



DOPING CONTROL OFFICER MANUAL

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1.0 Introduction

This DCO manual complies with the World Anti-Doping Code (Code) and the latest version of the International Standard for Testing and Investigations (ISTI). It details the procedures for the collection of urine and blood samples for doping control purposes. This manual includes information on planning and preparation, notification of athletes, sample collection, post-test processing, and administration to prepare collected samples for transport to the laboratory for the analysis of prohibited substances and methods. The manual also covers recruitment, training and the different roles of sample collection personnel.

The protection of athletes and sample collection personnel is of paramount importance when collecting urine or blood samples for doping control purposes. Hence, the process must be carried out by trained and authorized personnel according to stipulated procedures so that the security and integrity of samples are maintained at all times.

1.1 Overview of Anti-Doping

This section provides an introduction to the World Anti-Doping Programme, as well as a general overview of the various areas of doping control.

World Anti-Doping Agency (WADA)

The World Anti-Doping Agency (WADA) was established in 1999 to promote, coordinate, and monitor the fight against doping in sport in all forms at international level. Funded by national governments and the International Olympic Committee (IOC), WADA is governed by a 38-member Foundation Board and a 14-member Executive Committee, each composed by equal numbers of representatives from governments and the Olympic Movement as well as independent members.

The World Anti-Doping Code (Code)

The Code is the core document that provides the framework for harmonized anti-doping policies, rules, and regulations within sport organizations and among public authorities.

The Code first came into force in January 2004 and has always been intended as a living document that is constantly evolving to meet the needs of the anti-doping community. As a result, and according to Article 23.6: Modification of the Code, WADA initiated a consultation process in 2006 involving three stages of stakeholder consultation. A revised Code was adopted during the 3rd World Conference on Doping in Sport in November 2007 which came into effect on 1st January 2009. The latest consultation process started in 2018 and the latest revision of the Code was adopted during the 9th World Conference on Doping in Sport in November 2019. It came into effect on 1st January 2021.

In addition to the core document of the Code, the following six International Standards are integral parts of the Code, even though they are published as separate documents:

1. **Prohibited List (List):** The List identifies the substances and methods prohibited in and out-of-competition, and in particular sports. The substances and methods on the List are classified by different categories (e.g. steroids, stimulants, gene doping etc.).
2. **International Standard for Testing and Investigations (ISTI):** The purpose of the ISTI is to plan for effective testing and to maintain the integrity and identity of samples, from notifying the athlete to transporting samples for analysis.
3. **International Standard for Therapeutic Use Exemption (ISTUE):** The purpose of the ISTUE is to ensure that the process of granting TUEs is harmonized across sports and countries.
4. **International Standard for Laboratories (ISL):** The purpose of the ISL is to ensure production of valid test results and evidentiary data and to achieve uniform and harmonized results and reporting from all accredited laboratories.
5. **International Standard for the Protection of Privacy and Personal Information (ISPPPI):** The purpose of the ISPPPI is to ensure that all relevant parties involved in anti-doping in sport adhere to a set of minimum privacy protections when collecting and using athlete personal information, such as information relating to whereabouts, doping controls and TUEs.
6. **International Standard for Code Compliance by Signatories (ISCCS):** The purpose of the ISCCS is to ensure that strong, Code-compliant anti-doping rules and programs are applied and enforced consistently and effectively across all sports and all countries, so that clean athletes can have confidence that there is fair competition on a level playing field, and public confidence in the integrity of sport can be maintained.

Two new International Standards were also approved in November 2019 at the World Conference and they came into force on 1 January 2021. They are:

7. **International Standard for Results Management (ISRM):** The purpose of the ISRM is to set out the core responsibilities of anti-doping organizations with respect to results management.
8. **International Standard for Education (ISE):** The purpose of the ISE is to support the preservation of the spirit of sport as outlined in the Code and to help foster a clean sport environment.

1.2 Overview of Doping Control

Testing on athletes is carried out in accordance with the Code and the ISTI. Athletes who compete at the international and national level may be tested anytime, anywhere. Anti-Doping Organizations (ADOs) can conduct in-competition and out-of-competition tests on athletes. Urine and blood samples may be collected and all collected samples are analysed by WADA-accredited and approved laboratories.

Samples (urine and/or blood) may be collected from athletes post competition (in-competition test) or while they are performing their regular activities (out-of-competition test), e.g. during training, at a hotel or at their home residence.

In-competition testing usually takes place when an athlete is selected for testing after finishing a race, a game, a match, etc. (e.g. during National Championships; Olympic Games; World Cup). Athletes are selected for testing based on the regulations of the National Anti-Doping Organization (NADO), relevant International Federation (IF) or event ruling body (e.g. the Major Event Organization (MEO)). The selection criteria may include finishing positions (e.g. top 5 placing in an event), target testing through intelligence or random selection.

Out-of-competition testing is testing that is not in-competition. Hence, athletes may be tested at their homes, training locations, work place or elsewhere. ADOs will decide when and where the athlete will be tested. To allow for out-of-competition testing, some athletes are required to provide accurate and current whereabouts information. The information includes details such as: home address, work schedule, training venues and schedule, and competition schedule. This will help a DCO locate an athlete on any given day.

In all cases and to avoid any doubt, the *Iran NADO* will always indicate whether a test is 'in-competition' or 'out-of-competition'. Whether in-competition or out-of-competition, sample are collected by trained and authorized sample collection personnel. Samples collected are then analyzed in a laboratory that is accredited by WADA.

QUESTIONS AND ANSWERS

Q: What if an athlete needs to use a prohibited substance (“The Prohibited List”)?

A: The Prohibited List (List) is the international standard defining what substances and methods are prohibited in- and out-of-competition and is updated annually. The List also indicates various substances and methods that are banned in specific sports. The most current edition of the List can be found [here](#).

Athletes may experience medical conditions that require the use of medications containing prohibited substance. These athletes may apply for a Therapeutic Use Exemption (TUE) in advance from their ADOs, before being allowed to use the medication. If an athlete has questions about the List, prohibited or permitted medications and/or the TUE process, always refer them to the *Iran NADO*.

Q: What happens to the sample after sample collection (“Results Management”)?

A: Except for blood samples collected within the framework of the Athlete Biological Passport (ABP), an athlete’s sample is divided into two, namely an A sample and B sample. The laboratory that has analyzed the A sample will report the results simultaneously to the ADO responsible for results management and WADA.

Should there be an adverse analytical finding (AAF) on the A sample, the organization responsible for results management will conduct an initial review. If the initial review supports the AAF, the athlete will be notified of both his/her the results and the rights to the analysis of his/her B Sample.

Should the B sample analysis confirm the A sample analysis, the responsible ADO will proceed with the results management process including the athlete’s right to a fair hearing. The hearing will determine whether an anti-doping rule violation (ADRV) has occurred, as well as determine the sanctions to be imposed. In the event where the B sample analysis does not confirm the A sample analysis, no further action will be taken.

When an ADRV is determined, the ADO that authorized the sample collection is responsible for initiating the results management process. An independent disciplinary panel will determine the sanctions to be applied and the athlete involved will also be given an opportunity to establish a basis for eliminating or reducing the sanction.

Sanctions for violating anti-doping regulations may range from warning to a lifetime ban. The period of ineligibility may vary depending on the type of ADRV, the circumstances of an individual case, the substance, and whether the athlete provides substantial assistance that may lead to the discovery of other ADRVs. For in-competition testing, this will automatically include disqualification of results obtained in that competition and forfeiture of any medals, points, and prizes. All results of any competitions following collection of the sample may also be voided.

Q: I am very interested in learning more about WADA, the Code and other important documents as well as key stakeholders. Where can I find more information?

A: You can visit WADA’s [website](#) and learn more anti-doping, the Code, the International Standards and all the accompanying Guidelines. For additional information regarding the different partners and stakeholders in the fight against doping, please see Annex A.

2.0 Sample Collection Personnel Team

Sample Collection Personnel (SCP) is the collective term and includes Doping Control Officers (DCOs), Blood Collection Officers (BCOs) and Chaperones. SCP are trained, accredited, and authorized by ADOs to conduct sample collection missions.

2.1 Doping Control Officer (DCO)

A DCO is an official who has been trained and authorized by the *Iran NADO* for the on-site management of a sample collection session. Typically, the DCO has overall responsibility for the sample collection session and this can include ensuring appropriate number of supplies (equipment and paperwork) for sample collection, setting-up the doping control station, providing any testing mission information to the Chaperones and Blood Collection Officers (BCOs), notifying athletes selected for sample collection, processing samples from athletes, completing the paperwork and ensuring the secure transport of samples.

The DCO is at the forefront of the *Iran NADO* operations and plays an important role in protecting the rights of athletes to compete in doping-free sport. DCOs also play an integral role in ensuring that athletes' rights are upheld during the entire sample collection process.

Once trained and accredited, DCOs are expected to:

- ❖ Follow and implement the relevant anti-doping rules and procedures.
- ❖ Witness the passing of an athlete's sample (when the athlete is of the same gender).
- ❖ Be available to accept and conduct sample collection (and sometimes to do so on short notice).
- ❖ Effectively solve problems while maintaining the integrity of the sample collection process.
- ❖ Testify at doping tribunals and doping appeal tribunals if required. As such, it is important that the procedures are completed correctly.
- ❖ Document any incidents that could compromise the sample collection session and inform the *Iran NADO* immediately after the session is completed.
- ❖ Be a source of information and intelligence related to the sample collection session.
- ❖ Maintain confidentiality at all times.
- ❖ **REMEMBER: Document what you do and do what you document!**

DCO Code of Conduct

DCOs must demonstrate professional and courteous behavior when representing the *Iran NADO* at sample collection sessions.

DCOs must not:

- ❖ Speak to the media at any time on behalf of the *Iran NADO* or concerning the sample collection process.
- ❖ Ask athletes for their autograph.
- ❖ Request to take photographs with the athletes.
- ❖ Enter areas of the venue not accredited to sample collection personnel.
- ❖ Gamble on the outcome of a sporting event they are present at.
- ❖ Request any memorabilia from the event, e.g., clothing.
- ❖ Accept or request gifts from an athlete or sport official.
- ❖ Keep personal files of test data.
- ❖ Divulge confidential data to third parties.
- ❖ Become too familiar with athletes (e.g., attend an athlete's wedding).
- ❖ Drink alcohol at events.
- ❖ Wear clothing that makes an association with a National Federation or International Federation or other organization related to the sport while performing sample collection activities.
- ❖ Give sample collection equipment or documentation to a third party without permission.

DCOs must:

- ❖ Report all potential conflicts of interest and sign a Conflict of Interest Declaration.
- ❖ Report any irregularities during a testing session.
- ❖ Report any issues with the event organizer for in-competition testing missions.
- ❖ Report information about athletes or athlete support personnel to the *Iran NADO* via the appropriate channel.

DCOs must understand that their presence at a sample collection session is a privileged position and that this authority must not be abused.

Behaviors and best practices that should be demonstrated by DCOs include:

- ❖ Be courteous and professional at all times.
- ❖ Be sensitive to the requirements placed on an athlete during sample collection.
- ❖ Verify the understanding of an athlete throughout the process and, offer explanations where appropriate.
- ❖ Wear appropriate clothing for the event/sample collection. (if available, always wear Iran NADO customs)
- ❖ Always arrive on time and be prepared.
- ❖ No smoking in the designated Doping Control Station.
- ❖ Always adhere to the procedures contained in the DCO Manual.

2.2 Blood Collection Officer (BCO)

A BCO is an official who is qualified to and has been authorized by an ADO to collect a blood sample from an athlete. BCOs possess qualifications in phlebotomy recognized by Ministry of Health, are licensed to collect human blood and have the practical skills required to do (i.e., perform blood collection from a vein).

The BCO will prepare the athlete for the blood collection, answer any relevant questions from the athlete, collect the blood sample(s) and advise the athlete of aftercare procedures.

During sample collection, the BCO will:

- ❖ Answer relevant questions regarding the blood collection procedures.
- ❖ Prepare the athlete for the blood sample collection procedures.
- ❖ Collect the blood sample(s).
- ❖ Advise the athlete of aftercare procedures.
- ❖ Perform first aid on the athlete if needed.
- ❖ Dispose of the blood collection equipment used during the sample collection as per the required local public health standards for handling blood.
- ❖ Sign the relevant doping control documentation.

2.3 Chaperone

A Chaperone is an official who is trained and authorized by *Iran NADO* to carry out specific duties including notification of the athlete selected for sample collection, accompanying and observing the athlete until arrival at the doping control station, and/or witnessing and verifying the provision of the sample where the training qualifies him/her to do so.

Typically, the Chaperone will:

- ❖ Notify the athlete of their selection for sample collection.
- ❖ Escort the athlete from notification until arrival at the doping control station.
- ❖ If required and trained to do so, witness the passing of the urine sample (for an athlete of the same gender).

2.4 Working as a Team

A DCO should never be alone during a sample collection session. If a DCO is not working with a BCO, they should always bring a Chaperone. Instructions regarding this aspect will be included in the instructions the *Iran NADO* provides to DCOs ahead of potential missions.

Working in pairs will ensure that, along with the athlete, the DCO is protected in the sample collection process by having a second sample collection person present in case part of the sample collection process is challenged by the athlete should a potential ADRV arise.

Also, during a sample collection session, working in pairs ensures that:

- ❖ The DCO is not alone with an athlete (especially when at a private athlete's home or when the athlete is a minor).
- ❖ While one person is chaperoning the athlete, the other can prepare the doping control station (i.e., organize the equipment, etc.).
- ❖ The doping control station and sample collection equipment are never left unattended. As examples:
 - If the DCO is accompanying the athlete to the bathroom, the Chaperone or BCO can stay with the equipment.
 - If the athlete must leave the doping control station, one person can leave with the athlete, ensuring they are always chaperoned, while the other can remain in the doping control station.

3.0 Recruiting and Training Chaperones

3.1 Recruiting Chaperones

For any out-of-competition mission, the DCO is responsible to recruit and train Chaperones. As such, DCOs should have a pool of a few Chaperones (male and female) that can be called upon when asked to conduct out-of-competition missions.

For in-competition missions, if it is not clearly indicated in the instructions provided by *Iran NADO*, the DCO should always verify with the *Iran NADO* to determine whether Chaperones will be provided. For some in-competition missions, the event organizer may be responsible for providing the Chaperones. If they are not, the *Iran NADO*/DCO may be responsible for providing Chaperones.

The purpose of this section is to provide instructions to the DCO on how to recruit and train Chaperones in order to ensure the notification and witnessing procedures are carried out correctly.

When recruiting people to act as Chaperones for doping control, *Iran NADO*/DCO is responsible for ensuring that the Chaperones meet the following criteria:

- ❖ Are not a Minor.
- ❖ Where possible, meet the gender requirements for the specific sample collection session (i.e., the Chaperone is of the same gender as the athlete).
- ❖ Ability to communicate effectively in the national language(s) and, if required the language of the athletes to be tested and/or English.
- ❖ Physically fit and active (i.e., the Chaperone must be able to follow and keep the athlete under direct supervision).
- ❖ Ability to follow instructions and procedures.
- ❖ Ability to work under demanding conditions (e.g., long waiting period, standing, etc.).
- ❖ Ability to quickly and effectively solve problems.
- ❖ Act in a respectful and professional manner.
- ❖ Ability to maintain confidential information and demonstrate attention to detail.
- ❖ Ability to demonstrate sensitivity to athlete emotions.
- ❖ Ability to meet schedule demands of required duties.
- ❖ No involvement in the participation and administration of the sport at the level for which testing is being conducted.
- ❖ No involvement in the personal affairs of or relation to any athlete that may provide a sample (for the sample collection session in question).

- ❖ No family member actively involved in the daily activities of the sport at the level for which testing is being conducted (e.g., administration, coaching, training, officiating, competitor, medical, etc.).
- ❖ Completion of training related to Chaperone responsibilities.
- ❖ Completion of the Chaperone Responsibilities and Code of Conduct Form as well as the Chaperone Conflict of Interest Disclosure Statement, (see Annex B) as appropriate.

3.2 Training Chaperones

The DCO must meet with the Chaperone(s) prior to the start of the sample collection session to provide training, instructions, credentials and assignments, as well as to ensure that the Chaperones meet the criteria listed on the Chaperone Responsibilities Form and that this form is completed along with the Conflict of Interest Form (See Annex B).

The DCO will determine how much time is needed to conduct a thorough training session and arrange an appropriate meeting time and place. The training could take place in the doping control station and should be conducted away from the event and the athletes. The DCO must print and sign his/her name, date, and provide the event name (if applicable) on each Chaperone Responsibilities Form and submit these forms along with other sample collection documentation to *Iran NADO*.

