of collection vessel and competitor from processing room to toilet and then from the toilet to processing room (i.e. Maintain secure chain of custody of both the competitor and sample)
- Instruct competitor to remove collection vessel from plastic wrapper and check if collection vessel has any cracks/broken or dirty. If competitor has concerns instruct competitor to reselect a new collection vessel;
- Escort competitor to toilet;
- Witness competitor provide urine sample and maintain visual contact with sample and competitor from toilet to processing room by walking beside or behind competitor with collection vessel in full view of both Doping Control Officer and competitor;
- Doping Control Officer to inform the Lead DCO immediately of any suspicious behaviour (eg competitor using unusual body actions to provide sample) or devices (eg condom located in anal canal or vagina) located on competitor during sample provision);
- If competitor is not ready to provide sample, competitor is instructed to continue hydration and/or relaxation in the Waiting Room;

- Witnessed urine sample provision (by same gender)
- Minimum 75ml, but more urine is preferable
- Competitor and Doping Control Officer only people allowed in toilet facility, unless disability requires assistance
- Competitor required to position him/herself to ensure that Doping Control Officer can view urine leaving body and entering the collection vessel;
- Clothing to be adjusted/removed to ensure witnessing can be verified (i.e pants to knees, shirt sleeve to elbows and shirt up to upper chest)
- Female competitors: stand above toilet seat, or squat to side of toilet (Females not to sit on toilet seat)
- Male competitors: stand to side of toilet or side of urinal
- Competitor to put collection vessel lid on before dressing
- Competitor to retain control and visual contact with collection vessel at all times
- Competitor informed that Doping Control Officer required to maintain visual contact of collection vessel and competitor from processing room to toilet and then from the toilet to processing room (i.e. Maintain secure chain of custody of both the competitor and sample)
- Instruct competitor to remove collection vessel from plastic wrapper and check if collection vessel has any cracks/broken or dirty. If competitor has concerns instruct competitor to reselect a new collection vessel;
- Escort competitor to toilet;
- Witness competitor provide urine sample and maintain visual contact with sample and competitor from toilet to processing room by walking beside or behind competitor with collection vessel in full view of both Doping Control Officer and competitor;
- Doping Control Officer to inform the Lead DCO immediately of any suspicious behaviour (eg competitor using unusual body actions to provide sample) or devices (eg condom located in anal canal or vagina)

located on competitor during sample provision);

- If competitor is not ready to provide sample, competitor is instructed to continue hydration and/or relaxation in the Waiting Room;

Urine provided

- Instruct competitor to place collection vessel onto clinical barrier sheet;
- Doping Control Official record form Box -2 and Box 3
- Check quantity of urine collected (ie 75ml)

If insufficient sample (ie less than 75 ml) go to Partial Sample procedure

If sufficient sample (ie equal to or greater than 75ml) proceed as follows

- Doping Control Officer to record the following on the Doping Control Record form;
- Time sample collected (24 hour clock)
- Date sample collected
- Witnessing DCO name and signature
- Instruct competitor to select Dope sample kit from selection (minimum 30);
- Instruct competitors to check that Dope sample Kit seal (ie blue outer tamper evident tape) has not been broken or removed;
- Instruct competitor to remove tamper evident tape (ie blue) from Dope sample container;
- Instruct competitor to lift clear tape and open lid, remove the Dope sample bottles and stickers;
- Instruct competitor to check that the Dope sample Kit numbers (ie Dope sample Container and Dope sample bottle and lid numbers) are the same.

Hot Tip

It is imperative that the Lead DCO is informed ‘immediately’ of any suspicious behaviour that a competitor demonstrates in either that notification and/or sample collection process.

The lead DCO, in conjunction with the IOA MC representative and Command Centre (if applicable) will assess and decide on the most appropriate course of action. The actions may involve the competitor being required to provide an additional sample and/or competitor’s belonging (i.e. clothing, bags) being checked for evidence of manipulation or other doping offences.

- Instruct competitor to check that Dope sample bottle seals (ie white inner tamper evident taps) has not been broken or removed;
- Instruct competitor to remove tamper evident tape from Dope sample bottle plastic wrapper;
- Visually check the Dope sample bottles for the following:
 - Black stopper, located in top of lid
 - Grey foam, check foam is intact;
 - White teeth, located near base of lid, check teeth are intact
- Instruct competitor to remove red rings from A and B bottles;
- Instruct competitor to pour 50ml (minimum) into A bottle (bottom of orange bottle label) and if more than 75 ml urine continue pouring to maximum 100ml (ridge below neck of bottle);
- Instruct competitor to leave approximately 1ml in collection vessel to conduct preliminary tests; (ie pH and specific gravity)
- Instruct competitor to seal A and B bottles b pushing lid downwards and in a clockwise direction, continue turning, until anticlockwise movement not possible and gery foam is very flat;
- Instruct competitor to turn bottle upside down-ensure no leakage;
- Record Dope sample bottle number;
- Inform competitor that samples are now sealed;
- Puts gloves on, check that A and B lids are sealed;

- Explain purpose of pH (5-7) and Specific Gravity (1.005) - preliminary tests;
- Use pipette to extract urine from collection vessel and place on appropriate section of pH strip, lay across collection vessel - wait approx. 60 seconds;
- Place a droplet of urine on clean refractometer prism, close glass lid and identify reading;
- Check pH and Specific Gravity reading;
- Remove and dispose of all contaminated material from the table to contaminate waste Bin beside table. Clean prism of refractometer - leave open, and pH box;
- Remove and dispose of gloves;
- Record pH and SG on Doping Control Official record form;
 - Doping Control Official Record form - Box 4
- Ask competitor to declare any medications/substances and nutritional supplements taken in last 3 days;
- Record following medication details;
 - Name of medication (eg Panadol)
 - Date last taken
 - Dosage (eg 2 tabs.)
- Record Nil if competitor does not declare any medications/substances.

Detailed below is a list of commonly prescribed medications according to therapeutic classification.

Therapeutic classification	Popularly prescribed medications
Anti - infective drugs	Amoxil, Keflex, Augmentin
Respiratory drugs	Ventolin, Pulmicort, Becotide
Gastro-intestinal drugs	Maxolon, Stemesil, Mylanta

Neurological and psychotherapeutic drugs	Epilim, Tegretol
Analgesic and inflammatory drugs	Naprosyn, Voltaren, Feldene, Orudis, Brufen Celebrex
Ear nose and throat drugs	Chemist preparations
Topical preparations	Dencorubs, Diflamm, Voltaren,Feldene
NUTRITIONAL SUPPLEMENTS	
Vitamin B vials, Creatine, Ginseng, Multivitamins	

- Doping Control Official Record form - Check
- Guide competitor and representatives through form prior to signing. The following information needs to be checked:
 - Box 1
 - Surname, First name
 - Country (code)
 - Accreditation number
 - Sport
 - Gender
 - Box 2 (only used if partial sample provided)
 - Box 3
 - Time sample collected
 - Date Witnessing DCO name and signature
 - Sample Code number
 - pH and specific gravity
 - Box 4
 - Name of medication

- Date last taken
- Dosage
- Competitor directed to place A and B Dope sample Bottles into Dope sample Container and close lid;
- Inform competitor that security of sample is based around the permanent locking device within the lid, the container is designed as transport container only and that all Dope sample Containers will be delivered to the laboratory in a Security transport Bag;
- Doping Control Official
- Ask competitor if s/he identified any irregularities or procedural deviations in the sample collection procedure;
 - Yes: instruct competitor to explain concern and competitor to record details they want
 - Competitor's accompanying Person, if representative or IOA MC representative are asked if they identified any irregularities or procedural deviations in the sample collection procedure;
 - Yes: instruct relevant party to explain concern and if they want it recorded the DCO to record details;
 - No Doping Control Officer records Nil and then draws diagonal line through remaining lines.
- Doping Control Official Record form - Signatures
- Instruct the competitor, and competitor's accompanying Person to read declaration and sign on relevant line;
 - Signature competitor
 - Signature Accompanying person]
 - Signature NSF representative
 - Name and signature of DCO
 - Name and signature IOA MC representative
- Provide competitor with pink copy of Doping Control Official Record form and explain where the other copies are sent;

- White copy: IOA MC representative
- Blue copy: IOA MC representative
- Yellow copy: Sports Authority of India Drug Testing Laboratory (SAIDTL)
- Competitor shown that SAIDTL does not have a full copy of the form and the competitor's identity is unknown to them;
- Provide competitor with overview of Results Management process;
- Urine samples will be couriered to SAI Laboratory in J.N. Stadium, New Delhi and analyzed immediately
- Analytical test results will be sent to the chairman of IOA MC within 24 -28 hours receipt at SAIDTL .
- Ask competitor if s/he has any question;
- Thank competitor for their cooperation;
- Doping Control Officer to inform lead DCO that competitor has completed procedure;

Lead Doping control Officer (lead DCO)

- Escort competitor and competitor's Accompanying person to Venue coordinator to be signed out and return competitor accreditation. Competitor, Accompanying Person's and Language Specialist Doping Control Passes to be returned to Venue Coordinator upon signing out.

Doping control Technical/Medical officer (Doping Control Officer)

- Place sealed samples into locked Refrigerator, locked cupboard or Security transport bag;
- Place copies of Doping Control Notification and Doping Control Official Record forms into white, Blue and yellow envelopes;
- Doping Control Officer to clean and prepare processing room in preparation for next competitor;

- Put on gloves and dispose of any debris on table into contaminated waste bin;
- Wipe table, pens, refractometer shell, pH container with alcohol wipes;
- Remove gloves, wash hands with pH neutral and antiseptic soap;
- Prepare processing table for next competitor;

Document (Following)

- Doping Control Official record form;
- Envelopes

Doping Control Official Record

Please print when filling in this form.

Sur Name

First Name

State

Accreditation No.

Sport _____

Gender Male Female

PARTIAL SAMPLE

Time Sample _____

Collected _____

Date _____

Signature Witnessing DCO/

Total _____

Volume ml/ml

Sample _____

Code No. IOA A/B _____

Partial Seal no. _____

Signature Competitor _____

Signature DCO _____

Time Sample _____

Collected _____

Date _____

Signature Witnessing DCO /

Total _____

Volume ml/ml

Sample _____

code No. IOA A/B _____

Partial Seal no. _____

Signature Competitor _____

Signature DCO _____

IOA Medical Commission

Contents

(i) **Doping Control Notification**

(ii) **Doping Control Official Record**

Each competitor's Notification and official record forms stapled together comprise one set.

