

Event Testing Memo

TO: National Sport Organization / Event Organizing Committee

FROM: Dan-Thanh Tran
Manager, Testing

RE: Requirements for Event Doping Control

For doping control taking place at events, the organizing committee is responsible for providing Chaperones, facilities and sealed bottled water. Your Canadian Centre for Ethics in Sport (CCES) contact will liaise with you to confirm sample collection personnel, including a Lead Doping Control Officer (DCO), for your event and provide you with their contact information.

Please ensure that the event Technical Delegate contacts the DCO *at least* one week prior to the event, so that the following information can be reviewed and/or confirmed:

- Chaperones: qualified volunteers have been recruited to act as Chaperones;
- Facilities: facilities are available to be used as the Doping Control Station; and
- Beverages: sealed bottled water is available for the athletes selected for doping control.

Other details to confirm include:

- Exact location of the event and necessary directions;
- DCO arrival time;
- Accreditation for DCO and Chaperones; and
- Parking arrangements.

Below please find specific details regarding the requirements for doping control.

Confidentiality

For doping control to be effective, the organizing committee and/or the Technical Delegate for an event are often privy to confidential doping control information. Information communicated between the CCES, the organizing committee, the Technical Delegate and the DCO is provided for logistical and planning purposes based on the requirements outlined below and should be kept confidential.

Chaperones

Individuals will need to be recruited as volunteer Chaperones for doping control. Chaperones are responsible for athlete notification, and should be available for training with the DCO at least one hour prior to the start of testing. Please ensure the Chaperones are of the same gender as the athletes to be tested. One Chaperone per athlete is required. All Chaperones must meet the following criteria:

- Must be 18 years of age or older.
- Must have the ability to communicate effectively (verbally and in writing) in English and/or French.
- Must not have any perceived or actual conflict of interest with the sport and/or athletes who are involved in this sport at the:
 - Participation level (i.e., competitor, coach, referee, official);
 - Organizational level (i.e., provincial, national, international); and/or
 - Personal/professional level (i.e., relative, friend, acquaintance, client).
- Should have the ability to:
 - Follow directions and instructions;
 - Maintain the highest standard of personal conduct;
 - Be respectful, cooperative and courteous;
 - Use good judgement, discretion and good sense;
 - Demonstrate appropriate behaviour, professionalism and appear presentable; and
 - Maintain confidential information.

The DCO may dismiss any provided Chaperones if the DCO determines that they do not meet the specified criteria.

Facilities

The doping control station should be set up in accordance with the criteria specified below. The DCO may permit modifications as long as confidentiality and chain of custody requirements for the sample collection session can be maintained.

The doping control station should be located in close proximity to the competition or training site. When possible, it should be located away from heavy traffic areas to ensure a secure area. The doping control station shall be clearly marked with signs.

Wherever possible, the doping control station shall be divided into three separate, but interconnected areas (preferably, but not necessarily, three rooms). These areas are:

- **Waiting Room**
This room or area should be large enough to accommodate athletes, representatives accompanying athletes, representatives of the CCES, doping control personnel, and security personnel. The room should have chairs or benches and tables as well as an adequate supply of sealed bottled water. Security personnel should be located at the door to control access to the room.
- **Doping Control Processing Room**
At a minimum, this room should contain a large table and at least three chairs. Access to this room shall be limited to doping control personnel, the athlete being tested, the athlete's representative and, if required, an interpreter. This room is used for:
 - Securely storing the doping control supplies and documentation;
 - Selection of doping control equipment by the athlete;
 - Processing and sealing samples;
 - Packaging and storing samples; and
 - Completing and processing doping control documentation.

- **Washroom**

Wherever possible, the washroom should contain a sink and toilet and shall be connected to the doping control processing room. It should be large enough for the athlete and Chaperone to move freely.

If athletes with a disability are competing at the event, please ensure that the doping control station and washrooms are wheelchair accessible.

Beverages

The organizing committee is responsible for providing individually sealed bottled water for the athletes who are being tested. Any other beverages provided must be approved by the DCO, and must be non-alcoholic and non-caffeinated. A minimum of three bottles of water per athlete being tested is required.

Education

All competitors should be advised prior to the event that doping control *may* be in effect and they are subject to doping control under the Canadian Anti-Doping Program (CADP). Coaches and other athlete support personnel must be aware that they are also subject to the rules of the CADP.

Athletes are strongly encouraged to:

- Visit www.cces.ca/athletezone for helpful information and resources;
- Know their rights and responsibilities as athletes with regards to anti-doping;
- Understand the sample collection procedures;
- Check all medications and products before taking them to ensure they do not contain banned substances;
- Avoid taking supplements (but if they choose to, learn how to minimize their risk);
- Verify medical exemption requirements; and
- Contact the CCES directly should they have any questions or would like additional information (call 1-800-672-7775 or email info@cces.ca).

Athletes who test positive risk being sanctioned in accordance to the rules of the CADP. Athletes are responsible for reviewing this information prior to competition. Athlete support personnel are also encouraged to become familiar with anti-doping rules and regulations.