When all the Chaperones have arrived

- ❖ Ensure that they are fit for duty and that they meet the selection criteria for Chaperones as outlined above. If you do not believe a Chaperone is able to perform his/her duties in a professional manner, you should ask the Chaperone to leave the doping control station.
- ❖ Ask the Chaperones if they have any involvement in the participation and administration of the sport at the level being tested or if they have any involvement in the personal affairs of, or relation to, any athlete who might be tested or family members involved in the daily activities of the sport at the level for which testing is being conducted. Ensure relevant information is noted on the Chaperone's Conflict of Interest Form.
 - ❖ If a Chaperone is determined to have a potential or existing conflict of interest, you should not use these individuals. You should, however, proceed with the training of these individuals if no other Chaperones can be secured. If it is necessary to utilize these individuals, this should be noted on the Doping Control Officer Report Form, and the Chaperone should be assigned to an athlete who is as far removed from the conflict as possible (e.g., different athlete, different discipline, etc.).
- ❖ Ensure the Chaperones have a watch or mobile phone in order to determine and record the time of notification.
- ❖ To effectively train Chaperones on athlete notification, use a general three-step approach: **Explain**, **Show**, and **Practice**.
- ❖ **Explain:** Thoroughly review the specifics of the athlete notification procedure as outlined in Section 5 ("Athlete Notification"). Review each step of the process with the Chaperones.
- ❖ **Show:** Demonstrate what notifying an athlete should look like. Utilize another member of the sample collection personnel to show Chaperones what they should do and say. Provide Chaperones with the

“Chaperone Script and Instructions” sheet included in Annex B. It is also important to do a walk-through of the venue and indicate to the Chaperones where athletes should be notified and how to easily and effectively bring their athletes back to the doping control station. You want to ensure that Chaperones are aware of the following:

- ❖ The field of play in relation to the entry and exit of athletes to the doping control station.
- ❖ Areas suitable to complete verbal and written notification.
- ❖ Areas where athletes may go to after competition: mixed zones (area athletes often must go through where media is located), athlete changerooms, athlete medical, press conference, medal ceremony location, etc.
- ❖ The route to the doping control station and any potential public areas.
- ❖ **Practice:** Allow each Chaperone to practice the notification process and to become familiar with the Notification or Doping Control Form and what section(s) must be completed during the notification process. It may be useful to have one Chaperone practice notifying the other and then switch. Each Chaperone should practice at least once in the presence of the DCO, so that the DCO can point out any areas for improvement, as well as praise areas that a Chaperone did well. Utilize other DCOs to assist with this step and be sure to allow enough time for Chaperones to practice. The DCO should ask the Chaperones if they have any questions about the process. Additional tips: Use photocopies of the Notification or Doping Control Form for training purposes. Highlight sections of the form the Chaperones must complete.
- ❖ It is also important to discuss situations that could arise during notification and/Chaperoning and how the Chaperones should deal with those situations. Review the questions and answers provided in Section 4.3 (“Out-of-Competition Testing”), Section 4.4 (“In-Competition Testing”) and Section 5 (“Athlete Notification”) to discuss with the Chaperones or to use as case scenarios.
- ❖ Explain to the Chaperones that for any situation where they are unsure of how to proceed they are to contact you (or another DCO) for assistance, without leaving the athlete unchaperoned, or encourage the athlete (and the athlete representative if any) to come to the doping control station in order to discuss any questions or concerns with you directly (or with another DCO).
- ❖ Advise the Chaperones of any other specific sport requirements, sensitivities (i.e., if minors might be tested or if athletes with impairments will be tested).

Other considerations when training Chaperones

- ❖ If Chaperones will be asked to witness the passing of the sample, you must review, in detail, the procedures as described in Section 6.1.2 (“Witnessing Urine Sample Provision”) with the Chaperones. It is important that the Chaperones understand how to ensure they have a direct and unobstructed view of the passing of the sample from the athlete to the collection vessel.
- ❖ Ensure that the Chaperones are aware that if they did not see the passing of the sample, they must discreetly inform you and must not sign the Doping Control Form (where they would attest that they had a clear and unobstructed view).

Assigning Chaperones to athletes

- ❖ You should assign Chaperones to athletes of their same gender for notification given they need to accompany the athlete everywhere from the time of notification and this may include entering a changeroom. If this is not possible, then you should have a system to swap in Chaperones of the same gender if an athlete needs to enter a change room. Having a Chaperone of the same gender is a requirement if the Chaperone will be witnessing the passing of the sample.
- ❖ You must also consider any perceived or actual conflicts of interest when assigning Chaperones.

3.3 Chaperone Conduct

Chaperones must demonstrate professional and courteous behavior when representing the *Iran NADO* at sample collection sessions. As a DCO, if you are recruiting and training Chaperones, it is important to review what they must and must not do, as identified below.

Chaperones must not:

- ❖ Speak to the media at any time.
- ❖ Ask athletes for autographs.
- ❖ Request to take photographs with the athletes.
- ❖ Enter areas of the venue not accredited to sample collection personnel.
- ❖ Gamble on the outcome of a sporting event they are present at.
- ❖ Request any memorabilia from the event (e.g. clothing).
- ❖ Accept or request gifts from an athlete or sport official.
- ❖ Keep personal files of test data.
- ❖ Divulge confidential data to third parties.
- ❖ Over familiarize with athletes (e.g. attend an athlete's wedding).
- ❖ Drink alcohol at events.
- ❖ Wear clothing that makes an association with a National Federation, International Federation or other organization related to the sport while performing sample collection activities.
- ❖ Give sample collection equipment or documentation to a third party without permission.

Chaperones must:

- ❖ Report all potential conflicts of interest.
- ❖ Report any irregularities during sample collection or any unusual behavior by an athlete to the DCO.

Chaperones must understand that their presence at a sample collection session is a privileged position and that this authority must not be abused.

Behaviors and best practice that should be demonstrated by Chaperones include:

- ❖ Being courteous and professional at all times.
- ❖ Being sensitive to the requirements placed on an athlete during sample collection.
- ❖ Verifying the understanding of an athlete throughout the process, and offering explanations where appropriate.
- ❖ Wearing appropriate clothing.
- ❖ Always arriving on time.
- ❖ Adhering to procedures outlined by the DCO and the *Iran NADO*.

QUESTIONS AND ANSWERS

Q: What is a potential or actual conflict of interest?

A: Chaperones must not be assigned to a sample collection session if they have an interest in the outcome of the sample collection session. Specifically, a Chaperone would be considered to have an interest in the outcome of the if he/she is:

- a) Involved in the participation or administration of the sport at the level for which testing is being conducted. As such, if you are conducting testing at the national level in the sport of triathlon and the Chaperone is a board member of the national triathlon organization, this would not be considered acceptable; this individual should not be a Chaperone. However, if a Chaperone is a volunteer at the community level in triathlon, this would be acceptable.
- b) Related to, or involved in the personal affairs of, any athlete who might provide a sample at the sample collection session in question.
- c) Has family members actively involved in the daily activities of the sport at the level for which testing is being conducted (e.g., administration, medical, coaching, training, officiating, competing, etc.).

4.0 Authorization and Preparation for Sample Collection

4.1 Authorization

Iran NADO will identify opportunities for testing out-of competition or at in-competition events which require doping control. The DCO will be initially contacted by *Iran NADO* to obtain their availability to make sample collection attempts over a specific period or on a specific day.

The *Iran NADO* will then arrange for the following to be distributed to the DCO:

- ❖ **Mission/Testing Order** - including the Mission/Testing Order Number (if applicable), venue for in-competition testing, site contacts for in-competition testing, athlete whereabouts for out-of-competition testing, the laboratory the samples are to be sent to for analysis and any other information relevant to the sample collection session.
- ❖ **Letter of Authority** from *Iran NADO* permitting the DCO and their team (i.e., Chaperones and BCOs) to attend the event or make an attempt to locate the athlete out-of-competition.
- ❖ Any necessary accreditation or event passes, car park passes or special instructions relevant to the testing mission.

NOTE: As a DCO you must always have a piece of photo identification and/or your *Iran NADO* DCO ID, in addition to the letter of authority, with you at all times during a sample collection session.

Before accepting a testing mission, you must ensure the following:

- ❖ That you have sufficient equipment and documentation or are able to obtain the required documentation and equipment prior to the testing session.
- ❖ That you are available for the whole duration of the mission, considering travel times and the fact that the mission may take longer, have a late finish time, etc.
- ❖ That you are able to test within the testing window identified by the *Iran NADO* for an out-of-competition test. If a specific test window is provided, attempts **must NOT** be made outside of that window, unless otherwise instructed by the *Iran NADO*.
- ❖ That sufficient and appropriate Chaperones are available to meet the number of tests requested.

You will review all information relevant to the testing session on receipt of it in order to prepare properly. This will include reviewing the athlete's whereabouts, special instructions from the *Iran NADO*, letter of authorization, courier requirements, etc. Upon receipt of the documentation from the *Iran NADO*, you must check all the details provided so that they are clear and you understand what is required. Should

there be any issues, you must contact the *Iran NADO* to ensure you understand the request of the testing/mission order.

The letter of authority for doping control will typically include the following information:

- ❖ The mission order code/testing order code (if applicable).
- ❖ The date range of the testing mission/testing order.
- ❖ The name(s) of the athlete(s) to be tested (if applicable).
- ❖ A Iran NADO staff member signature.

4.2 Equipment

You must review equipment requirements to conduct the sample collection session, ensuring that you have sufficient quantities to conduct the requested tests.

Suggested equipment requirements:

- ❖ Sample collection vessels: 3 x # of tests
- ❖ Sample collection kits: 3 x # of tests
- ❖ Partial sample kits: 1.5 x # of tests
- ❖ 1 box of lab sticks (or Reagent strips) or 1 refractometer (with disposal pipettes)
- ❖ Sealed beverages (typically water): 3 x # of tests (for in-competition tests, the event organizer should provide these)
- ❖ Blood sample collection equipment: 3 x # of tests (if applicable)
 - ❖ Blood sample collection kits (in which to seal the blood samples)
 - ❖ Vacutainers for blood collection
 - EDTA tubes ('purple tubes')
 - SST II tubes ('yellow tubes')
 - ❖ Needles for venipuncture (regular needles and butterfly needles)
- ❖ Transportation equipment
 - ❖ Courier transport bags for shipping urine samples: adequate supply based on capacity of bags and # of tests
 - ❖ Courier transport bag seals: 3 x # of bags
 - ❖ Transport bag/box for shipping blood samples: adequate supply based on capacity of bags and # of tests
 - ❖ Cooling packs if needed
 - ❖ Temperature data logger: 1 per bag/box

- ❖ Other blood sample collection equipment where the DCO and/or BCO must ensure an appropriate supply
 - ❖ Cotton balls
 - ❖ Tourniquets
 - ❖ Band-Aids
 - ❖ Alcohol swabs
 - ❖ First aid and/or health and safety kit(s)

Suggested doping control documentation requirements:

- ❖ Doping Control Forms: 3 x # of tests
 - ❖ If this is separate: Athlete Notification Forms: 3 x # of tests
- ❖ Blood Sample Collection Additional Information: 3 x # of tests
- ❖ Chain of Custody Forms: 2 x # of bags
- ❖ Supplementary Report Forms: 1.5 x # of tests
- ❖ DCO Report Forms: adequate supply
- ❖ Unsuccessful Attempt Report Form: adequate supply

Other general supplies:

- ❖ Disposable gloves
- ❖ Paper towels / tissue paper
- ❖ Garbage bags
- ❖ Stationery (Pens, scissors, paper clips, clipboards, etc.)

As the DCO responsible for the mission, you must always ensure that there is a choice of sample collection kits, sample collection vessels and partial sample kits for the athlete to select from.

- ❖ Athletes must be given a choice of equipment to select from and we recommend that DCOs provide the athlete with three vessels, kits, partial samples, etc. from which to select.
- ❖ When packing your equipment, ensure that all equipment is clean, sealed and with no signs of damage or tampering.
- ❖ Should the quantity of any sample collection equipment be insufficient during the sample collection process, the lack of choices will not invalidate the sample collection process. However, it is

recommended that both the athlete and DCO / athlete representative document on the Doping Control Form the inadequacy of the equipment provided.

If the sample collection equipment and forms do not meet the specifications as listed above, report it to the *Iran NADO* as soon as possible. A Supplementary Report Form can be used to document the situation.

QUESTIONS AND ANSWERS

Q: I received different instructions than what I am used to, why?

- a) Each International Federation may have their own requirements regarding sample collection that could differ slightly from what the *Iran NADO* might usually request.
- b) Whilst clear instructions should always be provided to you, if you have any doubts, concerns or questions, contact the *Iran NADO* as soon as possible and certainly, ahead of the testing mission.

4.3 Out-of-Competition Testing

Out-of-competition testing can involve collecting samples from athletes at their home, alternate accommodations such as hotels, place of employment, training locations (e.g., gym, pool, track, etc.), or training camps.

Knowing where athletes can be found for testing is crucial for ensuring effective anti-doping programs. As such, some athletes are required to provide accurate and current whereabouts information such as: home address, training information and locations, competition schedules, regular personal activities such as work and school and some athletes, are required to provide a one 60-minute time period every day where they must be present and available for testing. Athletes required to provide a 60-minute time period are the athletes included in the *Iran NADO*'s Registered Testing Pool (RTP). These athletes are often referred to as 'RTP athletes'. While RTP athletes can still be tested anytime and anywhere, there are consequences if they are not present and available for testing during their 60-minute timeframe. As such there are specific instructions DCOs must follow when requested to conduct testing during the athlete's 60-minute timeframe.

When requested to conduct out-of-competition testing, the *Iran NADO* will always specify whether to test the athlete during his/her 60-minute time slot or not. In either case, you must always review the athlete's whereabouts information to ensure you are using the most recent information. Testing attempts will normally take place between 05:00 and 23:00 but the *Iran NADO* will always provide specific instructions.

Testing inside the 60-minute timeframe

When you are asked to conduct testing during the athlete's 60-minute timeslot, you will:

- ❖ Arrive at the athlete's specified location prior to the start of the 60-minute time slot (e.g., approximately 5 minutes before).

- ❖ Begin the attempt at the start of the 60-minute time slot.
- ❖ If the location specified is the athlete's home, ring any entry/door bell and knock on the door.
 - ❖ If there is no answer, remain close by (e.g., in your car) and monitor the area and entrance for any sign of the athlete.
 - ❖ Continue to knock and/or ring the doorbell every 10-15 minutes.
 - ❖ Stay at the specified location for the whole hour.
 - ❖ If the athlete answers the door at some point during that time, conduct the test as planned. Document all the steps taken and the time at which you finally located the athlete, notified, him/her, etc.
 - ❖ If someone else answers the door and tells you that the athlete is not present (e.g., that the athlete is out-of-the country or at another location) document this information (i.e., the person's name, their relationship to the athlete, the information they provided, etc.). If possible, complete a Supplementary Report Form noting the information provided and ask the person to sign their name.
 - ❖ Even though you may have information that the athlete is not present, continue to remain at the specified location in case the information provided was incorrect. Monitor the area and entrance for any sign of the athlete. Observe whether there are any lights on, movement in the house, whether there is a car in the driveway, etc. This information should all be recorded on the Unsuccessful Attempt Report.
- ❖ If the location specified is a sports complex and the athlete did not specify where in the sports complex he/she will be, check every location where the athlete may be in the sports complex: pool, gym, change rooms, etc.
 - ❖ If appropriate, speak to people encountered during the attempt to see if they can assist in locating the athlete.
 - ❖ If possible, try to get the names of those individuals and their relationship with the athlete or position (e.g., coach, receptionist, etc.) and the details of your conversations.
 - ❖ If there is a public address (PA) system, you could request that an announcement be made telling the athlete to report to a particular meeting point (but without announcing the reason for the request). This announcement could be repeated at regular intervals during the 60-minute timeslot if the athlete is not located (e.g., every 15 minutes).
- ❖ If, 5 minutes before the end of the 60-minute timeslot you have not located the athlete, despite making every reasonable attempt to locate him/her, call the athlete using the number(s) given in his/her whereabouts information.
 - ❖ If the athlete answers, introduce yourself and inform the athlete that you are at his/her specified 60-minute timeslot location, then ask where the athlete is. If the athlete is not at his/her specified location but close-by, you may arrange to meet the athlete where they are or at their 60-minute timeslot if it's possible to do so within approximately 15 minutes. Even if you are able to collect a sample, the fact that the athlete was not at his/her location, must be clearly documented.