Venue <input type="text"/>	Sports
Date <input type="text"/> / <input type="text"/>	
Number Doping Controls conducted <input type="text"/> <input type="text"/>	Number sets of forms
SAMPLE CODE NUMBERS	
1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.
Name lead Doping Control Officer	Signature lead Doping Control Officer
Name IOA MC Representative	Signature IOA MC Representative

Sports Drug Testing Laboratory

Contents

(i) Doping Control Official Record

(ii) Doping Control laboratory Advice Form

Each competitor's Notification and official record forms stapled together comprise one set.

Venue <input type="text"/>	Sports
Date <input type="text"/> / <input type="text"/>	
Number Doping Controls conducted <input type="text"/> <input type="text"/>	Number sets of forms
SAMPLE CODE NUMBERS	
1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.
Name lead Doping Control Officer	Signature lead Doping Control Officer
Name IOA MC Representative	Signature IOA MC Representative

**IOA Medical Commission
ADMINISTRATION FORMS**

- (i) Doping Control Official Record
- (ii) Doping Control laboratory Advice Form

Each competitor's Notification and official record forms stapled together comprise one set.

Venue <input type="text"/> <input type="text"/> <input type="text"/>	Sports
Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	
Doping Controls Advice Form Enclosed <input type="text" value="Yes"/>	Doping Controls Transport form Enclosed <input type="text" value="Yes"/>
Name lead Doping Control Officer	Signature lead Doping Control Officer
Name IOA MC Representative	Signature IOA MC Representative

**Doping Control
Command Centre**

ADMINISTRATION FORMS

Contents :

- (i) Doping Control laboratory Advice Form (after faxed to command centre)
- (ii) Doping Control Transport Form (after faxed to command centre)
- (iii) Doping Control Report Form (after faxed to command centre)
- (iv) Doping Control Station Sign In/Out Form
- (v) Volunteer Staff List
- (vi) Other (e.g. Record Request for Doping control Analysis)

Each competitor's Notification and official record forms stapled together comprise one set.

Venue <input type="text"/> <input type="text"/> <input type="text"/>	Sports
Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	
Name lead Doping Control Officer	
Name IOA MC Representative	

Doping control Guide policy

Partial Sample Procedure

(If insufficient volume of urine - i.e. less than 75ml)

- 3.7 if the competitor has produced less than the requested urine volume of 75ml, the following procedures will be carried out:
- (a) The competitor shall select Dope sample Kit, check the package and Dope kit bottles in the manner set out in paragraph 3.5(a) above (without opening the plastic bag containing the B bottle) and shall pour the urine from the collection vessel into the a bottle.
 - (b) The competitor shall then select a Partial Sample Kit Containing a stopper and a strip of uniquely numbered tamper evident tape. The competitor shall open the Partial Sample kit. The competitor shall close the A bottle with the Partial sample Stopper and, without removing the red plastic ring, replace the A bottle lid.
 - (c) The competitor shall place the A and B bottles into the Dope sample Container and close and seal the Dope sample container with the uniquely numbered tamper evident tape.
 - (d) The Doping Control Officer may, with permission of the competitor, assist with the procedures outlined in these subparagraphs (a) to (c). In any event, the Doping Control Officer may check that the Dope sample Container is sealed.
 - (e) The urine volume, Dope sample Container number and Partial Sample Kit tamper evident tape code number shall be recorded on the Doping Control Official Record and the competitor shall confirm this by signing the Doping Control Official Record.
 - (f) The competitor shall return to the Doping Control Station waiting room. The Dope sample Container, containing the partial sample shall remain under the control of the competitor in the Doping Control Station waiting room until the competitor is able to provide additional urine. An Escort will also maintain observation of the Dope sample container. If the competitor is permitted by the Doping Control Officer to leave the Doping Control Station for any reason, the Dope sample container containing the partial sample will remain in the Doping Control Official Record.

- (g) When the competitor is ready to deliver an additional urine sample, s/he shall return to the Sample Processing Room. The Doping Control Officer and the competitor shall check that the tamper evident tape is intact and that the tamper evident tape code number corresponds to that entered in the Doping Control Official Record.
- (h) The competitor shall then select a new collection vessel and enter the toilet where s/he shall urinate under the direct observation of a Doping Control Officer who shall be of the same gender as the competitor. Again, the competitor will be required to remove any clothing preventing the Doping Control Officer's direct observation of the provision of the urine.
- (i) The competitor shall return to the Sample processing Room, open the Dope sample container and the a bottle containing the partial sample and pour the contents of the A bottle into the collection vessel.
- (j) If the combined urine volume is still less than 75ml, the competitor shall pour the sample into A bottle and reseal the a bottle and the Dope sample Container using another Partial Sample kit. Next, the competitor will repeat the steps in these subparagraphs (g) to (i) above until the combined volumes total at least 75ml.
- (k) When the combined urine volume is at least 75 ml, the urine sample shall then be processed using the same Dope sample Kit in accordance with the procedure outlined in paragraph 3.5 above.

- Instruct competitor to check that Dope sample Bottle seals (ie white inner tamper evident tape) has not been broken or removed;
- Instruct competitor to return 'B' Dope sample bottle into Dope sample Container;
- Instruct competitor to break tamper evident tape (ie white) from 'A' bottle plastic wrapper and leave red ring on neck of bottle;
- Instruct competitor to select Partial Sample kit and check for the following:
 - One stopper
 - One tamper evident seal (ie uniquely numbered blue tamper evident tape)
- Instruct competitor to pour all of the urine into A bottle;
- Instruct competitor to insert 'white stopper' into the 'A' bottle (ensure red ring is on bottle) and place lid on bottle;
- Instruct competitor to turn bottle upside down - ensure no leakage;
- Competitor to place A bottle into the Dope sample container, close Dope sample container lid and seal container with Partial kit seal (ie blue tamper evident tape);
- Doping Control Officer to record the following information on Doping Control Official Record form;
 - Sample code No (ie Dope sample Bottle number)
 - Partial Seal No (ie Partial Sample Kit seal number)
- Doping Control officer to check the information recorded on the Doping Control Official Record form prior to competitor and Doping Control Officer signing;
- Instruct competitor to record their signature on Doping Control Official Record form;
- Doping Control officer to record their signature on the Doping Control Official Record form;

- Instruct competitor to return to Waiting room with the Dope sample container;
- Instruct Escort to maintain careful observation of competitor and Dope sample container;
- If competitor leaves the Station, for any reason, the Dope sample Container will be stored in the locked refrigerator or other secure storage;
- Doping Control Official Record form to be stored in the locked cupboard within the Processing room;
- When competitor indicates he/she is ready to pass additional sample the lead DCO directs competitor into processing Room;
- Doping Control Officer witnesses sample provision in accordance with sample collection procedure and returns to Processing Room with competitor;
- Doping control officer and competitor to verify Partial Sample Kit integrity by checking the Partial Kit seal number on the Dope sample Container is identical to that recorded on the Doping Control Official Record form;
- Instruct competitor to break partial seal and check Dope sample bottles and lids have the same numbers;
- Instruct competitor to remove 'A' bottle stopper and red ring and pour sample into the collection vessel to mix with new sample;
- Measure new volume of urine;

If at least 75 mls

- Doping Control Officer to advise competitor that the minimum urine volume requirements has been provided and continue handing as a complete sample;

If less than 75 mls

- DCO to continue Partial Sample procedure as documented above until minimum volume of urine provided.

4.4 Preparation of Samples and Paperwork for Transport

Doping Control Guide policy

Transport and Receipt of the samples for Sydney Olympic Venues -In Competition

- 4.1 Samples will be transported to the laboratory at the completion of the Doping Control session and/or at designated collection times.
- 4.2 The Doping Control Transport Form Shall be completed by a Doping Control Officer and a copy given together with the security transport bag to the Courier. The records on this form shall include the signature and accreditation number of the Courier, the seal number of the Security Transport Bag, the venue from which the security Transport Bag has come and the departure time of the Courier. The Doping Control Transport Form shall be signed by the IOA MC Representative who is on duty and by the Lead Doping Control officer. The IOA MC Representative shall be responsible for delivering the original of the Doping control Transport form to the Chairman of the IOA MC. The Courier shall take a copy of the Doping control Transport form to be countersigned by the Head of Laboratory or staff member designated by him.

Operational Guidelines

Lead doping Control officer (Lead DCO)

- Inform Venue Coordinator to contact the Transport Coordinator for sample pick up and the IOA MC representative pick up;
- Confirm the number of samples collected corresponds with the number planned in the Sport Test Plan;
- With the IOA MC representative, check the Dope kits numbers against the combined Doping Control Notification and Official Record forms to ensure the Dope Kit numbers are correct;
- Place Dope Sample Kits into Security Transport Bag;
- Doping Control Laboratory Advice form - Box 1
- Record the following information on Doping Control Laboratory Advice form;
 - Venue
 - Sport
 - Date
 - Number of samples to be analyzed
- Doping Control Laboratory Advice form - Box 2

- Sample numbers (Printed clearly)
- Doping Control Laboratory Advice form - box 3
- Sample analysis directions 9exceptions only0
- Doping Control Laboratory Advice form - Box 4
- Time sealed
- Date sealed
- Seal number]
- Name and signature Lead DCO
- Name and signature IOA MC representative
- White copy of the Doping Control Laboratory Advice form to be placed in the white IOA MC Administration form envelope for the IOA MC representative;
- Yellow copy of Doping Control Laboratory Advice form to be placed in the yellow envelope with yellow copies of the Doping Control Official Record form;
- Close yellow (SAIDTL) envelope and place in Security Transport Bag;
- Fax green copy of Doping Control Laboratory Advice form to SAIDTL and the Doping Control Command Centre. If fax machine not in Station, delay faxing Laboratory Advice Form until Transport form is complete and Courier has left.
- Place green copy of Doping Control Laboratory Advice form in the Green envelope and store in Station;
- Complete Doping Transport form - Box 1
 - Venue
 - Sport
 - Date
 - Transport Bag Seal number
- The final sections of the Transport form will be complete after the Courier has arrived for pick up;

Doping control Venue coordinator (Venue Coordinator)

- Contact Transport Coordinator to arrange for sample pickup and IOA MC representative pick-up;
- Inform Lead DCO when Sample Courier has arrived for sample pick up and the driver arrived for the IOA MC representative pick up;

Documents (following)

- Doping Control Laboratory Advice form
- Doping Control Transport form

IOA MC Doping Control Laboratory Advice Form

Please print clearly when filling in this form.