- ❖ If the athlete is not close by, thank the athlete and terminate the call. Record the details of your conversation on an Unsuccessful Attempt Report (e.g., where the athlete said they were, why they were not at their specified 60-minute timeslot, etc.).
- ❖ If the athlete does not answer his/her phone, do not leave a message.
- ❖ Keep a screen shot of the phone call attempt to include with your Unsuccessful Attempt Report.
- ❖ Regardless of the location, if you cannot locate an athlete during his/her 60-minute timeslot, you must complete an Unsuccessful Attempt Report. This report should be as detailed as possible, including all the attempts you made to locate the athlete, the individuals you spoke with, their relationship to the athlete, details of conversation, etc. With this report, include the whereabouts information used and any other information/documentation obtained during the attempt (e.g., photos of the location(s) visited).

Testing outside the 60-minute timeframe

Some athletes may not be required to provide a 60-minute timeslot, or you may be asked to conduct testing outside an athlete's 60-minute timeslot. If that is the case, you will:

- ❖ Visit the athlete's given whereabouts locations for the day/timing specified by the *Iran NADO*. There may more than one location that you will have to visit (e.g., gym, then home, etc.).
- ❖ For each and any location visited, remain there at least 30 minutes while making every effort to discreetly locate the athlete (i.e., knocking on doors, speaking to individuals, etc.).
- ❖ When requested to test outside an athlete's 60-minute timeslot, you will not call the athlete at any point during the attempts (unless the *Iran NADO* has provided you with instructions to do otherwise).
- ❖ If you cannot locate the athlete, complete an Unsuccessful Attempt Report form detailing the attempt(s) you made.

Whether or not you are asked to test during an athlete's 60-minute timeslot, you want to avoid giving the athlete any advance notice of the test and use this question as a guide: "Given the nature of the location specified by the athlete, what do I need to do to ensure that if the athlete is present, I can locate him/her?"

Doping Control Station

If testing at a training venue, you must identify a suitable area to act as the doping control station. If testing at the athlete's home, in collaboration with the athlete, identify an area that meets the following criteria:

- ❖ Private enough to maintain athlete privacy and confidentiality.
- ❖ Sufficient control over access to the area by other individuals who may be in the athlete's home.
- ❖ Sufficient area to complete the required sample collection documentation and process the sample(s).

- ❖ Ensures that the health and safety of the athlete and sample collection personnel are not compromised.
- ❖ Ensures that wherever the athlete may go, that the DCO and/or Chaperone can maintain direct sight of them at all times.

If there are any significant deviations from these criteria, please record those in your Doping Control Officer Report Form. For example, during a home visit, often the processing of the sample is conducted at a kitchen or dining room table. Given this is generally an open space area, while you want to ensure the sample collection process is as private and confidential as possible, the athlete might be comfortable with their parents being around while the sample is being processed. It would be appropriate for you to document on a Supplementary Report Form or in your DCO Report who else was at home during the sample collection session.

QUESTIONS AND ANSWERS

Q: For out-of-competition testing, where is the best location to test the athlete?

- a) If at all possible, athletes should be tested at the location where they are notified and the *Iran NADO* has instructed you to attempt the athlete.
- b) For example, if you notify the athlete at his/her training venue, you should test the athlete at that location.
- c) Still, occasionally, you may encounter a situation that will require you to relocate the testing area. This will require that you, the Chaperone (if applicable) and the athlete physically move (via automobile or other means) to another location with a suitable area for testing. Some examples include: the training facility is closing and the testing area is no longer available; the athlete has a previously planned engagement such as school, work or a doctor's appointment, that he/she must attend and cannot remain at the location where he/she was notified for testing. If this situation occurs:
 - i. It is important to request proof and document the situation. The athlete could provide a school schedule for example confirming an upcoming class.
 - ii. If you must move to another location, the athlete must be accompanied during transit at all times (i.e., either you travel with the athlete and/or the Chaperone travels with the athlete).
 - iii. Once arrived at the required location, you or Chaperone must observe the athlete until he/she is able to provide a sample.
 - iv. All efforts should be made to locate a secure washroom and collect a sample as soon as possible.

Q: How should I approach an athlete's home?

- A:** If you are conducting an out-of-competition test at an athlete's home, whilst DCOs are often instructed to do everything they can to try to locate an athlete, it is important to always remember that this is a private residence. As such, always approach the athlete's home by the

front entrance. Ring the doorbell or knock on the door and wait for someone to answer. If you notice someone outside of the athlete's residence, try to get their attention to inquire if the athlete is at home. Always be respectful and discreet and as much as possible, keep testing equipment out of view when approaching the athlete's home.

Q: What should I do if the athlete lives in a gated community and I cannot get access?

- a) When testing an athlete who lives in an area with restricted access such as an apartment complex, a gated community or any similar location, you must follow the procedures in place to access the athlete's home (i.e., gate check-in, or calling the athlete from the lobby of an apartment building, etc.).
- b) While you want to be as discreet as possible, do not enter any premises under false pretenses (i.e., by pretending to be someone else). If you are required to state the purpose of your visit, please do so and identify yourself as a DCO. Present identification as required.
- c) If it was difficult for you to access a location, please report this situation to the *Iran NADO* as soon as possible.

Q: I arrive at the athlete's home and someone else answers the door, what should I do?

- a) If someone other than the athlete opens the door, ask if the athlete is home.
- b) If you are told the athlete is not at home, politely ask if and when they are expected back. You should also ask who you are speaking with (i.e., the name of the person) and what their relationship is with the athlete (i.e., parent, sibling, roommate, etc.).
- c) Be discreet but if required, state the purpose of your visit and identify that you are a DCO.
- d) Document this situation, noting who you spoke to and the information they provided.

4.4 In-Competition Testing

In-competition testing may or may not be conducted with the prior knowledge of the event organizer. As such, you should make contact with the event organizer (or the contact person identified by the *Iran NADO*) upon arrival to request a suitable doping control station and to conduct a walkthrough of the competition site. It is recommended that you arrive at least one hour before the event starts to meet with the organizer and conduct a proper walkthrough. You may need to arrive earlier if Chaperone training/briefing is taking place on-site.

During the walkthrough, you are assessing:

- ❖ The location of the doping control station in relation to the field of play.
- ❖ The athlete(s) directional flow on and off the field of play.

- ❖ The ideal location for athlete notification.
- ❖ The various locations where athletes may need to be chaperoned: warm up and warm down areas, changerooms, mixed zones, press conference room, medal ceremony area, etc.
- ❖ The appropriateness of facilities for the doping control station.

You must also ensure that you have enough sample collection personnel to conduct the sample collection session and enough time to brief/train the sample collection personnel on their roles and responsibilities during the sample collection session.

Doping Control Station

The Doping Control Station for in-competition testing should meet the following criteria:

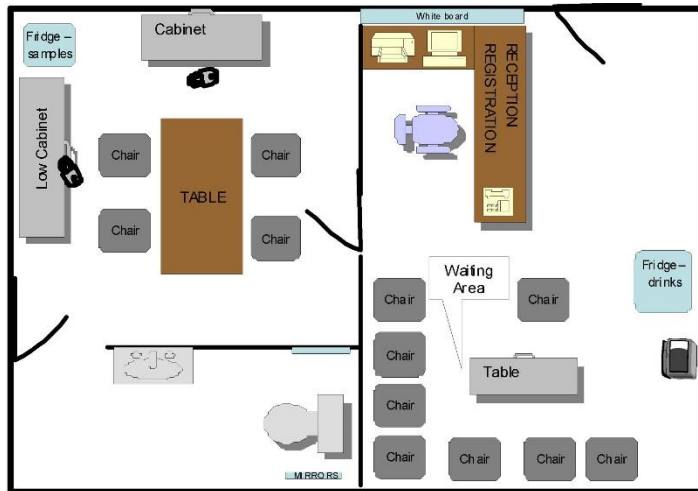
- ❖ Solely reserved for sample collection purposes.
- ❖ Accessible only to authorized personnel.
- ❖ Secure enough to store sample collection equipment.
- ❖ Private enough to maintain athlete privacy and confidentiality.
- ❖ Ideally comprised of a separate waiting room, processing room, and an appropriate number of washrooms/toilets with wash basin/sink. (See diagram below).
- ❖ Ensure the health and safety of the athlete and sample collection personnel are not compromised.
- ❖ Large enough to accommodate the number of athletes to be tested, athlete representatives and sample collection personnel who will occupy the area.
- ❖ Proximity to competition venue. All attempts should be made to ensure proximity but if it is not possible, there must be an appropriate transportation plan in place (i.e., to take athletes from the competition venue to the doping control station and back to competition venue or their hotel once sample collection is completed).

If there are any significant deviations from these criteria, please include those in your DCO Report or on a Supplementary Report Form.

If transportation is required (e.g., doping control station is far from the competition venue or you know that doping control will finish late at night), you should work with the event organizer to arrange for transportation for athletes, athlete representatives and sample collection personnel.

IMPORTANT: The designated doping control station, including toilets, may not be used as a public facility, office, team locker room, or shared with any event operation during the testing session.

Doping Control Station – Example Diagram:



Doping Control Station Equipment requirements

i. Processing area:

- ❖ One table for every DCO processing athletes.
- ❖ Two chairs per athlete being tested (1 for the athlete and 1 for athlete representative if present) and one chair for each member of the sample collection personnel (usually up to two individuals).
- ❖ If necessary, access to dividers to ensure privacy and division of processing areas.
- ❖ Appropriate lighting to conduct sample processing.
- ❖ Waste disposal unit for each processing station to store waste generated.
- ❖ Locked cabinet and fridge (if possible) to store equipment, document and samples.
- ❖ Toilet for provision of the sample and sink/washbasin. If testing athletes with an impairment, you may need to ensure that the toilet is wheelchair accessible.
- ❖ A bed (or cot or reclining chair) might be needed for blood collection.

ii. Waiting area:

- ❖ Chairs for athletes and representatives.
- ❖ Sealed beverages (e.g., bottles of water) for athletes.
- ❖ Television to watch events (if possible), anti-doping educational material and/or other reading material (e.g., sports magazines, current events magazines, etc.).
- ❖ Check-in (and out) desk: Table and chair for sample collection personnel to check-in and check-out athletes.

- ❖ The waiting area should be large enough to accommodate the number of athletes, athlete representatives and sample collection personnel who could occupy the area.
- ❖ If testing athletes with an impairment, the doping control station may need to be wheelchair accessible.

Unsuitable Doping Control Station

- ❖ If the space assigned for doping control station is not suitable, speak to whomever necessary and explain the situation (i.e., explain why the room provided cannot be used as a doping control station). Politely request to see other rooms within the venue if possible.
- ❖ If you cannot locate a suitable doping control station and you think that the sample collection would be compromised if you used the proposed space, contact the *Iran NADO*. Depending on the situation and the deficiencies identified with the space provided, the *Iran NADO* may decide to reduce the number of athletes to be tested or to relocate the sample collection session to a location near the competition site/venue (e.g., a hotel room) or to cancel the testing mission. These decisions should be made by the *Iran NADO* and you may not, without prior consultation and approval of the *Iran NADO* cancel the testing mission.
- ❖ Always document the situation and how any issues were resolved.
- ❖ Remember, not all doping control stations are perfect. The important thing is that the doping control station **protect the athlete's privacy** and **where possible is used solely as a doping control station** for the duration of the sample collection session.

Doping Control Station – Access

Once a space is deemed suitable it is important to control monitor access. As such:

- ❖ As the DCO, assign a sample collection personnel to monitor access to ensure admission of authorized personnel only. A request could also be made to the event organizer to assign a person to carry out the same duty.
- ❖ An Entry and Exit Log can also be used if many athletes are tested (see Annex C for an example). For smaller competitions or when a small number of athletes is tested, this may not be necessary.
- ❖ When individuals arrive at the doping control station, they should be informed that cameras are not allowed. This is meant to protect the privacy of everyone involved in the doping control process. This includes cell phones cameras.
- ❖ Cell phones that are left on should be on mute and/or on the vibrate setting (see also the Q&A section below).
- ❖ Only authorized individuals are allowed in the doping control station. In most cases, this includes the athlete, the athlete representative, an interpreter, and sample collection personnel.

- ❖ Other individuals requesting access to the doping control station may include the International Federation (IF) technical delegate, the *Iran NADO* staff, WADA Independent Observers or WADA auditors, and International Federation representatives. These personnel are required to present the DCO with the relevant identification and accreditation passes upon arrival at the doping control station. The *Iran NADO* will confirm who is allowed access.
- ❖ Media is never allowed to enter the doping control station when it is in operation.
- ❖ As the DCO you could also prohibit anyone otherwise entitled entry to the doping control station if their presence is deemed to be disruptive or is interfering with the sample collection session.

QUESTIONS AND ANSWERS

Q: Can cell phones be used in the doping control station or during the sample collection process?

- a) While cell phones may be acceptable, as a general rule however, no pictures are allowed at any time. This is meant to ensure the confidentiality of the doping control process.
- b) Sample collection personnel should limit cell phone use to necessary communication and should not be using their cell phones when athletes are in the waiting room or during the sample collection process. Given that we want to ensure the confidentiality of the doping control process, it is best to keep cell phone use to before athletes arrive and once they have left the doping control station.
- c) Regarding cell phone use by athletes, DCOs should use their discretion. Athletes can be allowed to use their cell phone unless or until the use of such phone becomes a distraction. For example, athletes in the waiting room using cell phones may be acceptable while such use during the sample collection process may not be appropriate. If an athlete is using his/her cell phone during the sample collection, you may be required to politely ask the athlete to put their phone aside until the sample is sealed.

Q: I have just notified an athlete and they tell me that they need medical treatment, what should I do?

- a) Delaying reporting to the doping control station to receive medical treatment is a reasonable request. The athlete must be chaperoned during that time and once treatment is completed, proceed to the doping control station.
- b) If an athlete requires urgent and off-site medical attention, work with the event medical services team (and/or athlete team physicians) to determine the best course of action. It is possible that the medical team will determine that proceeding with doping control would jeopardize the health of the athlete. If possible, always try to consult with the event medical team (or an 'independent' medical team) in addition to the athlete or team physician(s).

- c) If it is not possible to collect a sample from the athlete, record all the necessary information on a Supplementary Report Form and contact the *Iran NADO* as soon as possible. Where possible have a medical services representative provide a short statement regarding the injury or illness of the athlete, print their name and sign.
- d) If the selected athlete is determined by the medical services representative to be unfit to provide a sample, immediately consult the *Iran NADO* on whether a replacement athlete should be selected for testing.

Q: An athlete arrives at the Doping Control Station with alcohol. Should I allow this?

- a) Alcohol is not allowed in the Doping Control Station.
- b) Explain to the athlete (and any accompanying support personnel) that alcohol cannot be consumed for the following reasons:
 - i. To ensure that the athlete is producing a suitable sample as quickly as possible (i.e., for analytical reasons);
 - ii. To minimize any risks associated to athletes drinking fluids (or food) prior to providing a sample (i.e., for health and safety reasons); and
 - iii. To ensure that athletes are not impaired whilst under the influence of alcohol when providing a sample, reviewing documentation and signing off that the procedures have been completed properly (i.e., for consent and conduct reasons).

4.5 Athlete Selection

Athletes may be selected for sample collection through a number of ways. You will always be informed of which athletes to test by the *Iran NADO*. You may receive specific athlete names, or you might be provided with instructions on how to select athletes.

You must always follow the athlete selection policy of the *Iran NADO* and if you have any questions, you should contact us ahead of time. You must also ensure that the selection decisions are kept confidential, are only disclosed on a need-to-know basis to ensure that athletes are tested with no advance notice.

During sample collection, some situations may arise that require you to adjust the selection of athletes. These adjustments or any contingency plan(s) that may be needed should always be discussed with the *Iran NADO* ahead of a testing mission.

Some examples of situations where adjustments might be needed are:

1. **Athlete Disqualification**: The disqualification of athletes may affect selection based on finishing position, jersey number, lane number, etc.

- ❖ For example, if the random draw is to test the athlete that finishes in 10th position, but only eight athletes completed the competition due to disqualifications, the DCO may select the athlete in the nearest finishing position (the 8th placed athlete) to be tested.
 - ❖ The DCO should continue to collect the sample of a randomly selected athlete who was notified after the competition and subsequently disqualified following the release of official results. However, for a medal position athlete who was notified and later disqualified, the DCO may terminate the sample collection session if a sample has yet to be collected. The DCO will also arrange for the athlete taking over the position to be notified. Such incidences will have to be reported by the DCO on the DCO Report Form.
 - ❖ For team sports, should a selected athlete be sent off from the field of play for the remaining period of the match, they should be notified once they leave the field of play.
2. **Tie:** In the event of a tie (two or more athletes finish in the same position), the DCO will consider the following options:
- ❖ For a selected finishing position (e.g. 3rd place) where two or more athletes finish in that position, all athletes should be selected and notified.
 - ❖ In the situation where two or more athletes finish in a position selected for testing, the DCO should have a contingency plan to select one of the athletes to be tested (e.g. the higher bib number). This will be recorded in the DCO Report form.
 - ❖ A tie will affect subsequent positions (e.g. when two athletes finish in 2nd position, and therefore the 3rd position is vacant). If the testing criterion is to test the 3rd position, then the athlete that finished in 4th position will be tested, and the DCO will document such incidences in the DCO Report Form.
3. **Unconfirmed Finishing Positions:** In some sports such as road cycling time trial, canoe slalom, speed skating, etc. results are confirmed only when all competitors complete the race. Athletes should be monitored until final positions are confirmed (i.e., Chaperones are assigned to monitor, but not notify, athletes holding the selected positions. If the athlete in a selected position for testing needs to go to the restroom before the final results is confirmed, this athlete should be notified for testing. If results are confirmed later and the athlete whose sample was already collected did not finish in the selected position, another notification for sample collection should be done for the athlete in the confirmed position. The DCO should document the additional test in the DCO Report Form.
4. **Targeted athlete is disqualified:**
- ❖ A targeted athlete (i.e., you have a specific athlete name) will still be notified for sample collection even if he/she is disqualified.
 - ❖ As such it is important that the DCO/Chaperone pay attention to the competition to know whether this is the case and to be prepared to approach the athlete as soon as they exit the field of play.
 - ❖

QUESTIONS AND ANSWERS

Q: What do I do if an athlete that has been selected for testing is competing in another event later that same day?

- a) In some sports, such as speed skating, swimming and athletics, athletes may be competing in multiple events or races one the same day. In other sports such as wrestling and rowing, repechages often occur where athletes have another chance to progress to later rounds of an event after losing. When the selections are confirmed, as the DCO, you should verify whether athletes selected for testing are scheduled to compete in other events/races to ensure that, as best as possible, an athlete who has been selected for testing is only notified after their last event/race for that day.
- b) If an athlete is notified of his/her selection for sample collection and has another event, you can allow him/her to delay reporting to the Doping Control Station. The athlete must be chaperoned during this time. Recognizing that a Chaperone might be able to follow the athlete closely as they compete, it is important to maintain visual contact.
- c) If there is enough time for the athlete to provide a sample and the athlete would prefer to do so before their next race or event, this can also be done.

5.0 Athlete Notification

This section describes the athlete notification and chaperoning process.

Notification of an athlete's selection for sample collection, when in-competition, should occur as soon as possible after the athlete finishes the competition. The DCO/Chaperone should be discreet in notifying the athlete. Once the athlete has been notified, the DCO/Chaperone must keep the athlete within sight at all times until they reach the doping control station. In this manual, a DCO performing notification and chaperoning duties will be called a Chaperone.

Preparation

Ahead of notification, the DCO and the Chaperone will establish the location of the selected athlete and plan the approach and timing of notification. For in-competition this should take into account any specific characteristic of the sport, competition schedule, etc. (e.g. sports in which athletes frequently compete in more than one event as explained in the Questions and Answers of Section 4.4).

The Chaperone must also ensure that he/she approaches the correct athlete. Identifying the athlete prior to notification (e.g., when the athlete is competing) would be helpful in tracking the athlete as he/she leaves the field-of-play.

5.1 Athlete Notification – Step-by-Step Procedures

The Chaperone must follow the steps outlined below:

- ❖ Approach the selected athlete, introduce himself/herself and present the official authorization documentation (provided by the *Iran NADO*) to the athlete.
- ❖ Verbally confirm the athlete's identity to ensure that they have approached the correct athlete. The Chaperone will then formally verify the athlete's identity with a suitable photo identity document (i.e., event accreditation pass, national identity card, driver's license or passport).
 - ❖ An athlete's inability to produce a photo identity document does not invalidate the sample collection session.
 - ❖ If the athlete does not have any photographic identification, the Chaperone could proceed with third party verification by a technical delegate, other official, coach, team manager, etc. If this occurs, this person should sign the DCF or a Supplementary Report Form to acknowledge that he/she identified the athlete.
- ❖ Inform the athlete that he/she has been selected for testing and must provide a urine and/or blood sample. The Chaperone will also advise the athlete of the testing authority (i.e., who is requesting and authorizing the test).
 - ❖ The Chaperone will notify the athlete in person without advance notice. However, there may be exceptions to this when:
 - The athlete is a minor, has an impairment or requires an interpreter. Notification of these athletes should take place in the presence of an adult representative or interpreter.
- ❖ Complete the *Notification Section* of the Doping Control Form (or a separate Notification Form as applicable) with the athlete recording the information as outlined in the Doping Control Form instructions (see Annex F).
- ❖ Inform the athlete of their rights and responsibilities. Specifically, inform the athlete of the following:

The athlete has a right to:

- ❖ A representative (often a coach or medical staff from their team) and, if available an interpreter;
- ❖ Have the procedures explained or ask for additional information on the sample collection process;
- ❖ Request a delay in reporting to the doping control station for valid reasons; and
- ❖ Request modifications to the sample collection process in the case of athletes with impairments (See Section 7).

The athlete has the responsibility to:

- ❖ Remain within sight of the DCO or Chaperone at all times from the time of notification (now) until the completion of the sample collection procedure;
 - ❖ Provide valid photo identification;
 - ❖ Comply with all sample collection procedures; and
 - ❖ Report to the doping control station immediately unless there are valid reasons for delay.
- ❖ In addition, also inform the athlete of the following:
- ❖ The location of the doping control station.
 - ❖ That should the athlete choose to consume food or fluids prior to providing a sample it is at their own risk (the athlete is responsible for the security and integrity of any drinks and food that they choose to consume).
 - ❖ Not to hydrate excessively since this may delay the production of a suitable sample.
 - ❖ That, now that the athlete has been notified for sample collection, their first urine passed (if they must provide a urine sample) must be to the sample collection personnel.
 - ❖ That failure to comply with the sample collection process (e.g., failure to provide a sample) may be deemed an anti-doping rule violation which carries a 4-year sanction.
- ❖ If this information is not known already, ask the athlete if they are 18 years of age or older. If the athlete is under 18 years of (i.e., a minor), the Chaperone will:
- ❖ Accompany the athlete in locating an adult known to them so that they can be notified in the presence of an adult.
 - ❖ Inform the athlete that they should bring a representative with them to the doping control station.
 - ❖ Inform the DCO that the athlete is a minor upon arrival at the doping control station.
 - ❖ If the athlete does not bring a representative, the DCO must assign an appropriate representative at the doping control station.
- ❖ Finalize the Notification Form (i.e., the time notification was completed, etc.).
- ❖ Ask the athlete to read/review the Notification Form and sign the form to acknowledge the Notification.
- ❖ Provide a copy of the Notification Form to the athlete.
- ❖ Offer the athlete a choice of sealed beverages.
- ❖ The Chaperone should never handle unsealed food or beverages. It is the athlete's choice to either consume his/her own beverage or chose from the selection offered by the Chaperone.

- ❖ At this point, escort the athlete to the doping control station ensuring that the athlete remains in the Chaperone's sight at all times. The athlete may ask for a delay in reporting to the doping control station if the athlete must:

For in-competition testing:

- ❖ Participate in a medal ceremony;
- ❖ Fulfill media commitments;
- ❖ Compete in further competitions;
- ❖ Perform a warm down;
- ❖ Obtain necessary medical treatment;
- ❖ Locate a representative or interpreter;
- ❖ Obtain photo identification; or
- ❖ Any other reasonable circumstances as determined by the DCO, taking into account any instructions by the *Iran NADO*.

For out-of-competition testing:

- ❖ Locate a representative;
 - ❖ Complete a training session;
 - ❖ Receive necessary medical treatment;
 - ❖ Obtain photo identification; or
 - ❖ Any other reasonable circumstances as determined by the DCO, taking into account any instructions by the *Iran NADO*.
- ❖ The Chaperone can grant the athlete's request for any of the above reasons as long as the athlete can be continuously chaperoned and kept under direct observation during the delay.
 - ❖ For any medal ceremony or media commitments, the Chaperone should be as discreet as possible in order not to draw attention to the fact the athlete has been selected for doping control. The Chaperone does not need to be next to the athlete but must always maintain visual contact (i.e., be able to directly observe the athlete).
 - ❖ Upon arrival at the doping control station, guide the athlete through any sign-in procedures (and once the doping control process is completed any sign out procedures).
 - ❖ The Chaperone or DCO will note the reporting/arrival date and time at the doping control station on the Doping Control Form.
 - ❖ If the athlete is not ready to provide a sample or must wait for an available DCO, the athlete will remain under direct observation (either by the same Chaperone or another available Chaperone or DCO).

- ❖ Once the athlete checks into the doping control station, the athlete may only leave if he/she has been granted permission by the DCO and a time period for returning has been agreed to with the athlete. Under these circumstances, a Chaperone must accompany and observe the athlete at all times until he/she returns to the doping control station. DCO will document the time of the athlete's departure and return. Specifically, the DCO must agree with the athlete on the following conditions:
 - ❖ The purpose of the athlete leaving the doping control station and the time of return (or return upon completion of the agreed activity);
 - ❖ That the athlete must remain under continuous observation throughout; and
 - ❖ That the athlete must not pass urine until they arrive back at the doping control station.
- ❖ When the athlete is ready to provide a sample, the Chaperone will inform the DCO/relevant sample collection personnel.

Notes on the Athlete Representative and Interpreter

- ❖ An athlete can request one representative to be present. However, minors and athletes with impairments are required to be accompanied by an adult representative (see Section 7 for further details). The responsibilities of the athlete representative are typically as follows:
 - ❖ Observe the sample collection process.
 - ❖ Assist in any part of the sample collection process if requested by the athlete.
- ❖ An interpreter should assist/be sought when the athlete, athlete representative and Chaperone do not speak or understand a common language. Even if an interpreter is present, you should always speak to the athlete and/or athlete representative directly (instead of the interpreter) while the interpreter is translating. The responsibilities of an interpreter are as follows:
 - ❖ Accompany the athlete from the point of notification until the completion of the sample collection session, except during the provision of urine sample.
 - ❖ Verbal translation of instructions by the sample collection personnel.
 - ❖ Explain the content of the doping control documents to the athlete.

QUESTIONS AND ANSWERS

Q: In escorting the athlete back to the doping control station. I am walking in front of the athlete for the athlete to follow me, is that appropriate?

- a) Chaperones must ensure the athlete remains within sight and is observed at all times. Always walk alongside or at a short distance behind (and not in front of) the athlete.

Q: I am asked to observe and report any unusual behaviour by the athlete, what does that mean?

- a) Examples of unusual behavior by an athlete could include:
 - i. Drinking excessively despite attempts to discourage it; and/or
 - ii. Receiving and consuming medication or administering injections; and/or
 - iii. Attempting to avoid or unnecessarily delay reporting to the doping control station; and/or
 - iv. Leaving the sight of the chaperone intentionally; and/or
 - v. Urinating or attempting to urinate prior to the arrival at the doping control station.
- b) If you notice any of these behaviors, discreetly report this to the DCO as soon as possible.

Q: I have notified an athlete and they do not want to provide a sample. What should I do?

- a) If an athlete is being difficult or refusing to acknowledge the notification, inform him/her that failure to comply with doping control or refusing to provide a sample could result in an anti-doping rule violation which carries a sanction of up to 4 years.
- b) At this point, if possible, encourage the athlete to report to the doping control station in order to talk with the DCO. If possible, through the help of another Chaperone or via mobile phone (if possible) contact the DCO to assist with this situation.
- c) Try to engage with an athlete support personnel and advise them of the situation and of the possible consequences.

Q: I have visually located the athlete that I must notify and as the athlete sees me approaching, they grab their bag and run away. What can I do?

- a) If an athlete evades, or attempts to evade, in order to avoid being notified, (and you cannot ultimately notify the athlete), you must inform the DCO immediately and document the situation (i.e., write down as much detail as possible using a Supplementary Report Form).
- b) The DCO must also inform the *Iran NADO* as soon as possible of this situation.

Q: I have notified an athlete and they do not want to provide a sample. What should I do?

- a) If an athlete evades, or attempts to evade, in order to avoid being notified, (and you cannot ultimately notify the athlete), you must inform the DCO immediately and document the situation (i.e., write down as much detail as possible using a Supplementary Report Form).
- b) The DCO must also inform the *Iran NADO* as soon as possible of this situation.

Q: I arrive at an athlete's house and as I am notifying the athlete he/she stops me, and tells me that he/she is retired and no longer competing. What should I do?

- a) Since you received instructions from the *Iran NADO*, even if the athlete claims that he/she has retired, the sample collection session must be completed.

- b) The DCO (or Chaperone) cannot cancel the sample collection session based on an athlete's statement that they have retired.
- c) The DCO should offer to the athlete that they complete a Supplementary Report Form documenting his/her concern.
- d) If the athlete refuses to comply with the request, the DCO should explain to the athlete that the consequences of a refusal, including potential sanctions (which could be a sanction of up to 4 years for a refusal), may still apply even if the athlete claims to be retired or retires after his/her refusal.

Q: I arrive at an athlete's house and as I am notifying the athlete he/she stops me, and tells me that he/she is retired and no longer competing. What should I do?

- a) Since you received instructions from the *Iran NADO*, even if the athlete claims that he/she has retired, the sample collection session must be completed.
- b) The DCO (or Chaperone) cannot cancel the sample collection session based on an athlete's statement that they have retired.
- c) The DCO should offer to the athlete that they complete a Supplementary Report Form documenting his/her concern.
- d) If the athlete refuses to comply with the request, the DCO should explain to the athlete that the consequences of a refusal, including potential sanctions (which could be a sanction of up to 4 years for a refusal), may still apply even if the athlete claims to be retired or retires after his/her refusal.

Q: I have just notified an athlete and they want to take a shower. What should I do?

- a) Taking a shower can be permitted as long as the integrity of the sample is maintained. To protect the integrity of the sample, the athlete must be advised of the following:
 - i. They will be within direct observation of either the DCO or the Chaperone of the same gender while they shower.
 - ii. They must not urinate while showering.
 - iii. They must confirm their understanding of these instructions.
- b) Whenever an athlete showers, it should be documented on a Supplementary Report Form. Include as many details as possible and confirm that the athlete was under continuous observation (if that was the case).
- c) If the athlete urinates while showering, this should be recorded on a Supplementary Report Form (along with the reason(s) why if possible). The athlete must still provide a sample.
- d) The same principles/guidance as above would apply if the athlete wishes to perform a cool-down in a pool or take an ice bath (as other examples).

Q: Upon notifying an athlete they tell me they cannot provide a sample because they have a flight to catch, can I let them go?

- a) If this situation occurs after a competition, the athlete should be made aware that travelling arrangements must take into account doping control. As such, having a flight to catch and not being able to provide a sample would not be deemed a reasonable circumstance to refuse doping control/provide a sample.
- b) The same would apply if an athlete who is part of a Registered Testing Pool (RTP) has booked a flight too close to their 60-minute timeframe or has not informed the *Iran NADO* of this information through their whereabouts information. Again, having a flight to catch would not be deemed a reasonable circumstance to refuse doping control/provide a sample.
- c) If this situation arises, you can always contact the *Iran NADO*. For other situations (not in-competition, not RTP athlete), and to provide some guidance, the following principles can be applied:
 - i. If an athlete informs you that he/she cannot provide a sample because he/she is leaving for the airport, as a first step, it is important to request proof of the flight and specifically proof of the departure time (e.g., flight itinerary, a boarding pass, etc.).
 - ii. Depending on the information provided, if possible, make every attempt to remain at the current location and try to convince the athlete to provide a sample. You can remind the athlete that once a sample is provided, the process does not take much time.
 - iii. If that athlete must go, travel with the athlete to the airport (if possible). Once at the airport, as best as possible attempt to collect a sample from the athlete (in a secure washroom). You should stay with the athlete and continue to attempt until the athlete must proceed through security.
 - iv. If it is not possible to successfully collect a sample from the athlete at the airport or if it was not possible to accompany the athlete to the airport, record all the necessary information on a Supplementary Report Form, documenting the situation, the steps you took to attempt to collect a sample, etc.
 - v. Contact the *Iran NADO* as soon as possible to discuss the situation.

6.0 Conducting Sample Collection

This section describes the process of witnessing urine and blood sample provision by an athlete, as well as the procedures for processing the samples provided.

The role of the DCO in these procedures is to guide the athlete. Sample collection personnel should **not** handle the sample collection equipment prior to the athlete sealing his/her sample, unless specifically requested to, and authorized, by the athlete. Such authorization must always be documented on the Doping Control Form or on a Supplementary Report Form (including the specific sample code numbers of sample collection equipment used).

Please refer to Section 7 for modifications to the sample collection procedure for athletes who are minors and for athletes with an impairment.