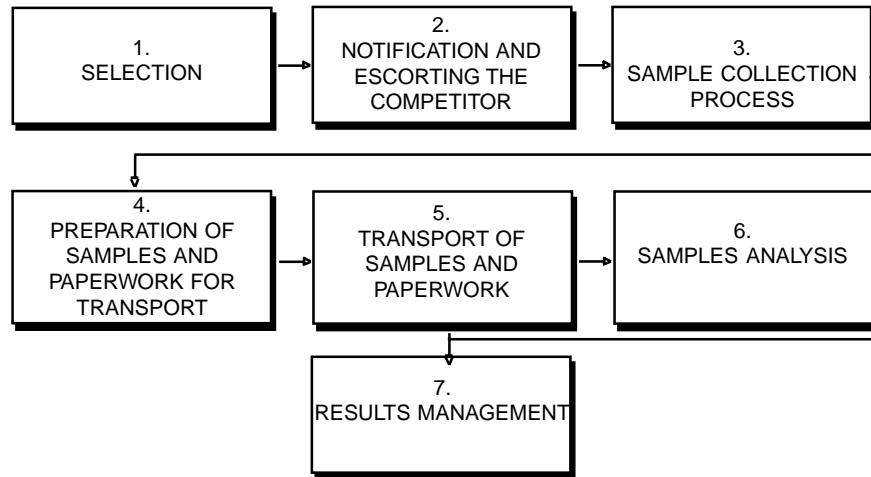
SAMPLE DETAILS		
Venue	Sport	Selection Criteria
Date	Number of samples to be analyzed	
SAMPLE NUMBERS		
1. IOA A/B	5. IOA A/B	9. IOA A/B
2. IOA A/B	6. IOA A/B	10. IOA A/B
3. IOA A/B	7. IOA A/B	11. IOA A/B
4. IOA A/B	8. IOA A/B	12. IOA A/B
SAMPLE ANALYSIS - CERTAIN CIRCUMSTANCES		
IOA Prohibited Classes : III E Beta Blockers YES	IOA Prohibited Classes: IV Out of Competition Testing YES	
RECORD OF TRANSPORT BAG SEALING		
Time Sealed	Date Sealed	Seal No.
	/	/ 2002
Name lead Doping Control Officer		Signature lead Doping Control Officer
Name IOA MC Representative		Signature IOA MC Representative
RECORD OF TRANSPORT BAG RESEALING		
Reason Transport Bag Seal Broken		
Time Sealed	Date Sealed	Seal No.
Name lead Doping Control Officer		Signature lead Doping Control Officer
Name IOA MC Representative		Signature IOA MC Representative
Time Sealed	Date Sealed	Seal No.
Name lead Doping Control Officer		Signature lead Doping Control Officer
Name IOA MC Representative		Signature IOA MC Representative
RECORD OF SAMPLE RECEIPT AT LABORATORY		
No. of sample received	Samples sealed when Received	Form and Bottle Number Correspond?
Comments if any discrepancies		
	Laboratory Batch No.	
Signature of NGOC Representative	Date	/ 2002
COMMENTS		

IOA MC Doping Control Transport Form

Please print clearly when filling in this form.

<u>SECURITY TRANSPORT BAG DETAILS</u>	
<u>Venue</u>	<u>Sport</u>
<u>Venue Departure Time</u>	<u>Date</u> _____ / _____ /
<u>Transport Bag Seal No.A</u>	
<u>RECORD OF CHAIN OF CUSTODY OF SECURITY TRANSPORT BAG</u>	
The Lead Doping Control Officer and/or IOA MC Representative agree by signing this form that the Security Transport Bag is sealed with the seal number recorded above and that they have transferred chain of custody of the Security Transport Bag to the Courier.	
<u>Name lead Doping Control Officer</u>	<u>Signature lead Doping Control Officer</u>
<u>Name IOA MC Representative</u>	<u>Signature IOA MC Representative</u>
The Courier agrees by signing this form that he/she has received the Security Transport Bag from the Lead Doping Control Officer and/or IOA MC representative with the seal number recorded above.	
<u>Name Courier</u>	<u>Accreditation No.</u>
<u>Signature Courier</u>	
<u>VARIATIONS TO THE ABOVE</u>	
The Laboratory Officer agrees by signing this form that he/she has received the Security Transport Bag from the Courier with an intact seal and that the seal number recorded above is correct. Confirmed by the Courier.	
<u>Venue Departure Time</u>	<u>Date</u> _____ / _____ /
<u>Name Laboratory Officer</u>	<u>Signature Laboratory Officer</u>
<u>Name Courier</u>	<u>Signature Courier</u>
<u>RECORD OF FACSIMILE RECEIVED BY</u>	
	<u>Date</u> _____ / _____ /
<u>Comments</u>	

4.5 Transportation of Samples and paperwork



Doping Control guide policy

- 4.3 The Courier shall take the sealed Transport Bag to the laboratory without undue delay. Upon delivery of the consignment the Head of laboratory, or staff member designated by him, shall record the arrival time of the Security Transport bag, check the identity of the Courier, check that the seal of the Security transport Bag is intact, record these facts on the copy of the Doping Control Transport Form, sign the Doping Control Transport Form, ask the Courier to sign the Doping Control Transport Form, and keep the copy of the Doping Control Transport Form.
- 4.4 The Head of Laboratory, or staff member designated by him, shall unseal and open the Security Transport Bag. The Head of Laboratory or designated staff member shall record on the Laboratory Advice Form any irregularity in the seal. The laboratory shall inform the IOA MC of the safe receipt of the samples by faxing the Doping Control Transport Form and the Laboratory Advice Form to the Doping Command center who will forward these forms to the IOA MC. The Doping control Command Centre will confirm receipt of these faxes by return fax.

Operational Guidelines

Sample courier

- Upon arrival at venue Courier contacts lead DCO and informs him/her if there are already samples in the car;
- Courier arrives at Station to pick up Security Transport Bag;
- Check details of Doping Control Transport form, particularly security Transport Bag seal number and record name, accreditation number and sign relevant section of form;
- Place yellow copy of Doping Control Transport form in Transport Bag external window;

Lead Doping control Officer (Lead DCO)

- Upon receipt of phone call from Courier, if there are sample already in the car direct Venue Coordinator/other Doping Control official to wait with courier car;
- After courier has arrived for pickup, complete the final section of the Transport form;
- Doping Control Transport form - Box 1
- Venue Departure time
- Doping Control Transport form Box 2
- Lead DCO name and signature
- IOA MC representative name and signature
- Courier name , Accreditation number and signature
- Place yellow copy of Doping Control Transport form in Security Transport Bag external window;
- Place white copy of Doping Control transport form in the white IOA MC Administration envelope;
- Escort Courier with Transport Bag to courier car;
- Upon return to Station fax green copy of Doping Control Transport form to

Command Centre;

- Place green copy in green envelop;

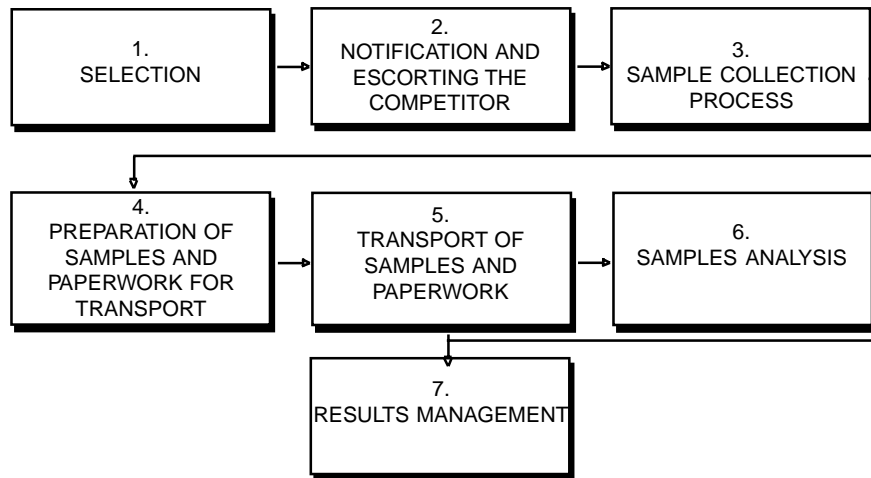
Doping Control Command Centre (Command Centre)

- Upon receipt of faxed Doping Control Report form, Doping Control Laboratory Advice and Transport form from the venue and SAIDTL advise Operations Manager;
- Store all Doping Control Transport forms and Laboratory Advice forms in Command Centre files;

Documents

- Record of Transport Bag seal Distribution
- Security Transport Bag - PICTURE
- Seal - PICTURE

4.6 Sample Analysis



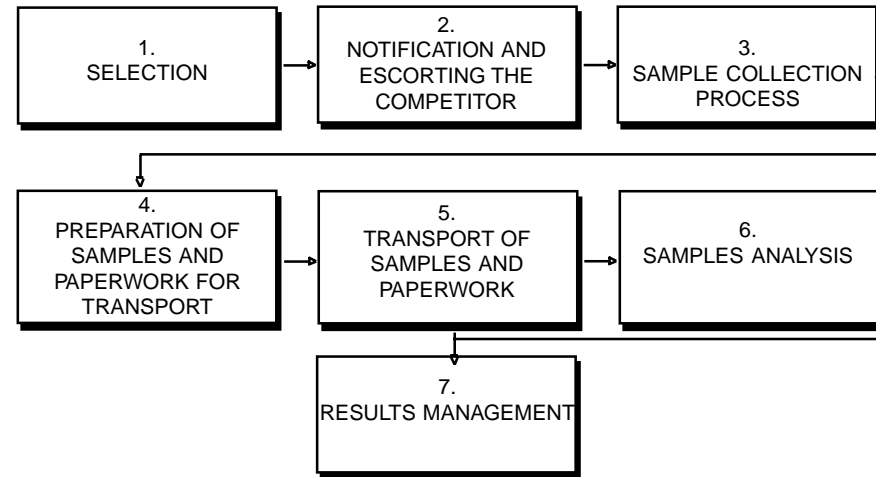
Doping Control Guide policy

Sample Analysis - Competition and Out-of-Competition testing

- 5.1 The analysis of each A urine sample and each blood sample for competition and out-of-competition testing shall be performed as soon as possible after its arrival at the Laboratory.
- 5.2 The B urine sample shall be kept sealed at the Laboratory and be opened only with the authorization of the chairman of the IOA MC.
- 5.3 The analysis of a sample shall be carried out in accordance with the methods, which have been approved by the IOA MC.
- 5.4 In addition to the Head of the Laboratory and the Laboratory staff and contractors, only the following persons shall be admitted to the Laboratory during sample analysis.