6.1 Urine Sample Collection – Step-by-Step Procedures

6.1.1 Selection of Sample Collection Vessel

When the athlete indicates that he/she is ready to provide a sample, the Chaperone will lead the athlete to an available processing room/doping control station. When the athlete and the Chaperone arrive, the DCO will:

- ❖ Introduce themselves to the athlete. Be sure to introduce any other authorized personnel (e.g., Blood Collection Officer, IF representative, etc.) present in the processing room. Show your accreditation and letter of authority to the athlete.
- ❖ Review the athlete's identification (to confirm identity) and notification details recorded on the Doping Control Form. Complete the top portion of the Doping Control Form (Athlete Information).
- ❖ Ensure that the athlete is aware of his/her rights and responsibilities and understands the sample collection procedure. If the athlete has never been tested before, explain the sample collection procedures.
 - ❖ You should also explain to the athlete that the role of the DCO is to explain and guide the athlete through the sample collection session. You will at no point handle or touch any sample collection equipment or unsealed sample, except in situations where modifications are required (refer to Section 7).
- ❖ Once the athlete is ready to provide a urine sample, instruct the athlete to select a sample collection vessel, from a choice of at least three. Ask the athlete to inspect it to ensure that the selected vessel is sealed and clean with its packaging intact.
- ❖ If the athlete is not satisfied with the conditions the vessel:
 - ❖ He/she should select another sample collection vessel.

- ❖ If the athlete is not satisfied with any of the available sample collection vessels and you agree, you should contact the *Iran NADO* to determine next steps. As much as possible, you should not terminate the sample collection session..
- ❖ If the athlete is not satisfied with any of the available sample collection vessels and you do not agree with the athlete, you will instruct the athlete to proceed with the sample collection session. You must however, record the athlete's concerns on a Supplementary Report Form. You should also remind the athlete of the possible consequences for failing to comply with sample collection (especially if the athlete is reluctant to continue).
- ❖ Discuss with the athlete any modifications, if required, to the sample collection process prior to the provision of a sample.
- ❖ Inform the athlete of the requirement to provide at least **90mL** of urine.
- ❖ Advise the athlete prior to proceeding to the washroom that they must:
 - ❖ Wash their hands with water only and rinse them thoroughly, or wear gloves during the procedures.
 - ❖ Disrobe from mid-torso to mid-thigh (i.e., roll up long sleeves past the elbow or remove the clothing; lift shirt/top to mid-chest level and lower shorts or trousers to mid-thigh level).
 - ❖ Ensure that the witness has a clear and unobstructed view of the passing of the sample.
 - ❖ Retain control of the collection vessel and any samples provided until the sample is sealed.

6.1.2 Witnessing Urine Sample Provision

When the athlete is ready to provide a sample, a witness (i.e., Chaperone or DCO) of the same gender as the athlete will:

- ❖ Accompany the athlete to the washroom to provide a sample.
- ❖ Ensure that the athlete washes his/her hands thoroughly with water only (or wears gloves).
- ❖ Instruct the athlete to remove only the collection vessel from the packaging by holding the bottom exterior of the vessel. The lid is to be left inside the packaging until after the sample has been provided.

NOTE: Should any issues with the sample collection vessel arise; the athlete will be chaperoned back to the processing table to select a new vessel.

- ❖ Ask the athlete to disrobe from mid-torso to mid-thigh.
- ❖ View the passing of the sample, ensuring a clear and unobstructed view.

- ❖ To allow for an unobstructed view, the athlete and the witness can position themselves in the following manner:

- ❖ Male witnesses may have a clearer view by positioning themselves to the side/front of the athlete and at the opposite side of the hand holding the Sample Collection Vessel. *(Illustration use courtesy of Anti-Doping Singapore)*



- ❖ As female athletes may inadvertently obstruct the view with their preferred hand holding the sample collection vessel, witnesses may crouch down slightly in front of the athlete and to the side opposite of the hand holding the sample collection vessel for a clearer view. *(Illustration use courtesy of Japan Anti-Doping Agency)*



- ❖ If an athlete turns away from the witness, the witness must adjust his/her position to ensure an unobstructed view. The witness should also immediately instruct the athlete to turn back so that he/she could have an unobstructed view.

NOTE: Ideally, both the witness and athlete should be in the toilet with the door closed. However, if the toilet area is not large enough and the door must remain open, the witness should ensure that the use of the toilet area is monitored to avoid others from inadvertently interrupting the sample provision process while maintaining a clear and unobstructed view of the athlete providing their sample.

- ❖ Instruct the athlete to provide at least 90mL of urine. Once the minimum is reached, the athlete should be encouraged to continue to fill the collection vessel, providing as much urine as possible.
 - a) If the sample collection vessel is almost full, you can instruct the athlete to finish emptying his/her bladder into the toilet.
 - b) If the athlete cannot provide the 90mL of urine, you can instruct the athlete that the sample must still be sealed and that the DCO will explain the following procedures. You should not stay in the toilet too long while the athlete tries to provide more urine.
- ❖ Once the urine sample has been collected, instruct the athlete to place the lid on the sample collection vessel and ensure it is secure.
- ❖ Instruct the athlete to flush the toilet to ensure no residual urine remains.
- ❖ Ensure the athlete carries his/her own sample. You may only handle the sample collection vessel if requested and authorized by the athlete to do so, and this must be documented on the Doping Control Form or a Supplementary Report Form.

- a) While the athlete is re-adjusting his/her clothes and washing his/her hands, ensure the sample collection vessel is placed on a safe surface and always remains in full view of the athlete (and yourself).
- ❖ Return to the processing room with the athlete, maintaining full view of the athlete and the sample.
- ❖ Report or document any unusual behavior observed during sample provision. Discreetly share this information with the DCO and document the situation on a Supplementary Report Form.

6.1.3 Dividing and Sealing the Sample

Once the athlete and the witness return from the toilet area with the sample:

- ❖ Record the volume of urine provided by the athlete on the Doping Control Form.
- ❖ Ask the witness to write their name and sign on the Doping Control Form attesting that they had a clear and unobstructed view of the athlete and their sample.

NOTE: Should the witness be unsure of the integrity or origin of the urine sample, the athlete will be asked to provide an additional sample. Follow the procedure for collecting additional samples. The questionable sample should not be discarded or combined with the additional sample. All samples should be sealed in a sample collection kit and sent to the WADA accredited laboratory. The DCO will document the reason for collecting additional sample in the DCO Report Form.

NOTE: If you notice a foreign object/substance in the sample that could compromise the integrity of the sample (i.e., soap), the sample is still processed but an additional sample is also collected. If you notice a foreign object/substance in the sample that would not compromise the integrity of the sample (i.e., blood or hair), the sample is processed, and no additional sample is needed.

- ❖ Instruct the athlete to select a sample collection kit from a minimum of three kits.
- ❖ Instruct the athlete to visually inspect the selected sample collection kit for any defects to the security seal and the packaging. If the kit is unsatisfactory, instruct the athlete to select another kit.
 - a) If the athlete is not satisfied with the conditions of any of the kits and you disagree with the athlete, instruct him/her to proceed. Record the athlete's concerns on a Supplementary Report Form.
 - b) If both you and the athlete agree that all of the equipment is inadequate, you may terminate the testing session. The urine sample collected must be disposed of in the toilet with the athlete. You must contact the *Iran NADO* as soon as possible to discuss this situation.
- ❖ Once a sample collection kit is selected, instruct the athlete to:
 - a) Open the kit and remove all contents from the box.

- b) Check and verify that sample code numbers on the box, bottles/containers, bottle/container caps and barcode labels of the sample collection kit are the same (one bottle will have a prefix A, and the other a prefix B).
- c) Remove any additional material (e.g., any plastic wraps, rings, etc.).

NOTE: The DCO must also visually check that all the sample code numbers match.

NOTE: If the sample code numbers are not the same, instruct the athlete to select another kit and document it on the DCO Report Form. The athlete may also comment on the Doping Control Form.

- ❖ Instruct the athlete to pour his/her sample into the B bottle/container up to the indicator line (approximately 30mL of urine) and then put the bottle/container to the side (without putting the cap on).
- ❖ Instruct the athlete to pour the remaining sample into the A bottle/container, at a minimum to the indicator line (60mL), and to a maximum height as indicated on the bottle/container. When done, instruct the athlete to put the bottle/container aside.
- ❖ Instruct the athlete to pour any remaining urine in the B bottle/container to a maximum height as indicated on the bottle/container.
- ❖ A small amount of urine is to be left in the sample collection vessel in order to measure the specific gravity. Should there be more than a few drops of urine left, inform the athlete that the remaining urine will be discarded in the toilet by him/her in view of the DCO or Chaperone upon completion of the testing mission.
- ❖ Instruct the athlete to put the caps on the bottles/containers and to seal the bottles/containers.
- ❖ Instruct the athlete to verify that the bottles/containers are sealed correctly by the manufacturer instructions.
***Note:** If an athlete has difficulty sealing the bottles/containers, it is preferred that the athlete's representative (if present) assists the athlete. The DCO may assist if requested and authorized to do so by the athlete. This assistance should be documented on the Doping Control Form and/or a Supplementary Report Form.*
- ❖ Record the time of sealing of the sample on the Doping Control Form.
- ❖ Record the sample code number on the Doping Control Form and ask the athlete to verify that it is recorded correctly. OR Apply barcode labels on each copy of the Doping Control Form.
- ❖ Once the athlete is satisfied that the bottles/containers are sealed, repeat those same steps to also verify that the bottles/containers are sealed properly (i.e., the DCO will ensure a proper seal).
- ❖ When samples are traveling by air, place each bottle/container into the plastic bags (i.e., the International Air Transport Association (IATA) leak-proof plastic bags) and place the bottles/containers back into the sample collection kit box.
- ❖ Destroy any leftover barcode labels.

6.1.4 Measuring Specific Gravity

Once the bottles/containers are sealed and placed back into the box, verify the specific gravity of the sample by using the residual urine from the sample collection vessel. This measurement must only be done once the sample has been sealed in the A and B bottles/containers. You must never immerse any objects into the sample prior to sealing it in the sample collection kit bottles/containers and you must never perform the specific gravity measurement on a partial sample.

Using the Lab Sticks

- ❖ Ensure that the lab sticks have not expired before use.
- ❖ Ensure that your hands are clean and dry before handling the sample collection vessel and lab sticks. You may also wear gloves.
- ❖ Remove one lab stick from the container, dip the stick into the residual urine (sample collection vessel), pads down (the lab stick pads must be wet with the urine).
- ❖ Remove the stick and hold it in a horizontal position.
- ❖ Wait for approximately 45 seconds and then read the specific gravity using the chart on the container. Holding the container and stick horizontally, compare the color(s) developed on the stick to the corresponding color on the color chart found on the container.
- ❖ Record the specific gravity on the Doping Control Form.
- ❖ The minimum specific gravity required is 1.010. If the specific gravity is lower, further sample(s) must be collected.

NOTE: If the specific gravity of the first sample does not meet the minimum requirement, the DCO will advise the athlete to stop hydrating.

Using a Digital Refractometer

- ❖ If you are using a refractometer to measure the specific gravity, you must verify that it is calibrated as per the manufacturer's instructions. Verify this prior to the athlete arriving at the processing room (and do so before each athlete). In order to do so:
 - a) Using a paper towel, wipe the prism surface of the refractometer.
 - b) Using a pipette, place a few drops of water onto the prism surface.
 - c) Press the START button on the refractometer. The measured value will be displayed on the screen after the arrow blinks three times.
 - d) The display must read 1.000. If so, the unit **does not** need to be calibrated. Wipe the water off the prism surface with a paper towel.

- e) If the reading **is not 1.000**, leave the water on the prism and press the ZERO button. After blinking three times, the display should now read 1.000. If the display reads AAA, add more water onto the prism surface and press the ZERO button again.
 - f) Once 1.000 is displayed, the refractometer has been properly calibrated. Wipe the water off the prism with a paper towel. The refractometer is now ready to use.
- ❖ Using a pipette, draw up some of the residual urine from the sample collection vessel.
- ❖ Put a few drops of urine onto the prism surface and wait for 30 seconds.
- ❖ Press the START button.
- ❖ The measurement value will be displayed on the screen after the arrow blinks three times.
- ❖ Record the value displayed on the Doping Control Form.
- ❖ The requirement for specific gravity is as follows:
 - a) For samples with a volume of 90mL and less than 150mL, the minimum specific gravity required is 1.005. If the specific gravity is lower, an additional sample must be collected.
 - b) For samples with a volume of 150mL and more, the minimum specific gravity required is 1.003. If the specific gravity is lower, an additional sample must be collected.
- ❖ Clean the prism with water after each use. You can put a few drops of water using a clean pipette.
- ❖ Gently wipe the prism dry with a paper towel and set aside.

NOTE: It is important to clean the refractometer after each use to avoid contaminating the sample of any subsequent test(s).

6.1.5 Additional Samples

If the sample does not meet the specific gravity requirements, you must collect an additional sample(s) from the athlete. If this occurs:

- ❖ Inform the athlete that, since the specific gravity does not meet the minimum requirements, they must provide an additional sample.
- ❖ Advise the athlete that they cannot further hydration and should wait approximately 20 minutes prior to providing another sample.
- ❖ Inform the athlete that while they wait, the Chaperone will remain with them and that once the 20 minutes has expired, and if they are ready to provide a sample, they are to return to the processing room to provide their sample.

- ❖ Once the athlete returns, you repeat the same procedure starting with the selection of the collection vessel.
- ❖ Unless exceptional circumstances apply, you must collect additional samples until one meets the requirements for specific gravity. Exceptional circumstances to stop collecting samples may include:
 - ❖ Early morning competition: if it is getting late, the athlete has provided a number of dilute samples, and you can confirm that the athlete is competing again in the morning, you may stop collecting additional samples.
 - ❖ Closing of venue: if the venue is closing and there are no other location options available (i.e., athlete accommodation, etc.), you may stop collecting additional samples.
 - ❖ Evacuation: if, due to an emergency situation, everyone is being evacuated, you may stop collecting additional samples.
 - ❖ Equipment: if all sample collection equipment has been used or deemed not suitable by the DCO, you may stop collecting additional samples.
- ❖ You must document this situation in your DCO Report or using a Supplementary Report Form.

6.1.6 Completing the Doping Control Form

Once all the required samples have been collected and sealed, complete the remainder of the Doping Control Form.

- ❖ Ask the athlete to declare any medications and other substances, including vitamins, minerals, herbs and other dietary supplements taken in the previous **seven (7)** days and if a blood sample is collected, any transfusions received in the previous **three (3)** months.

Note: This information is recorded on the Doping Control Form. However, if more space is required, a Supplementary Report Form can be used.

NOTE: As the DCO, you must not: offer any advice on substances/medications; question the use of a substance or medication; or enter into any discussion on the status of a medication.

- ❖ Ask the athlete if they consent for their sample to be used for research and request that they read the text on the back of the Doping Control Form related to this. Based on the athlete's decision, check the applicable box.
- ❖ Review and complete the Doping Control Form to ensure that all the required information has been recorded. As you do so, draw a line through any empty boxes on the Doping Control Form.

NOTE: The Doping Control Form should be filled out as completely as possible before reviewing it with the athlete.

- ❖ Review the Doping Control Form with the athlete (and athlete representative if present) to ensure all the required information has been recorded on the Doping Control Form and is correct. As you do so, draw a line through any empty boxes on the Doping Control Form.
- ❖ Ask the athlete to review the back of the Doping Control Form as it contains important information about authorization and consent.
- ❖ Ask the athlete to write any comments regarding the sample collection process in the 'Comments' section on the Doping Control Form. If the athlete has no comments they can write 'N/A' or 'No Comments' and cross out the remainder of the box.
- ❖ Ask the athlete representative to print their name and sign the Doping Control Form. If there were no athlete representative, draw a line through those blank boxes.
- ❖ Print your name and sign in the appropriate boxes.
- ❖ Record the date and time the session was completed.
- ❖ Ask the athlete to sign the form, which indicates satisfaction with both the accuracy of the information on the form and the procedures used for the collection of the sample.
- ❖ Provide the athlete with their copy of the Doping Control Form.
- ❖ Explain to the athlete where the other copies are going:
 - ❖ Laboratory copy: Goes to the WADA-accredited laboratory and indicate to the athlete that it does not include any of his/her personal information, so the laboratory does not know to whom belongs the sample.
 - ❖ *Iran NADO* copy: Goes to the organization who requested the test (i.e., Testing Authority).

6.1.7 Partial Urine Sample

If the athlete did not provide the required minimum volume of urine (90mL), you will inform him/her that additional urine will be collected in order to meet the minimum requirements.

If an insufficient volume of urine is provided

- ❖ Record the volume of the urine sample provided in the Partial Sample section of the Doping Control Form.
- ❖ Instruct the athlete to select a partial sample collection kit from a choice of at least three.
- ❖ Instruct the athlete to verify that the kits show no signs of damage, that they are properly sealed, clean and intact and that the athlete is satisfied with their selection.
- ❖ Instruct the athlete to open the sample collection kit.

- ❖ Ask the athlete to read out the number of the sample collection kit and record it on the Doping Control Form. Ensure that you also visually verify the number prior to recording it.
- ❖ Instruct the athlete to pour their entire sample in the partial collection kit and seal it according to the manufacturer's instructions.
- ❖ Record the time the partial sample was sealed on the Doping Control Form.
- ❖ Review the partial sample information with the athlete.
- ❖ You and the athlete will initial the Doping Control Form, acknowledging that the information recorded is correct.
- ❖ Advise the athlete that you will keep the partial sample in the processing room/doping control station with you.
- ❖ Inform the athlete that they can return to the waiting area while remaining under the observation of the Chaperone until he/she is ready to provide another sample.

Completing the provision of the sample

When the athlete is ready to provide more urine, you will follow the same steps as outlined above (starting at Section 6.1).

- ❖ Instruct the athlete to select a sample collection vessel, from a choice of at least three. Ask the athlete to inspect it to ensure that the selected vessel is sealed and clean with its packaging intact.
- ❖ Discuss with the athlete any modifications, if required, to the sample collection process prior to the provision of a sample.
- ❖ Inform the athlete of the requirement to provide at least 90mL of urine.
- ❖ Advise the athlete prior to proceeding to the washroom that they must:
 - ❖ Wash their hands with water only and rinse them thoroughly, or wear gloves during the procedures.
 - ❖ Disrobe from mid-torso to mid-thigh (i.e., roll up long sleeves past the elbow or remove the clothing; lift shirt/top to mid-chest level and lower shorts or trousers to mid-thigh level).
 - ❖ Ensure that the witness has a clear and unobstructed view of the passing of the sample.
 - ❖ Retain sole control of the collection vessel and any samples provided until the sample is sealed.
- ❖ Accompany the athlete to the washroom to witness the passing of the sample.

Combining the samples

Once the athlete returns to the processing room with the additional sample:

- ❖ Instruct the athlete to put their sample on the processing table.
- ❖ Retrieve the athlete's partial sample and instruct the athlete to inspect it, ensuring it has not been tampered with.
- ❖ Ask the athlete to confirm that the partial sample belongs to him/her by checking the partial sample kit number against the one recorded on the Doping Control Form.
- ❖ Instruct the athlete to select a new collection vessel, inspect it and, if satisfied, open it.
- ❖ Instruct the athlete to open his/her partial sample collection kit.
- ❖ Instruct the athlete to pour the first partial sample into the new collection vessel, followed by each subsequent sample until at least 90mL is obtained (or until the maximum volume of urine in the collection vessel is reached).
- ❖ If the combined volume of urine is less than 90mL, you will inform the athlete that they must provide more urine and you will repeat the partial sample collection procedures. The process is to be repeated until a minimum of 90mL is obtained, using a new partial sample collection kit each time.
- ❖ If the combined volume of urine is at least 90mL, the sample can be processed as per the standard urine sample collection procedures.

NOTE: If possible, try to have the same Chaperone/DCO witness all urine sample provisions for the same athlete. If different Chaperones/DCOs witnessed the urine sample provisions for the same athlete, the last person who witnessed the sample provision will print and sign their name on the Doping Control Form (i.e., in the urine sample witness box). The previous witness(es) will complete a Supplementary Report Form recording the fact that they observed previous/partial samples.

- ❖ If the athlete provides more than two partial samples, use a second Doping Control Form to record the additional partial sample kit numbers (since the Doping Control Form only has space to capture two partial sample numbers). If this occurs:
- ❖ When using a second Doping Control Form for the same athlete, in addition to recording the partial sample kit number(s), you must also record all the athlete information (top portion of the Doping Control Form) on the second Doping Control Form. The 'first' Doping Control Form will be used as the primary form and will include all the required information.
- ❖ Ensure you and the athlete sign both Doping Control Forms.
- ❖ Give the athlete a copy of all Doping Control Forms used.

QUESTIONS AND ANSWERS

Q: Why does the athlete have to wash their hands with water only?

A: During the sample collection process, one of the main goals is to protect the integrity of the sample. By washing their hands with water only, the athlete is minimizing the risk of contaminating his/her sample with soap for instance.

Q: Why must we look at the athlete so closely while they are passing their sample?

A: During sample provision, direct witnessing of the provision of sample from the athlete's body into the sample collection vessel is important to ensure there is no substitution or contamination of the sample during the course of the collection.

Q: Why is the specific gravity important?

- a) The minimum requirement is specified by laboratories to ensure the sample is not too dilute (contains too much water) which would prevent effective analysis.
- b) If an athlete's first sample is too dilute, this is why they must be informed not to drink any further fluids (i.e., to prevent any further samples from being dilute).

Q: Why can't we measure the specific gravity before we seal the sample?

A: It is important for the DCO to measure the specific gravity only after the athlete's sample has been sealed and using the residual urine. This is important to prevent any foreign objects (pipettes, reagent strips) contaminating the athlete's sample.

Q: Aside from a sample not meeting the requirement for specific gravity, are there other situations where the DCO needs to collect additional samples?

- a) Yes! Additional urine samples must be collected under the following circumstances:
 - i. The athlete did not maintain custody of his/her unsecured initial sample.
 - ii. The initial sample was not provided in clear view of the DCO.
 - iii. The initial sample has a foreign object in it that could compromise the integrity of the sample (e.g., soap, dirt, etc.).
 - iv. The athlete failed to comply with instructions given by the DCO during the provision of the initial sample (e.g., the athlete did not adjust his/her clothing to the required positions, the athlete did not allow for direct observation of the passing of the sample).
 - v. The DCO was unable to have an unobstructed view of the passing of the initial sample. **Note:** *In this case, the DCO should not sign in the 'Urine Sample Witness' box of the Doping Control Form.*

- vi. The DCO observed unusual behavior by the athlete while witnessing the passing of the athlete's initial sample.
 - vii. The DCO has doubts on the origin or authenticity of the athlete's initial sample.
 - viii. Upon examination of the sealed partial sample kit containing the athlete's partial sample, the DCO and/or athlete notice signs of tampering.
 - ix. The initial sample was not sealed properly, or the sample collection kit was defective.
- b) Reasons for collecting an additional sample for any of the reasons listed above must be recorded by the DCO on a Supplementary Report Form. You should inform *Iran NADO* as soon as possible.
 - c) Even if you question the integrity of a sample, this sample must still be sealed as per the 'standard urine sample collection procedures' and sent to the WADA-accredited laboratory for analysis.
 - d) The DCO must continue to collect additional samples until the sample collection procedure is adhered to and the integrity of the sample can be assured.

6.2 Blood Sample Collection Procedures

6.2.1 Types of Blood Collection and Required Equipment

The type of equipment used will differ depending on the type of analysis required.

Whole Blood or Plasma

Whole blood is collected to be analyzed for prohibited substances and prohibited methods such as blood transfusion and plasma for prohibited substances such as HBOCs and EPOs. Whole blood is also used for the Athlete Biological Passport (ABP). The tubes used to collect whole blood will contain an anti-coagulant. Once the blood is collected, this is why it is important to gently invert the tubes at least three times.

Number of Samples: 2 ("A" Sample and "B" Sample)

Volume required: 2 x 3mL (or as specified by relevant Laboratory)

Tubes required: Vacutainer EDTA tubes ('purple tubes')

Note: For ABP, it is possible to only request 1 sample, 1 x 3mL (no "B" sample is needed).

Serum

Serum is collected to be analyzed for prohibited substances and methods such as GH, HBOCs and EPOs. The tubes used will have an inert polymeric serum separator gel and a clotting activation factor. Once the blood is collected, these tubes must be gently inverted at least three times.

Number of Samples: 2 (“A” Sample and “B” Sample)
Volume required: 2 x 5mL (or as specified by relevant Laboratory)
Tubes required: Vacutainer SST II tubes or BD Vacutainer® SSTTM-II Plus (‘yellow tubes’)

6.2.2 Planning for blood collection

ABP testing

If blood samples are collected for the purposes of the ABP, the athlete should not have exercised within two hours before the blood draw.

As the DCO, if *Iran NADO* has not provided you with a specific time for the collection of the blood collection, verify the athlete’s whereabouts information to ensure the sample collection session does not occur within two hours of training or competition.

If the athlete has trained or competed less than two hours prior to his/her notification, the DCO will explain that the blood draw will have to wait until the two-hour period has elapsed. During that time, the athlete can provide a urine sample (if required). The athlete must be chaperoned throughout the waiting period. If it is not possible to wait for the two-hour period to elapse, as the DCO, you must record the nature, duration and intensity of the activity on the Doping Control Form and/or Supplementary Report Form.

GH testing

If blood samples are collected to be analyzed for Growth Hormone (GH), the athlete should not have exercised within 30 minutes before the blood draw.

As the DCO, if *Iran NADO* has not provided you with a specific time for the collection of the blood collection, verify the athlete’s whereabouts information to ensure the sample collection session does not occur within 30 minutes of training or competition.

If the athlete has trained or competed less than 30 minutes prior to his/her notification, the DCO will explain that the blood draw will have to wait until the 30-minute period has elapsed. During that time, the athlete can provide a urine sample (if required). The athlete must be chaperoned throughout the waiting period.

If it is not possible to wait for the 30-minute period to elapse, as the DCO, you must record the nature, duration and intensity of the activity on the Doping Control Form and/or Supplementary Report Form.

6.2.3 Blood Sample Collection – Step-by-Step Procedures

This procedure begins with the assumption that the athlete has provided a urine sample and is also providing a blood sample. As such, the athlete has already been notified, been informed of his/her rights and responsibilities, etc.

Selecting the equipment

- ❖ Inform the athlete that they must remain in a 'normal' seated position with feet on the floor for at least 10 minutes before undergoing venipuncture.
- ❖ During that time, you can complete the athlete information portion of the Doping Control Form (if not completed already) with the athlete or if samples are being collected for the Athlete Biological Passport (ABP) program, you can begin to complete some of the information required on the Athlete Biological Passport Supplementary Report Form (see Annex F) with the athlete.
- ❖ After the rest period, instruct the athlete to select the blood sample collection equipment required for each type of blood requested. The athlete must always be able to choose from a minimum of 3.
 - ❖ This includes the appropriate type and number of Vacutainer tubes needed as well as the appropriate number of kits/containers to seal the tubes.
- ❖ Instruct the athlete to verify that the equipment has not been tampered with and that the seals and the packaging are intact. If you or the athlete are not satisfied with the equipment selected, instruct the athlete to make another selection.
- ❖ If the athlete is not satisfied with any of the equipment and you do not agree with the athlete's opinion, you will instruct the athlete to proceed with the sample collection session. You will ensure that the athlete's concerns are recorded in the "Athlete's comments" section of the Doping Control Form or on a Supplementary Report Form. You should also remind the athlete of the possible consequences for failing to comply with sample collection (especially if the athlete is reluctant to continue).
- ❖ Instruct the athlete to remove the content of the blood sample collection kits and verify that the sample codes numbers all match – box, bottles, caps and, barcodes all match.
- ❖ Instruct the athlete to open the vacutainer bags and to place one of the barcodes (pre-printed labels) longitudinally on each of the vacutainer tubes. The label should be placed with the barcode starting at the top of the tube, near the cap.
 - ❖ When collecting both types of blood (i.e., whole blood and serum), you must ensure that the athlete is placing the right barcodes on the right tubes. In those situations, you should instruct the athlete to open one package at a time. Once the barcodes are properly affixed to the tubes from the first package, you should then instruct the athlete to open the other package.

Collecting the blood sample(s)

- ❖ Confirm that the athlete has been seated and relaxed for 10 minutes.
 - ❖ If the athlete provided a urine sample, you could note the time that the athlete returned from the washroom. Typically, by the time the urine sample is sealed, and the athlete has selected and inspected their blood sample collection equipment, 10 minutes will have elapsed and they will be ready to provide a blood sample.
 - ❖ The athlete cannot stand up at any time during the 10 minutes prior to sample collection. To have the athlete seated 10 minutes in a waiting room and then call the athlete to the processing room is not adequate.
- ❖ Instruct the athlete to provide the vacutainer tubes and needles to the BCO.
- ❖ Inform the athlete that the BCO will now guide him/her through the blood collection process.
- ❖ Start the temperature data logger and place it in the storage device (i.e., where blood samples will be kept). The temperature data logger is used to monitor storage and transport conditions.

The BCO will:

- ❖ Prepare and assemble the vacutainer tubes and needle in full view of the athlete.
- ❖ Explain the blood collection procedure to the athlete and will ask for their non-dominant arm.
 - ❖ The BCO may request for the other arm to carry out venipuncture if it is assessed that the preferred arm is not suitable. For athletes with an impairment, please refer to Section 7 for alternative sites for the blood sample to be drawn.
 - ❖ If the BCO determines that a Butterfly Needle (or a finer needle) is required, the athlete will be asked to choose a Butterfly Needle from the available Butterfly Needles.
- ❖ Place an absorbent pad or towel under the athlete's arm for comfort and to absorb any blood spillage.
- ❖ If required, apply a tourniquet to the athlete's upper arm. If the athlete has a skin condition, the tourniquet will be applied over thin cloth or a paper towel so that the skin is not pinched.

NOTE: If they are not already wearing gloves, the BCO should wear gloves at this point.

- ❖ Identify the puncture site and clean it with a sterile disinfectant wipe. The BCO will allow for the skin to dry before inserting the needle.
- ❖ Visually inspected the needle before insertion.
- ❖ Draw blood from the athlete and fill the vacutainer tubes as required.

- ❖ The tourniquet, if applied, is to be removed immediately following the venipuncture. It is recommended that the tourniquet, if applied, be released when the blood starts to flow and no more than **one** minute after application.
- ❖ Gently invert the tubes for at least **three** times and place the tubes into the sample collection containers.

Insufficient blood collected

In the event that an insufficient volume of blood in one or both of the vacutainer tubes, the BCO will:

- ❖ Remove the needle from the athlete's arm, apply a pad with pressure to the puncture site and repeat the entire venipuncture process starting with the selection of equipment.
 - ❖ The athlete can use the same bottles but will need to select new vacutainer tubes and needle.
- ❖ Place the vacutainer containing a full volume of blood into the corresponding bottle.
- ❖ Instruct the athlete to remove and destroy the sample code label from any vacutainer that is unused or contains an insufficient volume of blood.
- ❖ Once the barcodes have been removed, place any vacutainer tube that is unused or contains an insufficient volume of blood into the bio-hazardous container.
- ❖ Once the required volume of blood is collected and the venipuncture process is completed, proceed with the aftercare procedures outlined below.

This procedure can be repeated up to a maximum of **three** times (i.e., a BCO cannot puncture a vein more than **three** times). If the second attempt is still unsuccessful, the DCO should arrange for a different BCO to conduct the last attempt (if possible). After a third unsuccessful attempt, the DCO will terminate the blood sample collection session and will record the reasons for terminating on a Supplementary Report Form.

Aftercare procedure

After withdrawing the needle from the athlete's arm, the BCO will:

- ❖ Place a pad over the puncture site and instruct the athlete to press firmly on the pad. The athlete should be instructed to keep his/her arm straight and not bend immediately after blood collection.
 - ❖ Pressure will be applied for **two-three** minutes before continuing the sample sealing procedure. The BCO will assess the wound and indicate to the athlete and the DCO when the athlete is ready to proceed.
- ❖ Advise the athlete not to undertake any strenuous exercise using the arm for at least 30 minutes to minimize any potential bruising.
- ❖ Be prepared to conduct first-aid if necessary.

- ❖ Be responsible for disposing of all used blood collection equipment in accordance with the required standards and protocol for handling bio-hazardous waste.