- Authorized members of the IOA MC
- Persons with special authorization from the IOA MC

4.7 Results Management



Doping Control Guide Policy

Notification of All A Sample Results to the chairman of the IOA MC

- 5.5 *The Head of the Laboratory shall report the results of all the samples*

analysed:

- (a) to the Chairman of the IOA MC. The results are to be hand delivered or delivered by secure facsimile to the chairman of the IOA MC and to the 2 members of the Doping and Biochemistry Submission referred to in paragraph 5.8 below; and
- (b) to the members of the IOA MC

5.6 The Head of Laboratory's results report will identify the following:

- (a) all negative test results;
- (b) all Positive Test Results;
- (c) all Unusual Test Results;

5.7 Positive Test Results reported by the Head of Laboratory will include the following results:

- a. in the case of urine testing:
 - if only the A sample has been tested - the A sample returns a Positive Test Results;
 - if the b sample has also been tested - the B sample confirms the Positive Test Result of the A sample;
- b. a blood sample returns a Positive Test Result; or
- c. following a further investigation of a urine or blood sample - when the results of that further investigation indicate a positive Test Result.

5.8 In the case of competition testing, the analytical data of the Positive Test Results confirmed by the Head of the laboratory will be reviewed and signed off by two members of the Doping and Biochemistry Submission of the IOA MC.

5.9 A record of all positive Test results reported by the Head of laboratory in accordance with paragraph 5.6 above will be kept securely for use in the final Laboratory report.

Operational Guidelines Doping Control Command Centre

Check Analytical Test Result Notification against the Doping Control Laboratory Advice form to verify result sent to IOA Medical Commission and record turnaround

time ;

Inform Operations Manager of analytical results not notified within 24-28 hour time period;

Section 5 - Other Operational Policies

Summary of Relevant Policies:

5.1 Access into Doping Control Station

Access to the Doping Control station needs to be restricted to ensure the security of the Doping control system, in particular the chain of custody of the competitor's sample, prior to and after the competitor has provided it. It is also essential to maintain the security of the Station when not in operation to ensure the security of the sample collection equipment within the Station, and reduce the possibility of manipulation of the sample collection process.

- Access into the Station during a doping control session will be restricted to:
- SAI Doping Control team
- IOA Medical Commission representatives
- NSF representatives
- Competitor's selected for doping control
- Competitor's Accompanying person
- Language Specialist if needed

Other persons requiring access to the Station during a doping control session will need the permission of the Lead DCO or the IOA Medical Commission representative. Doping Control staff will be positioned at the entrance to the Station to assist in monitoring access into the station.

The IOA Medical Commission representatives and NSF representatives will be provided with a colour coded Doping Control Pass to use for the duration of the national Games/National level competitions/ Selection trials respectively. Doping Control staff will be allocated a pass when they check into the Station and will return it when checking out. Competitor's the competitor's accompanying person and the Language Specialist will be given temporary access through use of a Doping Control pass.

The IOA has agreed to the involvement of Independent Observers who may require access to the Station and if so will be provided with a temporary Doping Control pass when checking in.

The Venue Coordinator will arrange with other key functional areas appropriate times to provide their services to the doping control operations.

5.2 Provision of food for competitors undergoing control

The Doping Control program will not provide food to competitor undergoing Doping Control, however, the competitor may consume any food he/she wants at his/her own risk. This policy applies to inside the Station and when a competitor is being escorted outside the Station.

5.3 Transport of Competitors after or during doping control session

In the event a competitor is unable to provide a suitable urine sample for Doping Control prior to the departure of the general competitor transportation, the NGOC Doping Control program in conjunction with the Venue Transport manager will ensure suitable transportation is organized.

In the event that a competitor is unable to provide a suitable urine sample at the competition venue, the venue has generally closed down and it is quite late, the lead DCO, with the agreement of the IOA Medical Commission representative, will coordinate the transfer of the competitor, Accompanying person, IOA Medical Commission representatives, National Federation representative, language Specialist and other required Doping Control officers to the Medical centre Doping Control Station. The Medical centre is located within the Games Village and is equipped with suitable furniture to ensure the competitor is able to rest while waiting to provide a suitable sample.

5.4 Radio distribution and communication

Some Doping Control tasks occur away from the Station and in different areas of the venue, including the FoP, Press Conference and Medical Services. The Lead DCO is responsible for ensuring all aspects of the Doping Control operations within the venue are conducted in accordance with the IOA and NGOC policies and procedures. As such, the Lead DCO, or the nominated supervisor is required to be kept informed of the successful completion of a key task and of any issues preventing a task being performed. The distribution of walkie Talkie to certain positions within the Doping Control team ensures that volunteers conducting Doping Control tasks, away from the Station, have the ability to inform the lead DCO/supervisor of the status of the task.

5.5 Handling of contaminated waste

Contaminated waste describes any item used in the treatment or care of a person that has been contaminated by that person's blood or body fluids. Contaminated waste has the potential to cause infection or offence. It may contain the following

types of waste: plastic collection vessels, gloves, human tissue, bulk body fluids, collection blood stained disposable material, equipment and body fluids.

These items will be contained in clearly marked contaminated waste bins. All contaminated waste will be collected, contained, stored and disposed of in accordance with OH & S requirements and environmental guidelines.

The Doping Control Program has introduced procedures and equipment, which minimize the potential of Doping Control staff or competitors being infected by contaminated waste.

5.6 Management of Incidents involving unidentified substances

The management of incidents involving unidentified substances is based on the principle that such incidents have the potential to disrupt competition and impact on the image of the Games and therefore require immediate action to mitigate these potential impacts, pending more rigorous enquiry.

Unidentified substances refer to those substances that are suspected to be illicit and/or banned. In the event that you discover unidentified substance within an Olympic venue, including official training and accommodation venues, it is imperative that it is reported to the Lead DCO. The Lead DCO is required to report it to Security and the Command Centre immediately.

Importantly the unidentified substance must be isolated and not tampered with. Security will then attend, secure the substance and make an initial assessment of the situation. If it is confirmed that the substance meets the criteria of an unidentified substance, security will notify Venue management, the Doping Control Command Centre, the relevant Competition Manager and space owner. A group of representatives from Functional Areas will then form an Assessment Team to decide further action.

5.7 Conflict resolution

It is useful to note that problems can often be averted by watching for signs of dissatisfaction and dealing with them before they turn into complaints, problems or conflicts. Problems commonly occur as a result of unmet needs.

Behaviors and response which could from unmet needs can include:

- Confusion
- Indifference

- Dissatisfaction
- Frustration
- Anxiety
- Anger
- Resentment

The reasons for these behaviors can range from tiredness, being given wrong information, or the situation being similar to a prior experience they have had, to feeling that they are not being listened to or being treated badly. Alternatively the behaviors could be due to the influence of alcohol, drugs, stress, or being hyped up due to competition.

In relation to the Doping Control environment our customers - the athlete's may demonstrate many of these behaviours. An athlete's most likely behaviours include - anxiety about providing a urine sample in front of a stranger, anger about being selected for Doping Control and frustration about the length of time the Doping Control process may involve.

It is important to be aware of the signs of conflict so that you can test your perceptions, and prepare to handle the situation. In most cases conflict occurs in three stages:

- The event acts as a trigger
- There is confrontation
- There is an outcome

Difficult situations soon escalate into conflict if communication is poor, the real cause of the problem is not addressed, an unsatisfactory solution is suggested, or feelings are not properly handled. The keys to effectively handling difficult situation are:

- Be proactive - watch for signs of discontentment before they turn into problems.
- Keep calm - test your perceptions.
- Thanks the customer - thank them for bringing the problem to your attention. Take the sting out of the complaint by welcoming the customer's comments.

- Active listening - listen carefully indicating full attention and concern. Use soft quiet tones, and allow the customer to express and clarify their perception of the problem without judgment. Never argue or disagree.
- Restate the problem - check for understanding (gain agreement on your understanding of what the customer has said)
- Decide what to do and take action - agree with the customer on a course of action and take it promptly - if it is outside your area of responsibility , get help.
- Follow up the results - follow up to ensure that the problem was solved. Complete all necessary paperwork.

The Doping Control program. In conjunction with the IOA Medical Commission, have attempted to eliminate athlete's and sport's and procedures. The Doping Control program have also implemented a comprehensive theory and practical training program for all Doping Control volunteers to ensure that the information and procedures demonstrated to athlete's are in accordance with these procedures.

Don't take it personally, and keep in mind that this is a problem situation, rather than a problem person.

5.8 National /Area records

The lead DCO is to be informed is either a competitor or a representative from a State Olympic Association/State Association requests a Doping Control test to verify a National record. The SOA/SSA is responsible for payment of the test before analysis of the sample commences. The lead DCO is to complete the Record Request for Doping Control Analysis. All normal Doping Control procedures are then put in place.

5.9 Language Services

Language Services provides a team of language Specialists at all competition venues Accommodations places and the Games Village. The role of the Language Specialist is to help Doping Control staff communicate with competitors and officials. They do not participate in conversation except to transfer your words into another language.

Tips for communicating through language Specialists

- Allow the Language Specialist time to introduce him/herself to you and the non-English speaker;

- Look at and speak directly to the person you want to communicate with and not the Language Specialist;
- Pause regularly to allow the Language Specialist time to convey the message;
- Keep questions simple and break them into parts if necessary
- Do not be surprised if it takes longer to convey the message into another language;
- If you turn to speak to another staff member, excluding the non-English speaker, explain the reasons;
- Avoid using sayings, acronyms, colloquialisms or any other terminology;

Language Specialists play an important role in the Doping Control process and wherever possible the Venue language Services manager has planned sufficient language specialist staff to accommodate Doping Control needs.

Language Specialist are expected to only translate what is being said and to respect the confidentiality of the Doping Control process. If you have any concern about a Language Specialist please speak to the Lead DCO.

SECTION 6

Doping Control Team Roles, Responsibilities and Checklists

6.1 IOA Medical Commission Representative.

The IOA Medical Commission (MC) is responsible for the Doping Control program. Within the venue the IOA MC Representative is responsible for overseeing the Doping Control operations from selections through to the transportation of samples and paperwork.

There are a number of temporary IOA MC representatives appointed to assist the IOA MC in overseeing operations. For out of competition testing the Doping Control Officer will also act as the IOA MC representative.

The IOA Medical Commission meets every evening at a pre determined time by its Chairman During the Games to discuss issues relating to the Games Medical and Doping Control programs, and in particular to conduct any necessary hearings for competitors who have returned a positive test result.

6.2 National Federation Representatives

The primary roles of the National Federation Representatives include the participation in the random selection process and representing their sports interest in the Doping Control process within the Station.

6.3 Lead Doping Control Officer (Lead DCO)

The Lead DCO will manage and coordinate the Doping Control process within the Station and be responsible for the management of the Doping Control venue staff.

The Lead DCO is responsible to the NGOC/National level competition Operations Manager.

The Lead DCO is responsible for:

- 1) Implementing the Doping Control program in accordance with relevant IOA and NGOC policies, test plans and operational guidelines and ensure the safe chain of custody of sample throughout the Notification, Sample Collection and Transportation process.
- 2) Liaising with the IOA Medical commission Representatives and National Federation representative/s.
- 3) Leading and managing the Doping Control team in terms of briefing the team on the daily Doping Control test requirements, volunteer attendance, allocation to task/s, performance, and staff break/s.
- 4) Managing the operational standard and security of the Doping Control station including the security of the competitors, Doping Control equipment, paperwork and sealed drinks. (The Lead DCO will retain possession of one of the three (3) keys for the Station)
- 5) Managing the movement of competitors from the Waiting Room to the Processing Room/s.
- 6) Preparing, in conjunction with the IOA Medical commission Representative, samples and paperwork for transportation and communication to the SAI Drug Testing Laboratory, IOA MC Representative and the Doping Control Command Centre.
- 7) Organizing, at the request of the IOA MC Representative the transfer of a competitor who has not completed the Doping Control process

any necessary staff, to the Polyclinic.

- 8) Reporting to the Doping Control command Centre in relation to priority issues and completing the Doping Control Report form.
- 9) Managing the confidential document within the Station.

Lead Doping Control Officer (Lead DCO) Daily Checklist

Step 1 Selection (and setup)

- Check Venue Reference Manual (refer to the Doping Control protocol, Sport Test Plan and Sport Competition Schedule) to confirm daily test numbers, test distribution (ie number of medallists and number of randoms) and random selection method (ie who is involved, timing and location of selections);
- Confirm with IOA MC representative and NSF representative (if present) - total test numbers, test distribution and selection method;
- Conduct random selections with IOA MC representative and NSF representative (if present);
- Record daily selections (ie medallists and randoms) on daily competition schedule and instruct Venue Coordinator to make designated number of copies for the Doping Control team.
- Discuss daily Doping Control selections with Escort Coordinator and instruct Escort Coordinator to prepare appropriate number of Doping Control Notification forms.
- Inform Escort Coordinator of any random selections to be conducted at the FoP table.
- In conjunction with the IOA Medical Commission Representative conduct random selection of games (ie for team sports), approx. (2) days ahead;

Step 2 Notification and escorting competitor

- Confirm with Escort Coordinator that all competitors have been notified and escorted.
- Monitor Waiting room - competitor and staff activities.

- Introduce to competitors in Waiting Room and ask competitor to let you or Escort know when competitor's ready to pass a sample.
- Check that the Doping Control Notification form has been completed correctly including competitor details, time to notification, signatures and competitor has been provided with copy of Doping Control Notification form;
- Check whether the competitor has any further commitments (ie medal Ceremony, additional events etc) before commencing sample collection procedures;

Step 3 Sample Collection Process

- When competitor indicates he/she is ready to pass a sample the Lead DCO directs competitor to Processing room with allocated Doping Control Officer.
- Introduce competitor and competitor's Accompanying Person to Doping Control Officer. IOA MC representative, NSF representative (if applicable) and Independent Observer (if present).
- Escort competitor and competitor's Accompanying Person to Venue Coordinator to be sign out and return competitor accreditation. Competitor, Accompanying person's and Language Specialist Doping Control passes to be returned to Venue Coordinator upon signing out;

Step 4 Preparing samples and paperwork for Transport

- Inform Venue Coordinator to conduct the Transport Coordinator for sample pick up and the IOA MC representative pick up.
- Confirm the number of samples collected corresponds with the number planned in the Sport Test plan;
- With the IOA MC representative, check the Dope sample number against the combined Doping Control Notification and official record forms to ensure the Dope Sample numbers are correct;
- Place Dope Sample Kits into Security Transport Bag.
- Doping Control Laboratory Advice form - Box 1
- Record the following information on Doping Control Laboratory Advice form.

- Venue
- Sport
- Date
- Number of samples to be analyzed
- Doping Control laboratory Advice form - Box 2
- Sample numbers (printed clearly)
- Doping Control Laboratory Advice form - Box 3
- Sample analysis directions (exceptions only)

IOA Medications and prohibited Substances and Methods

Listed below are the sports which request additional substances to be analyzed.
There is no testing of additional substances for all other sports.

SPORT	ADDITIONAL SUBSTANCES
AQUATICS	Diving competitors will be tested for beta Blockers. Beta Blockers are prohibited by FINA for diving competitors only. The requirement to test diving competitors for Beta Blockers is included in the FINA Doping Control rules.
ARCHERY	The FITA may choose to test any athlete for alcohol. The level of alcohol that constitutes a doping offence as stated in the FITA regulations is 0.1 promille. Competitors will be tested for beta Blockers. Beta Blockers are prohibited by FITA for all competitors. The requirement to test for these additional substances is clearly outlined in the FITA Doping Control policy.
FOOTBALL	Alcohol- Alcohol is not a prohibited substance. Nonetheless, the degree of alcoholism can be checked in the breath or in the blood, i.e ethanol. Results may lead to sanctions. Beta-blockers- Football competitors will be tested for beta blockers. For the control of hypertension, cardiac arrhythmia's the prevention of angina pectoris and migraine attacks, a wide selection of other appropriate drugs are available. Due to the continuous use beta blockers in some sport disciplines which require little or no physical efforts, the FIFA Sports Medical Committee will consider whether or not to permit the use of beta blockers in certain cases. The competitor must obtain formal written permission for use of beta-blockers from the above-mentioned committee prior to the competition. The requirement to test these categories of substances is specified in the FIFA anti-doping regulations.
SAILING	During the Match Race section of the Soling Class, competitors in selected Helms will be tested for Beta Blockers. Beta Blockers are prohibited by ISFA for Helm competitors in Match Racing. Testing of helm competitors for Beta Blockers is clearly outlined in the ISAF Anti-Doping Policy.
SHOOTING	Competitors will be tested for Beta Blockers. Beta Blockers are prohibited by ISSF for all competitors. The requirement to test for beta Blockers is clearly outlined in the ISSF Anti-Doping Regulations.

IPC Medications and Prohibited Substances and Methods

Listed below are the sports, which request additional substances to be analyzed. There is no testing of additional substances for all other sports.

A. Alcohol

Where the rules of a responsible authority so provide, test will be conducted for ethanol: Archery: Alcohol testing may be performed on Archery competitors. The level of alcohol that constitutes a doping offence as stated in the FITA regulations is 0.1 promille.

B. Cannabinoids

As the responsible authority, the IPA has determined that tests will be conducted for cannabinoids (eg marijuana, Hashish) at the Paralympic Games. A concentration in urine of 11-nor-delta 9-tetrahydrocannabinol-9 carboxylic acid greater than 15 nanograms per milliliter constitutes doping.

C. Local anaesthetics

Notification of the use of injectable local anaesthetics is not required by the IPC.

D. Glucocorticosteroids

The systemic use of glucocorticosteroids is prohibited when administered orally, rectally, or by intravenous or intramuscular injection.

E. Beta- blockers

Where the rules of a responsible authority so provide, tests will be conducted for beta-blockers.

Archery: Samples collected from Archery competitors will also be tested for Beta Blockers.

Shooting: Samples collected from Shooting competitors will also be tested for Beta Blockers.

- Doping Control Laboratory Advice form - Box 4
- Time sealed
- Date sealed

- Seal number
- Name and signature Lead DCO
- Name and signature IOA MC representative
- White copy of the Doping Control Laboratory Advice form to be provided to the IOA MC representative.
- Yellow copy of the Doping Control Laboratory Advice form to be placed in the yellow envelope with yellow copies of the Doping Control Official record forms.
- Close Yellow (SAIDTL) envelope and place in Security Transport Bag.
- Fax green copy of Doping Control Laboratory Advice to SAIDTL and the Doping Control Command Centre. If fax machine not in Station, delay faxing Laboratory Advice form until transport form is complete and Courier has left.
- Store green copy of Doping Control Laboratory Advice form in the Green envelope and store in Station.
- Complete Doping Control Transport form - Box 1
- Venue
- Sport
- Date
- Transport Bag Seal number
- The final sections of the Transport Form will be completed after the courier has arrived for pick up.

Step 5 Transportation of Samples and paperwork

- Upon receipt of phone call from Courier, if there are samples already in the car, direct Venue Coordinator/other Doping Control Official to wait with courier car;
- After courier has arrived for pick up, complete the final sections of the Transport form.

- Doping Control Transport form Box - 1
- Venue departure time
- Doping Control Transport form Box 2
- Lead DCO name and signature
- IOA MC representative name and signature
- Courier name, Accreditation number and signature
- Place yellow copy of Doping Control Transport form in Security Transport Bag external window;
- Place white copy of Doping Control Transport form in the white IOA MC Administration envelope;
- Escort Courier with Transport Bag to courier car.
- Upon return to Station fax green copy of Doping Control Transport form to Command Centre;
- Place green copy in green envelope.
- Mark off use of specific Security Transport Bag seal on Record of Transport Bag Seal Distribution;
- Complete Doping Control report form and fax to Command Centre.

6.3 Doping Control Venue Coordinator (Venue Coordinator)

The Venue Coordinator will manage the set up and maintenance of the Station and ensure all aspects of the Station runs smoothly. The Venue Coordinator will be responsible for the venue being opened at the required times and the checking in and out of doping control staff and competitor's their Accompanying person and other accredited person.