Sealing the blood samples

Once the BCO deems the athlete ready to continue with the sample collection procedure, the DCO will:

- ❖ If the tubes have not already been placed into each of the A and B tamper-evident sample transport containers by the BCO, instruct the athlete to do so.
- ❖ Instruct the athlete to verify that the number on the barcode matches the number on the transport container.
- ❖ Instruct the athlete to seal the A and B containers as per the manufacturer's instructions.
- ❖ Verify that the containers are appropriately sealed and stored upright.
- ❖ If bags come with the equipment used: keep the following step, otherwise, remove it:
- ❖ Now that the bottles are sealed, insert the bottles into the transport bags, ensuring there is a desiccant pad in each and then seal the bags. The athlete may also complete this step if they wish.
- ❖ Instruct the athlete to destroy any extra barcode stickers and dispose of them.
- ❖ Place the blood samples in the storage device next to the temperature data logger. It is important that the blood samples are not frozen.
- ❖ When collecting SST II tubes ('yellow tubes'):
 - ❖ Inform the athlete that the samples must remain at room temperature for 15 minutes [or as per the manufacturer instructions if the 15-minute is different] before they are placed into the secure cooler/refrigerator.
 - ❖ Inform the athlete that they may remain with the samples until the 15-minute wait period has elapsed.
 - ❖ If the athlete decides not to stay with the samples, inform the athlete that the samples will remain under your observation until they are placed into the secure cooler/refrigerator.
 - ❖ Record on a Supplementary Report Form any athlete who decides not to remain with their sample.
 - ❖ Once the 15-minute has elapsed, place the samples into the secure cooler/refrigerator.

6.2.4 Completing the Doping Control Form

- ❖ If this has not already been recorded, write the sample code number(s) on the Doping Control Form and affix a barcode label sticker to each copy.
- ❖ Record the time of sealing.
- ❖ Ask the BCO to print and sign their names in the appropriate section to confirm that they have collected the blood sample from the athlete in accordance with the relevant and appropriate procedures.
- ❖ Cross out any blank boxes on the form that pertain to blood sample collection.
- ❖ Complete the Doping Control Form verifying all information with the athlete.
- ❖ If applicable, also complete the Athlete Biological Passport Supplementary Report Form.

QUESTIONS AND ANSWERS

Q: My instructions are to collect a urine and a blood sample from the athlete. Should I collect urine or blood first?

- a) While there is no prescribed order, we recommend that urine is collected first.
- b) Some athletes may have a fear of needles or be susceptible to fainting when blood is drawn. If blood is collected first and the athlete faints, needs medical attention/medication, etc., this could compromise the collection of the urine sample or make it difficult to collect the urine sample.

7.0 Modifications to Sample Collection

Athletes with impairments and athletes who are minors are given special considerations during the sample collection process. For these two groups of athletes, the athlete representative role takes on greater importance, modifications may be made to the sample collection process to accommodate their needs and, additional assistance may be provide to the athlete.

7.1 Modifications for athletes who are minors

For doping control purposes, a minor is a person under the age of 18 years.

As the DCO, you will be informed ahead of a mission that minors will or may be selected for sample collection. It may also be established that an athlete is a minor upon notification. It is important to implement the steps identified below, and to inform any Chaperones accordingly, in order to protect the athlete as well as the sample collection personnel involved.

Key points

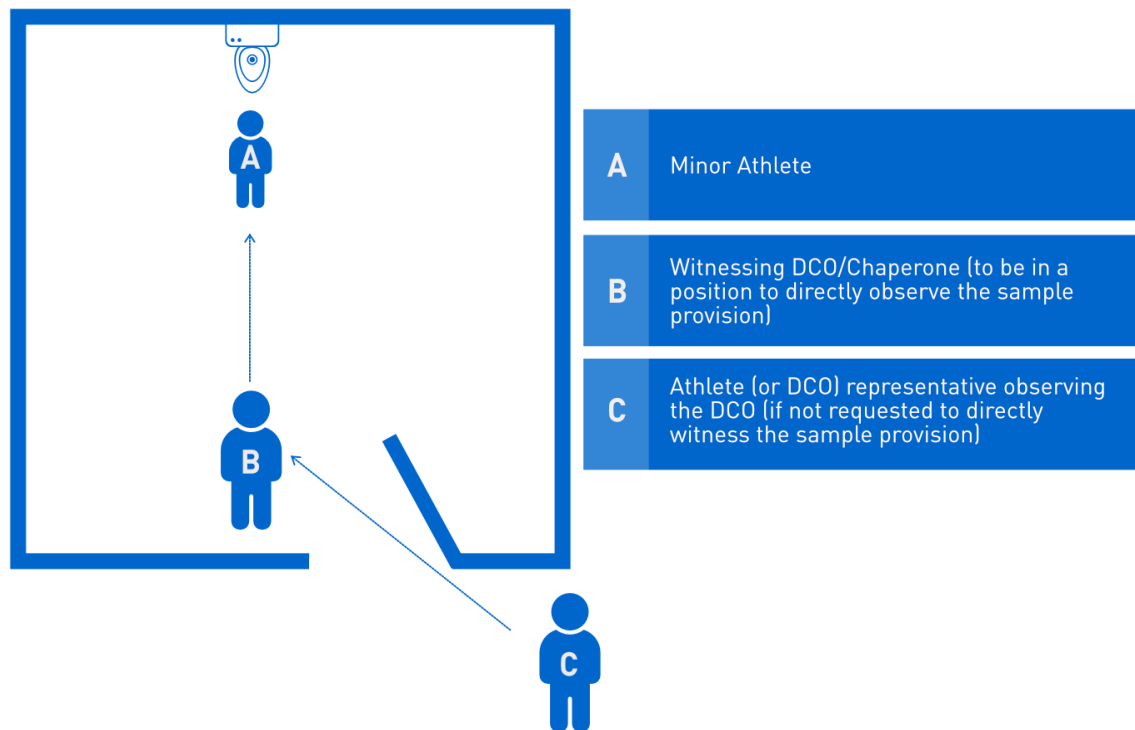
- ❖ An athlete who is a minor should be accompanied by an adult athlete representative (preferably of the same gender) at all times, including during notification, sample collection, as well as processing of sample.
- ❖ It is important that the representative is present when the DCO explains the sample collection procedure as well as the entire time the athlete is in the doping control station.

Notification of minors

- ❖ When it is established that the athlete is a minor, the Chaperone will ask the athlete to locate a representative. The representative must be 18 years or older. This can be a parent, a coach, a team manager, etc.
- ❖ Once an adult representative is located, the Chaperone will proceed with the notification and complete the official verbal and written notification in the presence of the representative (all the steps identified in Section 5).
- ❖ If the athlete cannot find a representative or declines having an adult representative present during notification, you must proceed with notification and the sample collection process (i.e., this does not invalidate the test).
- ❖ Bring the athlete to the doping control station and inform the DCO of the situation.
- ❖ If a minor declines the presence of a representative, the representative of the DCO/Chaperone must be present. The DCO will clearly record the situation on a Supplementary Report Form.

Sample collection

- ❖ The athlete representative will remain with the athlete throughout the sample collection session but will not witness the provision of the urine sample unless requested to do so by the athlete.
- ❖ The DCO will request that the representative be present in the washroom area to observe him/her witness the passing of the sample. See the diagram below which depicts the relative positions of the athlete, the DCO and the athlete representative during sample provision.



- ❖ The DCO will record the name of the representative and the fact that he/she observed the DCO witnessing the passing of sample on a Supplementary Report Form.
- ❖ Upon completion of the sample collection session, the athlete representative must also sign the Doping Control Form.

7.2 Modifications for athletes with an impairment

Athletes with impairments differ significantly in the degree of their impairments which may range from mild to severe. You, as the DCO will need to understand the special needs of athletes with impairments during the sample collection process and make any modifications to the notification or sample collection procedures if the situation requires it.

While modifications can be made and, as the DCO you have the authority to make modifications as the situation requires it, any modifications made must not compromise the integrity, security or identity of the samples. Modifications should also be authorized by the athlete and/or athlete representative and must be documented by the DCO on a Supplementary Report Form.

Key points

- ❖ As the DCO, you should be informed if athletes with an impairment will be or may be selected for sample collection. This will ensure you are well prepared and have the required equipment.
- ❖ All aspects of notification and sample collection for athletes with an impairment will be carried out in accordance with the standard notification and sample collection procedures unless modifications are necessary due to the athlete's impairment.
- ❖ It is important that you do not assume that athletes with an impairment will need assistance or will require any modifications to the sample collection process.
- ❖ As the DCO, when you inform the athlete of their rights and responsibilities (this should be done even if it was already covered during the notification), including the right to request modifications to the sample collection procedures, you can discuss if any will be needed at the start of the sample collection session.
- ❖ If required, determine with the athlete what modifications are needed and what equipment is necessary to complete the sample collection session – all while ensuring the identity, security and integrity of the sample.
- ❖ Athletes may request assistance with selecting or handling equipment, signing the Doping Control Form (or other forms) or providing a sample. The athlete should be encouraged to have a representative to assist with those tasks. Otherwise, as the DCO, and with the athlete's permission, you can assist the athlete. If you or the athlete representative needs to handle equipment or the sample on behalf of the athlete, you must wear gloves.
- ❖ Alternative sample collection equipment (such as bigger sample collection vessel) or a bigger doping control station or processing room may be needed.
- ❖ The athlete may authorize his/her athlete representative to accompany him/her into the toilet area to observe the DCO when providing his/her sample. The athlete representative may not view the passing of the athlete's sample unless authorized to do so by the athlete. In all cases, however, you must directly observe the passing of the sample.

- ❖ When testing an athlete with an impairment, it is important to write the complete name of the sport and discipline on the Doping Control Form. For example, Cycling – Para; Cycling Road or Rugby – Wheelchair Rugby.
- ❖ Document all requests for modifications and all modifications made during the sample collection process on a Supplementary Report Form.

Examples of possible modifications that may be needed

- ❖ Modifications to the urine sample collection procedure will most likely be required for athletes who have:
 - ❖ Restricted mobility or coordination;
 - ❖ Visual impairment;
 - ❖ Neurological or developmental impairments; or
 - ❖ A catheter or condom device to allow urine production.
- ❖ When collecting blood samples from athletes, the BCO, in consultation with the athlete, will determine the most appropriate site for venipuncture, especially if the athlete is an amputee or multiple-amputee. For example, the ankle might be the next preferred site for venipuncture for athletes with both arms amputated.
- ❖ **Athletes with amputations**
 - ❖ Athletes with both arms amputated may require assistance to sign the Doping Control Form, and also during the sample provision and sealing.
- ❖ **Athletes in wheelchairs**
 - ❖ Quadriplegics (or tetraplegic) may require assistance to sign the Doping Control Form, and also during the sample provision and sealing.
 - ❖ Athletes unable to walk may require the use of a catheter. However, some athletes may be able to provide samples without it (e.g. stand and use a urinal). For additional information on drainage system see 'Athletes with drainage system' below.
- ❖ **Athletes with a hearing impairment**
 - ❖ When speaking to athletes with a hearing impairment, the DCO should face the athlete and speak in a slow and clear manner so that the latter can lip-read.
 - ❖ The athlete may wish to have a representative to assist with communication.
- ❖ **Athletes with an intellectual impairment**
 - ❖ An athlete with an intellectual impairment may be accompanied by a representative of their choice at all times.
 - ❖ The DCO should speak simply and clearly to the athlete so that they can understand the procedure involved in providing a sample.

❖ **Athletes with cerebral palsy and acquired brain injury**

- ❖ Although athletes with cerebral palsy may appear to have severe physical disabilities, including the absence of coherent speech, the DCO/chaperone should not underestimate the intelligence of the athletes as the brain is usually unaffected by this condition.
- ❖ If there is difficulty communicating with these athletes, DCOs should ask the representative to assist with communication.

❖ **Visual impairment**

- ❖ An athlete with a visual impairment may be accompanied at all times during the sample collection session by an athlete representative, preferably of the athlete's choice.
- ❖ When addressing an athlete with a visual impairment, the DCO should speak to the athlete directly and not to his/her representative.
- ❖ The athlete should be given, wherever practical and possible, the opportunity to inspect all sample collection equipment by touch. The athlete may, however, request that their representative inspects the equipment and verify certain aspects of the procedure that require visual confirmation (e.g. matching of sample code on bottle A and B to that on the box of Sample Collection Kit).

❖ **Athletes with drainage system**

- ❖ Athletes who are using urine collection or drainage systems should choose one of the following means to provide their samples:
 - If indwelling catheter or condom drainage is used, the athlete should ideally replace it with a new and unused catheter or drainage system. The urine collected in this new bag will be drained into the sample collection vessel as the sample to be processed.
 - If replacing/disconnecting the bag already in use is difficult due to the type of catheter used, the existing bag must be fully emptied to allow fresh urine to be collected. The fresh urine collected in the bag will be drained into the sample collection vessel to be processed.
 - The sample may also be taken directly from the catheter into the sample collection vessel. The athlete or representative, under the athlete's instruction, may temporarily clamp off the catheter to the leg bag.
- ❖ As is the case with all sample collection procedures, the catheterization process must be witnessed. The collection bag should be drained and replaced (if possible) as soon as practical following the notification. Using the contents of the sample collection bag prior to notification is **not** an acceptable sample.
- ❖ Athletes should preferably use their own catheter or leg bag. Both the catheter or leg bag should be checked by the DCO to ensure that it is connected to the athlete's body and that the urine sample is from the athlete.
- ❖ The catheter or drainage system is not a required part of sample collection equipment to be provided by the *Iran NADO*. It is the athlete's responsibility to have the necessary equipment available for this purpose.

- ❖ The athlete must be advised to use a clean sterile catheter if possible. If an athlete chooses to use a previously used catheter, the DCO will inform the athlete that they are responsible for the condition and contents of this personal equipment and as well as for the consequences of this choice.
- ❖ The DCO must visually inspect any reused catheter to ensure it contains no residual urine (or a negligible amount) and verify that there is no indication of damage (e.g., cracking, etc.).
- ❖ The DCO must document the use of such equipment on a Supplementary Report Form.

8.0 Concluding the Sample Collection Session

After the last athlete leaves the doping control station, you, as the DCO, will prepare the collected samples for transportation along with the required documentation. It is important to ensure that samples are stored and transported in a manner that protects their integrity, identity and security.

Key points

- ❖ Once the athlete has left the doping control station no amendments can be made to the Doping Control Form. It is important that you verify each Doping Control Form prior to the athlete leaving the doping control station.
- ❖ If an error on any of the athlete's sample collection documentation is noticed after the athlete is released from the doping control station, the document should not be altered. In this case, you should complete a Supplementary Report Form explaining the error.
- ❖ You must complete the Chain of Custody Form, ensuring that all required information is properly recorded and that the sample code number for each sample collected is written.
- ❖ You should place all completed samples into the courier transport bag(s) as soon as possible together with the *laboratory section* of the Doping Control Form and ensure the courier bag always remains under your control and observation until you transfer it to the courier company or laboratory. It is important to ensure that any document that could identify the athlete must not be included with the samples (i.e., must not be sent to the laboratory).
- ❖ Ensure that the Chain of Custody Form is completed fully from the time the bag was sealed until the courier transport bag is handed over to the courier or laboratory. All changes in custody of the samples must be clearly recorded so that chain of custody is not broken
- ❖ Each time the courier transport bag is sealed/opened, you should record the time sealed/opened and the new seal number used to re-secure the bag on the Chain of Custody Form. You should record the reason for opening the courier transport bag on the Doping Control Officer Report Form.
- ❖ In summary, the following documents are included in the courier transport bag (being sent to the laboratory):
 - ❖ The laboratory copy of the Doping Control Form for each sample contained in the bag.
 - ❖ The laboratory copy of any Supplementary Report Form used to record additional medications.
NOTE: *This form must not identify the athlete.*
 - ❖ The laboratory copy of the Chain of Custody Form. A separate Chain of Custody Form must be used for each transport bag.
- ❖ The collected samples, should be sent to NADO: Within 24 hours.

- ❖ Complete a DCO Report ensuring it is legible and is a factual representation of the sample collection session.
- ❖ When you are ready to leave, ensure the doping control station is tidy and any garbage is disposed of accordingly. All equipment, documentation, signs, posters and leaflets must be taken away by the DCO.
- ❖ Within 48 hours, send all the required documentation to the *Iran NADO*. Use pre-printed labels and envelopes and ensure that all *Iran NADO* copies of all documents used during the sample collection session are included. If applicable, it could include all the following:
 - ❖ Chaperone Responsibilities Forms
 - ❖ Doping Control Forms (at least 1 per athlete tested)
 - ❖ ABP Supplementary Report Form
 - ❖ Supplementary Report Form(s)
 - ❖ Chain of Custody Form(s) (1 per courier transport bag)
 - ❖ DCO Report Form (1 per mission/event)
 - ❖ Waybill used for shipping samples to the laboratory (1 per courier transport bag)
 - ❖ Entry/Exit Log (1 per mission/event)
 - ❖ All other documentation involving athletes' information (e.g., selection lists, team sheets, testing orders, etc.).
 - ❖ DCO must send Iran NADO an email confirming that the mission went well and any other relevant information you may receive.