The Venue Coordinator will be responsible for:

1. Opening and locking the Station at required times. The Venue Coordinator will retain possession of one of the three (3) keys for the station.
2. Organizing the services (eg cleaning and catering etc.) and equipment

(eg to ensure the Station is ready for operations).

3. Overseeing the security of the Station, including the doping control equipment and paperwork.
4. Monitoring the adequate supply of Doping Control supplies to ensure effective Doping Control operations.
5. Monitoring the check in and out of the Doping Control volunteers.
6. Communicating with the Command Centre to organize additional Doping Control volunteers.
7. Perform the Station sign in and out responsibilities for competitor's Accompanying person and other accredited personnel.
8. Organizing the transportation of competitors delayed by Doping Control commitments.
9. Organizing the transportation of competitors to polyclinic if required.
10. Coordinating the courier transit of sealed samples to the SAIDTL and the IOA MC Representatives to their accommodation.

Doping Control Venue Coordinator (Venue coordinator) Daily Checklist

Step 1 Selection (and setup)

- In conjunction with the Lead DCO and Venue Manager, manage the Station's keys.
- Open and close Station each day of operation.
- Prepare Doping Control station for operation - collect radio's, organize for Station to be cleaned and tidy, waste removed, drinks restocked and prepare Station's Processing Room.
- Attend Venue team meetings and discuss issues and outcomes with Lead DCO;
- Check Dope sample kit Distribution Form to ensure appropriate number of Dope sample kits are available;
- Confirm with Lead DCO daily test numbers and check appropriate amount of equipment and paperwork available;
- Update Lead DCO - Status of Doping Control team daily check in, Doping

- Control equipment and paperwork stock levels;
- Collect Start lists;
- Provide Doping Control Pass to Doping Control staff and other approved persons at check in

Sample collection Equipment

- *Dope sample kits (Minimum of 3 per test)*
- *Collection Vessels Minimum of 3 per tests)*
- *Clinical Barrier Sheets*
- *PH strips*
- *Refractometer - calibrated to 1.000 daily*
- *Pipettes*
- *Disposable gloves*
- *Security Transport Bag with seals*
- *Dope Sample kits (Minimum of 3 per test)*

Paperwork

- *Doping Control Notification forms*
- *Doping Control Official Record forms*
- *Doping Control Laboratory Advice forms*
- *Doping Control Transport forms*
- *Doping Control Report forms*
- *Doping Control Station Sign In/Out forms*
- *Record of Dope Sample kit Distribution form*
- *Doping Control Envelopes - White x 2, Blue, yellow and green*
- *Record of Transport Bag Seal form*

Associated Equipment

- *Carry Bags*
- *Scissors Clip Boards*
- *Pens*
- *Stapler, sticky tape*
- *Doping Control Selection cards*
- *Doping Control Pass*
- *Venue Reference Manual*
- *Staff Schedule*
- *In trays*
- *Radio Call Cards*
- *Notepads*
- *Contaminated Waste Bin*
- *Blue Tak*
- *Alcohol wipes*
- *Hand towels*
- *Confirm with lead DCO daily test numbers and check appropriate amount of equipment and paperwork available;*
- *Update lead DCO - status of doping control team check in, Doping Control equipment and paperwork stock levels;*

Step 2 Notifications and Escorting Competitor

- ***Receive Star/Result sheets;***
- ***Manage request by any person without Doping Control Pass who wishes to enter Station;***
- *Collect folder from Escort and record competitor, competitors Accompanying Person (if present) and Language Specialist on Station Sign In/Out form;*

- *Distribute Doping Control Pass to competitor, competitor's Accompanying person and Language Specialist and direct into Waiting Room.*
- *Provide Lead DCO with folders;*
- *Observe competitor/s activities and ensure Station is kept secure;*
- *Dispose of opened drinks left by competitors.*
- *Report any unusual/suspicious behavior of Lead DCO immediately;*

Step 4 Preparing samples and paperwork for transport

Contact Transport Coordinator to arrange for sample pick up and IOA MC representative pick up; Inform lead DCO when Sample Courier has arrived for sample pick up and the driver arrived for the IOA MC representative pick up;

6.5 Doping Control Technical Officer/Doping control Medical Officer (Doping Control Officer)

The DCO will witness the provision of the urine sample by the competitor, direct the competitor through the sealing process and ensure that the Doping control forms are completed correctly.

The DCO is responsible to the Lead DCO:

The DCO is responsible for:

1. Communicating to the competitor and the competitor's Accompanying person the requirements for the provision of a suitable urine sample and the sample sealing and document procedure.
2. Perform the sample witnessing procedures.
3. Perform the sample collection procedures in accordance with the relevant IOA Doping Control policies and NGOC Operational Guidelines.
4. Directing and supervising the competitor through the sample sealing and documentation procedure.
5. checking with the competitor, competitor's Accompanying Person, IOA Medical commission Representative and National Federation Representative (if present) that the Doping Control Official Record form is completed correctly.

6. Reporting to the Lead DCO ANY ISSUES related to the sample provision and sealing and documentation procedure.

Doping Control Technical/Medical officer (Doping Control Officer) Daily Checklist

Step 3 Sample Collection Process

- Re check that the Doping Control Notification form has been completed accurately, including competitor details, time of notification, signatures and competitor has been provided with copy of Doping Control Notification form (pink);
- Doping Control Official record form - Box 1 ;
- Confirm competitor information against competitor's accreditation and Doping Control Notification form:
- Record details on Doping Control Official Record form - Box 1:
- Surname and first name
- Country code
- Accreditation number
- Sport
- Gender
- Sample Collection procedures overview
- Ask competitor if he/she is ready to provide a sample;
- Yes, proceed following instruction below
- No, competitor escorted to waiting room to continue hydration
- Explain to competitor the following sample collection requirements:
- Witnessed urine sample provision (by same gender)
- Minimum 75 ml, more urine is preferable
- Competitor and Doping Control Officer only people allowed in toilet facility, unless disability requires assistan-competitor required to position him/herself

- to ensure that Doping Control Officer can view urine leaving body and entering the collection vessel;
- Clothing to be adjusted/removed to ensure witnessing can be verified (ie pants to knees, shirt sleeve to elbows and shirt up to upper chest)
- Female competitors: stand above toilet seat, or squat of toilet
- Male competitors: stand to side of toilet or side of urinal
- Competitor to put collection vessel lid on before dressing
- Competitor to retain control and visual contact with collection vessel at all times
- Competitor informed that Doping Control Officer required to maintain visual contact of collection vessel and competitor from processing room to toilet and then from the toilet to processing room.
- Ask competitor if he/she has any question/concern;
- Instruct competitor to select a Collection Vessel for sample provision:
- Instruct competitor to remove collection vessel from plastic wrapper and check if collection vessel has any cracks/broken or dirty. If competitor has concerns instruct competitor to reselect a new collection vessel;
- Escort competitor to toilet;
- Witness competitor provide urine sample and maintain visual contact with sample and competitor from toilet to processing room by walking beside or behind competitor with collection vessel in full view of both Doping Control officer and competitor;
- Doping Control Officer to inform the Lead DCO immediately of any suspicious behavior (eg competitor using unusual body actions to provide sample) or devices located on competitor during sample provision;
- If competitor is not ready to provide sample, competitor is instructed to instruct to continue hydration and/or relaxation in the Waiting Room.

Urine Provided

- Instruct competitor to place collection vessel onto clinical barrier sheet;

- Doping Control Official Record form - Box 2 and Box 3
- Check quantity of urine collected (ie 75 ml)
- If insufficient sample (ie less than 74ml) go to Partial Sample Procedure
- If sufficient sample (ie equal to or greater than 75 ml) proceed as follows
- Doping Control Officer to record the following on the Doping Control Official Record form;
 - Time sample collected
 - Date sample collected
 - Witnessing DCO name and signature
- Instruct competitor to select Dope sample kit from selection
- Instruct competitors to check that Dope sample kit seal has not been broken or removed.
- Instruct competitor to remove tamper evident tape from dope sample container;
- Instruct competitor to lift clear tape and open lid, remove the Dope Sample bottles and stickers;
- Instruct competitor to check that the Dope Sample kit numbers are the same;
- Instruct competitor to check that Dope Sample bottle seals has not been broken or removed;
- Instruct competitor to remove tamper evident tape plastic wrapper;
- Visually check the Dope Sample bottle for the following;
 - Black stopper, located in top of lid
 - Grey foam, check foam is intact;
 - White teeth, located near base of lid, check teeth are intact
- Instruct competitor to remove red rings from A and B bottles;
- Instruct competitor to pour 50ml into A bottle and if more than 75 ml urine continue pouring to maximum 100 ml (ridge below neck of bottle);

- Instruct competitor to pour 25 ml into B bottle and if more than 75 ml urine continue pouring to maximum 100ml (ridge below neck of bottle);
- Instruct competitor to leave approximately 1 ml in collection vessel to conduct preliminary tests;
- Instruct competitor to seal A and B bottles by pushing lid downwards and in a clockwise direction, continue turning, until anticlockwise movement not possible and grey foam is very flat;
- Instruct competitor to turn bottle upside down - ensure no leakage
- Record Dope Sample bottle number.
- Inform competitor that samples are now sealed;
- Puts gloves on, check that a and b lids are sealed;
- Explain purpose of pH (5-7) and specific gravity (1.005) - preliminary tests;
- Use pipette to extract urine from collection vessel and place on appropriate section of pH strip, lay across collection vessel - wait approx. 60 seconds;
- Place a droplet of urine on clean refractomete prism, close glass lid and identify reading;
- Check pH and Specific Gravity readings;
- Remove and dispose of all contaminated material from the table to Contaminated Waste Bin beside table. Clean prism of refractometer - leave open, and pH box;
- Remove and dispose of gloves;
- Record pH and SG on Doping Control Official Record form;
- Doping Control Official record form - Box 4
- Ask competitor to declare any medications/substances and nutritional supplements taken in last 3 days;
- Record following medication details;
 - Name of medication
 - Date last taken

- Dosage
 - Record nil if competitor does not declare any medications/substances.
 - Doping Control Official Record form - check
 - DCO to guide competitor and representatives through form prior to signing.
- The following information needs to be checked;
- Box 1
 - Surname, first name
 - Country
 - Accreditation Number
 - Sport
 - Gender
 - Box 2 (only used if partial sample provide)
 - Box 3
 - Time sample collected
 - Date
 - Witnessing DCO name and signature
 - Sample code number
 - PH and specific gravity
 - Box 4
 - Name of medication
 - Date last taken
 - Dosage
 - Competitor directed to place A and B Dope Sample Bottles into Dope Container and close lid.
 - Inform competitor that security of sample is based around the permanent locking

device within the lid, the container is designed as transport container only and that all Dope Sample containers will be delivered to the laboratory in a Security Transport Bag;

- Doping Control Official Record - Box 5
- Competitor is asked if he/she identified any irregularities or procedural deviations in the sample collection procedure;
- Yes instruct competitor to explain concern and competitor to record details they want
- No Doping Control Officer records nil and then want it recorded the DCO to record details.
- Doping Control Official Record form - Signatures
- Instruct the competitor, and competitor's Accompanying Person to read declaration and sign on relevant line;
- Signature competitor
- Signature accompanying person
- Signature IF representative
- Name and signature of DCO
- Name and Signature IOA MC representative
- Provide competitor with pink copy of Doping Control Official Record form and explain where the other copies are sent;
- White copy : IOA MC representative
- Blue copy : IOA MC representative
- Yellow copy: SAI Drug Testing Laboratory (SAIDTL)
- Competitor shown that SAIDTL does not have a full copy of the form and the competitors identity is unknown to them;
- Provide competitor with overview of result Management Process;
- Urine samples will be couriered to IOA Laboratory

- Analytical test results will be sent to the Chairman of IOA MC within 24-48 hours receipt at SAIDTL
- Ask competitor if he/she has any question;
- Thank competitor for their cooperation;
- Doping Control Officer to inform Lead DCO that competitor has complete procedure;
- Place sealed samples into locked Refrigerator, locked cupboard or Security Transport bag;
- Doping Control Officer to clean and prepare processing room in preparation for next competitor;
- Put on gloves and dispose of any debris on table into contaminated waste bin;
- Wipe table, pen, refractometer shell, pH container with alcohol wipes;
- Remove gloves, wash hands with pH neutral and antiseptic soap;
- Prepare Processing table for next competitor;

Partial Sample Procedure

Reconfirm Doping Control notification form is correct, confirm competitor information, communicate and conduct sample witnessing and procedures overview to competitor;

Inform competitor that the minimum amount of urine has not been provided and that the urine will be temporarily secured until the competitor can provide additional urine to the total of 75 ml. This will be secured by using the Partial Sample Procedure;

Doping Control Official Record form - box 2

Doping Control Officer to record the following information on Doping Control Official Record form;

- Time sample collected
- Date
- Signature of Witnessing DCO
- Total volume

- Instruct competitor to select Dope sample Kit and check the following:
 - Tamper Evidence of Dope Sample kit and bottles
 - Identical Dope Sample Kit Numbers
 - Standard of Equipment
- Instruct competitors to check that Dope Sample Kit seal has not been broken or removed.
- Instruct competitor to remove tamper evident tape from Dope Sample Container;
- Instruct competitor to lift clear tape and open lid, remove the Dope Sample bottles;
- Instruct competitor to check that the Dope Sample kit numbers (ie dope sample container and dope Sample bottle and lid numbers) are the same;
- Instruct competitor to check that Dope Sample bottle seals(ie white inner tamper evident tape) has not been broken or removed;
- **Instruct competitor to return 'B' Dope Sample bottle into Dope Sample Container;**
- Instruct competitor to break tamper evident tape (ie white) from 'A' bottle plastic wrapper and leave red ring on neck of bottle;
- Instruct competitor to select Partial Sample Kit and check for the following:
 - One stopper
 - One tamper evident seal (ie uniquely numbered blue tamper evident tape)
- Instruct competitor to pour all of the urine into A bottle;
- Instruct competitor to insert 'white stopper' into the 'A' bottle (ensure red ring is on bottle) and place lid on bottle;
- Instruct competitor to turn bottle upside down - ensure no leakage;
- Competitor to place A bottle into the Dope Sample Container, close Dope Sample Container lid and seal container with partial Kit seal (ie blue tamper evident tape);

- Doping control Officer to record the following information on Doping control Officer Record form;
- Sample Code No (ie Dope Sample number)
- Partial Seal No (ie Partial Sample Kit seal number)
- Doping Control Officer to check the information recorded on the Doping Control Official Record form prior to competitor and Doping Control Officer signing;
- Instruct competitor to record their signature on Doping Control officer Record form;
- Doping Control Officer to record their signature on the Doping Control Official Record form;
- Instruct competitor to return to Waiting Room with the Dope Sample Container.
- Instruct Escort to maintain careful observation of competitor and Dope Sample Containers,
- If competitor leaves the Station, for any reason, the Dope Sample Container will be locked refrigerator or other secure storage;
- Doping Control Official Record form to be stored in the locked cupboard within the Processing Room;
- When competitor indicates he/she is ready to pass additional sample the Lead DCO directs competitors into Processing Room;
- Doping Control Officer witnesses sample provision in accordance with sample collection procedure and returns to Processing room with competitor;
- Doping Control Officer and competitor to verify Partial sample Kit integrity by checking the partial Kit seal number on the Dope Sample is identical to that recorded on the Doping Control Official Record form;
- Instruct competitor to break partial seal and check Dope Sample bottles and lids have the same numbers;
- Instruct competitor to remove 'S' bottle stopper and red ring and pour the sample into the collection vessel to mix with new sample;
- Measure new volume of urine;

If at least 75 mls

- Doping Control Officer to advise competitor that the minimum urine volume requirements has been provided and continue handling as a complete sample;

If less than 75 mls

- Continue Partial Sample procedure as documented above until minimum volume of urine provided.

6.6- Doping Control Escort Coordinator (Escort Coordinator)

The Escort Coordinator is responsible for organizing the implementation of the notification procedure and supervising the activities of the Doping Control Escort (Escorts).

The Escort Coordinator is responsible to the Lead DCO.

The Escort Coordinator is responsible for:

- 1) Overseeing the implementation of the notification procedure according to the selection process communicated by the Lead DCO.
- 2) Preparing the Doping Control Notification forms and coordinating the preparation of carry bags, sealed drinks and radio distribution to all Escorts.
- 3) Briefing Escorts of the selection and notification requirements.
- 4) Delegating notification responsibilities to Escort's providing performance feedback and managing the Escorts breaks.
- 5) Managing notification process on the FoP, including the organization of other functional area support (eg Language Services) that assist in the Doping Control process.
- 6) Liaising and conducting random selection process (id application) with the IOA Medical Commission and National Federation representatives at the FoP table.
- 7) Evaluating FoP procedures, including flow for Escorts competitors and medal ceremony position and discuss with the Lead DCO.

Doping Control Escort Coordinator (Escort Coordinator) -m Daily checklist.

Step 1 Selection (and set up)

- Confirm with Lead DCO daily Sport Test plan against Sport Competition

Schedule and Start List;

- Prepare appropriate number of Doping Control Notification forms;
- Confirm with Lead DCO any random selection, including random selection method, who's involved and timing and location of random selection to be conducted at the FoP table;
- Confirm with Language Services manager the Language Specialists in attendance for the event and the process for Accreditation Pass collection with relevant sport official;

Step 2 Notification and escorting the competitor

- Check venue reference manual (refer Event Plan) to verify the location of verbal and written notification;
- Check with Venue Coordinator that all Escorts have been checked in, received Doping Control Pass and are appropriately dressed;
- Brief Escorts of the following notification and escorting the competitor information;
 - Sport Test Plan & Start List
 - Daily Sport Test Plan and the specific event/s, refer to Start List, the Escort is required for;
 - DCE role
 - Notify competitor of his/her Doping Control selection, complete Doping Control Notification form and escorting competitor to Station;
 - Notification - Competitor information
 - Competitor required to read and sign Doping Control Notification form;
 - Competitor required to check into Station within one hour of being notified;
 - Competitor required to be accompanied by Escort until sample collection process is completed;
 - Escorting competitor requirements

Before reporting to Station the competitor may:

- Arrange for one Accompanying person, from their National Olympic Team (eg Coach, team Doctor etc) to accompany or meet them at the Station
- Receive necessary medical attention
- Attend a Medal Ceremony
- Fulfill media commitments
- Complete in further events where applicable
- Complete a current training session
- Perform a warm down
- Consume sealed water/other drinks provided by the Escort
- Consume food and other drinks but at competitor's own risk
- Shower - where believed necessary for safety reasons
- Doping Control Notification form
- Clarify the information that needs to be recorded on the Doping Control Notification form
- Notification preparation/operations
- Clarify Escort positioning (eg Escort Waiting room, location of verbal and written notification etc)
- Likely language requirements
- Organization of sealed drinks and carry bags
- Distribution of radios
- Staff code of conduct
- Remind Escorts that no autographs, photographs or exchange of pins permitted whilst performing Doping Control duties;
- Discuss with Lead DCO the likely meal break opportunities and inform Escort;
- Distribute folders and carry bags to Escorts and direct them to position;
- Collect competitor's Games Accreditation pass from relevant official; (if

- applicable)
- Confirm radio communication and call sign numbers with Escorts;
- Assume position on FoP table at least 15 minutes prior to competition commencement;
- Monitor position and distribute folder with Accreditation (if applicable) to Escorts;
- Confirm notification conducted and completed with Escorts;
- Resolve notification and escorting competitor issues where possible;
- Return unrequited Games accreditation passes to relevant official;
- Organize Language Specialist where required;
- Ensure Escorts are relieved for their breaks;
- Inform Escorts when their duties have been completed and conduct debrief;
- Confirm shift times for next day;

Step 3 Sample Collection Process

After the Lead DCO has confirmed that the Escorts are no longer required, debrief and confirm shift times for next of work;

Discuss any operational or staffing issue with the lead DCO.

6.7 Doping Control Escort (Escort)

Escorts are responsible for notifying the selected competitor, and accompanying the competitor until he/she reports into the Doping Control Station.

The Escort is responsible to the Escort Coordinator.

The Escort is responsible for:

- 1) Gaining an understanding of the selection requirement and the location within the venue of where notification (ie verbal and written will occur and knowing where the competitor is likely to go in the post competition period (eg Press Conference, Medal Ceremonies marshalling point etc).
- 2) Notifying assigned competitor of his/her selection (I verbal and written) in

accordance with the IOA policies and NGOC/NLC operation guidelines.

- 3) Briefing competitor of notification requirements and responsibilities, including the interaction with Language Specialists.
- 4) Maintaining visual contact with the competitor at all times and remaining in close proximity to the competitor until he/she reports to the Doping Control Station.
- 5) Escorting the competitor within the Doping Control Waiting Room if requested by the Lead DCO.
- 6) Reporting any notification problems to the Escort Coordinator.

Doping Control Escort Coordinator (Escort Coordinator) - Daily checklist.

Step 2 Notification and escorting the competitor

- Attend briefing with Escort Coordinator to clarify the following information;
- Sport test plan
- Specific event/s the Escort is required to notify;
 - Notification - Competitor information;
 - Competitor required to read and sign Doping Control Notification form;
 - Competitor required to check into Station within one hour of being notified;
 - Competitor required to be accompanied by Escort until sample collection process is completed;
- Escorting competitor requirements

Before reporting to Station the competitor may:

- Arrange for one Accompanying person, from their National Olympic Team (eg Coach, team Doctor etc) to accompany or meet them at the Station
- Receive necessary medical attention
- Attend a Medal Ceremony
- Fulfill media commitments
- Complete in further events where applicable

- Complete a current training session
- Perform a warm down
- Doping Control Notification form
- Clarify the information that needs to be recorded on the Doping Control Notification form
- Notification preparation/operations
 - Clarify Escort positioning (eg Escort Waiting room, location of verbal and written notification etc)
 - Likely language requirements
 - Collect sealed drinks and carry bags
 - Confirm radio call sign and test radio communication
- Staff code of conduct
- No autographs, photo or exchange of pins permitted whilst performing Doping Control duties;
- Confirm when meal break is likely to occur;
- Monitor competition collect folder from Escort Coordinator just before end of event, with Accreditation (if applicable) and move to notification position;
- Confirm competitor identify against Games Accreditation Pass or other photo ID accreditation;
- Inform Escort coordinator if language assistance is required;
- Notify competitor of Doping Control selection and request competitor to read and sign Doping Control Notification form;
- Sign Doping control Notification form;
- Provide competitor with pink copy of doping control Notification form;
- Confirm with Escort Coordinator when notification completed;
- Inform Escort Coordinator of any notification issues unable to resolve;
- Observe competitor when accompanying him/her and report any unusual

behavior to Escort Coordinator immediately;

- If the competitor is involved in a Medal ceremony and/or Media Conference, assist the competitor in finding out when Ceremony/Conference is to take place by contacting medal Ceremonies Escort Supervisor/media. Depending on the time of ceremony/Conference and the competitor's need to urinate, accompanying the competitor to Medal Ceremony/Media or go straight to the Station. Inform Lead DCO of the competitor's requirements and seek his/her agreement;
- Station - Competitor sign In/Out
- Check competitor and competitor's Accompanying person into Station. Hand over folder and competitor's Accreditation to Venue Coordinator;
- If requested by Lead DCO, escort and supervise competitor's in the Station's Waiting Room;
- Inform lead DCO when a competitor is ready to provide a urine sample;
- Clarify with Escort Coordinator whether you are required to undertake other notification or Doping control activities or your duties are finished;

Step 5 Transportation of Samples and Paperwork

Sample Courier

- Upon arrival at venue Courier contacts lead DCO and informs if there already sample in the car;
- Courier arrives at Station to pick up Security Transport Bag;
- Check details of Doping Control Transport form, particularly Security Transport Bag seal number and record name, accreditation number and sign relevant section of form;
- Place yellow copy of Doping control Transport form in Transport Bag external window;

Glossary

ACCOMPANYING PERSON: A Person, being a member of the competitor's delegation (e.g. team coach, a physician or a team-mate) or such other person as approved by NGOC, who accompanies the competitor to the Doping Control Station

for the sample collection process.

DOPE SAMPLE BOTTLE: The urine sample collection bottle which is sealed by using a one-way closing system of the lid of the bottle. The bottle will be marked either 'A' or 'B'.

DOPE SAMPLE CONTAINER: The white Styrofoam box containing the A and B Dope Sample Bottle.

DOPE SAMPLE KIT: A urine sample collection kit, which consists of one 'A' and 'B' Dope Sample Bottle, each with same unique code as the kit.

COLLECTION VESSEL: A disposable collection vessel (contained in a plastic bag) into which the competitor provides the urine sample.

COURIER: A person responsible for transporting the samples from the venues to the Doping control Laboratory.

DOPING CONTROL COMMAND CENTRE: The center from which NGOC/NCOC will manage the Doping Control operations during the Games Championship. It is currently intended that this center will be located at an appropriate decided by the organizers.

DOPING CONTROL ESCORT COORDINATOR: A person responsible for the management of Escorts.

DOPING CONTROL NOTIFICATION: A form used for keeping a record of the notification procedure. The Doping control Notification consists of one original and two copies. The original and a copy are given to the chairman of the IOA MC and a copy is given to the competitor.

DOPING CONTROL OFFICIAL RECORD: A form used for keeping a record of the sample collection procedure and sample number. The Doping Control Official Record consists of one original form and three copies. The original and a copy are given to the chairman of the IOA MC. The competitor is given a copy and one copy is sent to the Laboratory with the sample. The copy sent to the Laboratory does not contain any information that can identify the specific competitor.

DOPING CONTROL OFFICER: A person who conducts the sample collection procedure with the competitor. The Doping control Officer takes instruction from the Lead Doping Control Officer.

DOPING CONTROL PASS: A Doping Control specific security pass which is distributed to competitors, their Accompanying person and other authorized people to provide entry into the Doping Control Station.

DOPING CONTROL STATION: Area of restricted access for collection of Doping control sample. In the case of competition testing, the station will comprise a waiting room, one or more toilets and one or more Sample Processing Room. If there is blood sampling carried out, the station will also comprise one or more Venipuncture Areas. In the case of out-of-competition testing, the station will be any facility appropriate for collection of samples.

DOPING CONTROL TRANSPORT FORM: A form used to record the chain of custody of the Security Transport Bag containing the collection samples.

DOPING OFFENCE: Any case of Doping, Trafficking (as defined in the Olympic Movement anti-doping Code) or other activities, which are subject to a sanction under Chapter II of the Olympic Movement anti-Doping Code.

For the purposes of this definition, the reference in Chapter II of the Olympic Movement anti-Doping Code to refusal to undergo any test contemplated in this Code” is deemed to include a failure to comply with the Doping Control procedures in this Olympic Movement anti-Doping Code.

Further, a doping Offence will include any:

- (a) Aiding, abetting, counseling or procuring;
- (b) inducing (whether by threats or promises or otherwise);
- (c) being in any way, whether directly or indirectly, concerned in, or party to; or
- (d) conspiring with any other person to effect, in respect of any of the conduct in this definition.

ESCORT: a person appointed by NGOC/NCOC who is responsible for notifying the competitor of his/her selection for Doping Control. This person will also accompany the competitor and watch him or her continuously until he/she reaches the Doping Control Station. A number of Escorts may also watch the competitors within the Doping Control Station. The Escorts take instructions from the Doping Control Escort Coordinator and Lead Doping Control Officer.

INVESTIGATIVE SUBCOMMITTEE: The members of the IOA MC appointed

by the chairman of the IOA MC under paragraph 6.2 above to investigate Positive Test results and unusual test Results.

IOA MC: Such of the members IOA Medical Commission as are involved in management of the issue of Doping Control and in particular the result management process for the Olympic games, including:

- (a) The Chairman of the IOA Medical Commission;
- (b) Medical Director of the IOA Medical Commission;
- (c) The Doping control representatives of NGOC, The National Federations and the IOA Athletes Commission;
- (d) IOA members of the IOA Medical commission;
- (e) The members of the Doping and Biochemistry of Sport subcommission and the Sports Medicine and Coordination with the NGOC sub commission;
- (f)

IOA MC REPRESENTATIVE: A person appointed by the chairman of the IOA MC to supervise the sample collection procedure and ensure that it is carried out according to the Olympic Movement anti Doping Code. In the case of out-of-competition testing, the IOA MC representative may be a Doping Control Officer and in such cases, where forms require the signature of the IOA MC and the Doping Control officer, one signature of a doping control Officer will suffice.

LABORATORY: Relevant IOC accredited laboratory.

LABORATORY ADVICE FORM: a form used to record the sample collection details for the Laboratory.

LEAD DOPING CONTROL OFFICER: A Doping Control Officer who is responsible for the management of the Doping Control Station. This officer is answerable to the IOA MC Representative in the Doping Control Station and the NGOC Doping Control Programme Manager.

PARTIAL SAMPLE KIT: The partial sample kit used for temporary storage of the urine when the total urine volume produced by the competitor is less than the requested quantity of 75ml, consists of a Dope Sample Bottle stopper and 1 uniquely numbered piece of tamper evident tape.

POSITIVE TEST RESULT: A laboratory analytical result, in relation to a competitor's sample that:

- (a) Reveals the presence of a substance or a metabolite of the prohibited substance in the sample or the use of a doping method by the competitor, being a substance or doping method that is:
- (b) Including in the list of prohibited classes of substances and prohibited methods set out in Appendix A of the Olympic Movement Anti-doping Code, as amended from time to time; and
- (c) In the case of substances in Part III of the list, the substance or method is prohibited or restricted for that sport: and
- (d) If that list sets out a permitted level in relation to that substance or doping method in relation to that sport, reveals that the permitted level has been exceeded.

SAMPLE PROCESSING ROOM: An area within the Doping Control Station where the sample collection procedures are conducted (except the provision of the urine which occurs in the toilet cubicle.)

SECURITY TRANSPORT BAG: a bag into which the Dope Sample Kits for urine sample and the Security Containers for blood samples are placed for transportation to the laboratory. It is sealed with a uniquely numbered seal (provided by the IOA MC representative)

NGOC: National Games Organizing committee , being the body responsible for the staging of the National Games.

UNUSUAL TEST RESULT: a laboratory analytical result to a competitor's sample that does not clearly indicate a positive or negative result, including a result that is suggestive of or consistent with;

- (a) A sample containing a testodterone/ epitestosterone ratio greater than 6: or
- (b) A sample containing any prohibited substance (for example endogenous substances), but where further investigations are required to confirm a positive test Result; or
- (c) A Sample containing a prohibited substance possibly being due to a physiological or pathological condition: or

- (d) Tampering with, or manipulation of, the sample.

VILLAGE MEDICAL CENTRE: The Medical center (which includes a Doping Control Station) located at the Games Village for the National Games.