Blood samples – additional notes on sample storage and transportation

- ❖ Ensure that all samples collected are stored in a secure, and cooled container / refrigerator. Remember that blood samples must not be allowed to freeze.
- ❖ You must include a temperature data logger with the blood samples during transportation to ensure the appropriate temperature range has been maintained during transport. In addition to capturing the temperature during transport, the temperature data logger should be used to assess the time from sample collection to the time received by the Laboratory ('turnaround time').
- ❖ Ideally, samples should remain in an upright position during transportation.
- ❖ If the conditions of storage do not meet the temperature requirement, you must document this and immediately inform the *Iran NADO* on the deviation in temperature and the length of time the samples were affected.

9.0 Collection of Intelligence

As the eyes and ears of *Iran NADO*, you are encouraged to be aware of potential information that you may obtain and/or observe while conducting sample collection. If there is anything that you witness that you feel might be useful to us, please let us know.

You can communicate any information/intelligence gained in the field either via a Supplementary Report Form, an email, telephone call, etc. Even if you are uncertain as to whether the information will be useful, share it anyway. Something that may not on the surface be of particular note or significance could become a much valued piece of information when added to any other intelligence already held by *Iran NADO*. In your role as DCO, you should encourage Chaperones to provide feedback on potential suspicious behaviour by athletes or athlete support personnel to you as soon as possible.

This would primarily involve identifying potential suspicious behavior by athletes or athlete support personnel. This may include, but is not limited to:

- ❖ Over-hydration once notified or during urine sample collection, particularly after having been requested not to do so by a DCO.
- ❖ Refusal to rest or remain still for the required period prior to a blood test.
- ❖ Attempts to prevent the DCO/Chaperone clearly witnessing the sample provision while in the toilet. This could include reluctance to appropriately remove clothing or the athlete positioning themselves in such a way as to obstruct the DCO/Chaperone's view.
- ❖ Attempt(s) to manipulate a sample (e.g. dropping a substance or foreign object into a sample).
- ❖ Consumption of tablets and/or medication by the athlete at any point from completion of training or competition and the start of the sample collection session.
- ❖ The athlete intentionally delaying the start of the sample collection session without good reason.
- ❖ Unusual/inappropriate medical equipment carried by an athlete's doctor or a team doctor.
- ❖ Noticing discarded medical equipment in changing rooms (e.g., syringes).
- ❖ Information on athletes who may have departed the venue upon being alerted to the presence of sample collection personnel.
- ❖ An athlete seeking to evade or distract a DCO or Chaperone from performing their duties.
- ❖ Not following instructions to clean hands prior to sample provision.
- ❖ Suspicious bruising indicative of possible injections/transfusions.
- ❖ Disruptive athlete support personnel during the sample collection session.

10.0 Reporting a Potential Failure to Comply

If an athlete fails to comply with testing procedures or demonstrates unusual behaviour, the DCO follows the steps identified below.

Key points

- ❖ The DCO considers any incidents he/she observes of unusual behavior by an athlete selected to provide a sample, or that is reported to him/her by a Chaperone as soon as practical, ideally before the end of the athlete's sample collection session.

NOTE: Examples of unusual behavior may include the athlete acting suspiciously in providing his/her sample or in his/her general demeanor; any suspicious, collusive activities with other athletes or personnel; a failure to comply with the requirements outlined for the athlete upon notification; the athlete evading the Chaperone to avoid being notified; or any other situations where the DCO or Chaperone cannot confirm the security or authenticity of the sample.

- ❖ After considering the information available about the incident or the unusual behavior, the DCO will determine how to proceed and, if necessary, explain the possible consequences to the athlete.

NOTE: If after considering the information available about the potential failure to comply or the unusual behavior, the DCO believes the integrity of the athlete's sample has not been compromised, the DCO will make reference to the potential failure to comply or the unusual behavior in a Supplementary Report Form and in the Doping Control Officer Report Form and continue with the athlete's sample collection session according to the sample collection procedures. If the DCO believes the potential failure to comply may have compromised the integrity of the athlete's sample, the DCO will, if possible, notify the athlete of the possible consequences of the potential failure to comply and that they will be required to provide an additional sample and that both samples will be shipped to the laboratory.

- ❖ If the athlete is required to provide an additional sample and refuses to do so, the DCO should follow the steps outlined below under section 10.1 (Refusal).
- ❖ If the DCO believes that any Athlete Support Personnel are hindering the sample collection process this should be recorded on the Supplementary Report Form and on the Doping Control Officer Report Form.
- ❖ The *Iran NADO* should be informed as soon as practical of any potential failure to comply.

NOTE: *If the DCO and/or Chaperone believe that the situation poses a personal threat or potential danger, the DCO and/or Chaperone may decide to terminate the attempt to test. If this happens, the DCO should notify Iran NADO as soon as practical.*

10.1 Refusal

- ❖ The DCO will, if possible, notify the athlete that the information regarding the his/her refusal will be documented on a Supplementary Report Form and will be submitted to *Iran NADO*, and the reason for refusal may also be documented in the “Comments” area of the Doping Control Form. The athlete will also be informed that he/she may be subject to sanctions consistent with an anti-doping rule violation for refusing to provide a sample.

NOTE: The DCO may contact *Iran NADO* for assistance at any point during the attempt.

- ❖ The DCO should provide as much information about the situation on the Supplementary Report Form.
- ❖ If possible, the DCO should thoroughly review the Supplementary Report Form and the Doping Control Form, if used, with the athlete, and attempt to obtain the athlete's signature.
- ❖ The athlete may also fill out a Supplementary Report Form.
- ❖ Whenever possible, the DCO should provide the appropriate copy of the Supplementary Report Form(s) and Doping Control Form, if applicable, to the athlete before he/she leaves the DCO's presence.
- ❖ The DCO will inform *Iran NADO* as soon as practical of any potential failure to comply. The DCO will forward the information documenting the athlete's refusal to the *Iran NADO* Office with any other sample collection documentation.
- ❖ If after a DCO completes a Supplementary Report Form documenting the refusal and if the athlete has not left the sight of the DCO, the athlete referred to in the Supplementary Report Form contacts the DCO and requests to immediately provide a sample, the DCO should contact the *Iran NADO* immediately for advice.

Annex A – Partners in the Fight Against Doping

1. Public Authorities

United Nations Educational, Scientific and Cultural Organization (UNESCO)

The UNESCO partners national governments and is responsible for the development and implementation of the International Convention against Doping in Sport. The UNESCO International Convention against Doping in Sport is an international legal instrument which gives the governments of signatory countries a legal framework for harmonizing efforts in the fight against doping in sport and aligning their domestic legislation with the Code.

2. National Governments

Public authorities responsible for ratifying, accepting, approving or acceding to the International Convention against Doping in Sport and implementing it within their territories.

3. Anti-Doping Organisations (ADOs)

World Anti-Doping Agency (WADA)

Recognized by public authorities and the Olympic Movement as the international body responsible for the Code and the fight against doping in sport.

National Anti-Doping Organization (NADO)

Designated by a country as the entity possessing primary authority and responsibility for adopting and implementing anti-doping rules, as well as directing the collection of samples, management of test results, and conducting hearings at the national level. In the absence of a NADO, the entity will be the country's National Olympic Committee (NOC) or its designee.

Regional Anti-Doping Organization (RADO)

ADO established by a group of countries to coordinate, manage and deliver the mandate of doping-free sport within a specific region. WADA's anti-doping development program aims at facilitating the creation of such entities in order to ensure implementation of anti-doping programs in all parts of the world.

4. Sport Organisations

International Olympic Committee (IOC)

Promotes Olympism and is responsible for the running of the Olympic Games in accordance with the Olympic Charter.

National Olympic Committees (NOCs)

Each NOC is recognized by the IOC as the official Olympic governing body in its country.

International Paralympic Committee (IPC)

The global governing body of the Paralympic Movement which promotes Paralympic values and is responsible for organising the Summer and Winter Paralympic Games.

National Paralympic Committees (NPCs)

Each NPC is recognized by the IPC as the official Paralympic governing body in its country.

International Federations (IFs)

Each IF is globally recognised as the official governing body for a particular sport with the responsibility to perform doping control, manage TUEs and implement whereabouts programmes for international Athletes in its registered testing pool.

National Sports Associations (NSAs) or National Federations (NFs)

An NSA or NF is recognized by the relevant IF as the official national governing body for its sport in its country.

Court of Arbitration for Sport (CAS)

An independent institution responsible for facilitating the settlement of sports-related disputes and hearing appeals by parties (athletes, athlete support personnel, IFs, IOC, WADA, etc.) involved in international doping cases.

5. Other Organisations Responsible for Major Events

There are other sport organizations responsible for the implementation of anti-doping policies and rules that conform to the Code for their respective events. Examples of such organizations include:

Continental associations consisting of NOCs:

- ❖ Pan American Sports Organization [PASO]
- ❖ Association of National Olympic Committees of Africa [ANOCA]
- ❖ European Olympic Committees [EOC]
- ❖ Oceania National Olympic Committees [ONOC]
- ❖ Olympic Council of Asia [OCA]
- ❖ Central-American and Caribbean Games Organization [ODECABE]
- ❖ South American Sport Organization [ODESUR]

International multi-sport organizations:

- ❖ Southeast Asian Games (Southeast Asian Games Federation – [SEAGF])
- ❖ Commonwealth Games (Commonwealth Games Federation – [CGF])

Annex B – Chaperone Training Forms

Chaperone Responsibilities and Code of Conduct Form

The *Iran NADO* and/or the DCO is responsible to recruit and train Chaperones in a manner that ensures the notification and witnessing (if applicable) are carried correctly. Chaperones must meet the criteria and possess the characteristics outlined below. While thorough training will be provided by the *Iran NADO* and/or the DCO, Chaperones must be comfortable performing the responsibilities identified below.

Chaperones must meet the following criteria:

- ❖ Are not a Minor.
- ❖ Ability to communicate effectively in the **national language**, and if required the language of the athletes to be tested and/or English.
- ❖ Ability to walk for extended distances and wait long periods of time.
- ❖ No involvement in the participation or administration of the sport at the level for which testing is being conducted.
- ❖ Not related to, or involved in the personal affairs of, any athlete that may provide a sample (at a sample collection session where the individual would act as Chaperone).
- ❖ Not have family members actively involved in the daily activities of the sport at the level for which testing is being conducted (e.g., administration, coaching, training, officiating, competitor, medical, etc.).

Chaperones must possess the following characteristics:

- ❖ Ability to follow instructions and procedures.
- ❖ Ability to work under demanding conditions.
- ❖ Ability to quickly and effectively solve problems.
- ❖ Ability to demonstrate respectful and professional demeanor.
- ❖ Ability to maintain confidential information and demonstrate attention to detail.
- ❖ Ability to demonstrate sensitivity to athlete emotions.
- ❖ Ability to meet schedule demands of required duties.

Athlete Notification – Overview of Responsibilities

- ❖ The Chaperone will be provided with a Doping Control Form indicating the athlete selection information.
- ❖ The information regarding athlete selection or competition and position should remain confidential unless an event official (for in-competition testing) has been requested to assist with identifying the appropriate athlete and/or finishing position.

- ❖ At the appropriate time as indicated by the DCO, the Chaperone will approach the athlete and notify the athlete of his/her selection for sample collection and under what authority the sample collection is to be conducted. **NOTE:** When testing an athlete who is considered a Minor or an athlete with an impairment, consideration should be made for notifying a third party, when possible.
- ❖ The Chaperone will be responsible for informing the athlete that he/she:
 - ❖ Must proceed to the designated doping control station immediately following notification (unless valid reasons exist to delay reporting to the doping control station as described below);
 - ❖ Is allowed to bring one (1) accompanying representative and, if necessary, an interpreter to the doping control station;
 - ❖ Will be accompanied by the Chaperone (or DCO) until the completion of the sample collection process;
 - ❖ Should bring photo identification to the doping control station; and
 - ❖ The possible consequences of a failure to comply.
- ❖ In the appropriate sections of the Doping Control Form, the Chaperone will print and sign his/her name.
- ❖ The Chaperone and/or DCO will confirm the athlete's identity. The Chaperone will request that the athlete read and sign the Doping Control Form in the notification section, acknowledging his/her selection for sample collection and understanding his/her rights and responsibilities.
- ❖ The Chaperone will report any unusual behavior to the DCO.
- ❖ The Chaperone will immediately report to the DCO any athlete's failure to comply with a request for doping control/to provide a sample.

Chaperoning the athlete – Overview of Responsibilities

- ❖ The Chaperone must remain with the athlete until he/she arrives and has completed the sample collection procedures, or another DCO/Chaperone has accepted responsibility for the athlete. The Chaperone should stay as close in proximity to the athlete as possible and must maintain visual contact with the athlete at all times until the athlete reports to the doping control station.
- ❖ The Chaperone should ensure that the athlete reports to the doping control station immediately following notification. If the athlete requests a delay in reporting to the doping control station, the Chaperone/DCO may grant this delay. If the athlete cannot be continuously chaperoned the Chaperone/DCO may reject this request.
- ❖ Valid reasons to grant a delay in reporting to the Doping Control Station include: participating in a victory ceremony, fulfill media commitments, compete in further competitions, perform a warm down, obtain necessary medical treatment, locate a representative and/or an interpreter, obtain photo identification and any other exceptional circumstances that might be justified (those should be discussed with the DCO).
- ❖ The Chaperone should ensure that the athlete does not leave the competition venue and that the athlete does not urinate until they go through the doping control process.

- ❖ If the situation allows, the Chaperone may direct the athlete to a selection of individually sealed beverages from which to choose. The Chaperone should not select the athlete's beverage or, once selected, handle the athlete's beverage.
- ❖ If the Chaperone observes any suspicious or unusual behavior exhibited by the athlete, the Chaperone will report this to the DCO as soon as possible.

Witnessing sample provision – Overview of Responsibilities (if applicable)

- ❖ Chaperones with the responsibility of observing athletes providing urine samples must be the same gender as the athlete and must carry out the witnessing in a mature and responsible manner.
- ❖ Only the designated Chaperone and athlete should be in the restroom during the sample collection procedure, unless otherwise directed by the DCO.
- ❖ If the athlete is a Minor or has an impairment, the Chaperone will be informed by the DCO if special procedures are to be followed for the sample collection procedure.
- ❖ The Chaperone will request the athlete to provide a clear view of the middle of the athlete's body, hands and forearms to ensure an unobstructed view of the passing of the Sample. This should include the athlete's shirt being pulled up to mid-torso, sleeves rolled up to the elbows, and trousers down to mid-thigh.
- ❖ The Chaperone will request the athlete to wash his/her hands without soap prior to the provision of the sample.
- ❖ After observing the passing of the sample and when requested by the DCO, the Chaperone will print and sign his/her name on the Doping Control Form in the appropriate area to confirm that he/she had a direct, unobstructed view of the passing of the sample.
- ❖ The Chaperone should report to the DCO any suspicious or unusual behavior exhibited by the athlete.

Code of Conduct

As an *Iran NADO*-authorized Chaperone, I am aware of and will perform my assigned responsibilities in the manner outlined in this document. I therefore agree:

- ☐ To arrive on time at the appointed location.
- ☐ To maintain the highest standard of personal conduct in all assigned duties as a Chaperone.
- ☐ Not to accept any gifts from athletes or their representatives.
- ☐ Not to request photographs or autographs from any athlete or individual while conducting *Iran NADO* business or wearing *Iran NADO* attire.
- ☐ To strive to be cooperative and courteous with individuals and to use good judgment when performing all duties as a Chaperone.
- ☐ To maintain a professional appearance while carrying out my duties as a Chaperone.

Confidentiality

I understand as an *Iran NADO* DCO that the *Iran NADO* and/or DCO may disclose to me sensitive and confidential information necessary for the performance of my duties. I agree to keep any such information strictly confidential and will only disclose such information at the request of or with permission from the *Iran NADO*, or when legally compelled to do so. This confidential information may include but is not limited to: athlete names, athlete residence and training addresses, athlete telephone numbers, athlete testing information and athlete test result information.

(Continued on next page)

Tobacco, Alcohol and Gambling Policy

The *Iran NADO* promotes a healthy, doping-free sporting environment. Therefore, use of tobacco in or around the testing area or near athletes is not allowed. Tobacco use should be done outside of time performing Chaperone duties and out of the *Iran NADO* attire. Many sport organizations and venues embrace a smoke-free policy. Chaperones are expected to respect these policies at all times.

Chaperones shall not consume alcohol before or during their *Iran NADO* responsibilities. Chaperones shall not attend any *Iran NADO*-related activity under the influence of alcohol or other drugs. Drinking alcohol while wearing *Iran NADO* attire is not permitted.

Chaperones are not permitted to place bets on any event that they have been requested to attend or at which they will be conducting testing activities on behalf of the *Iran NADO*.

I have read and understood the Chaperone Responsibilities and Code of Conduct Form. I do affirm that in the performance of my duties as a Chaperone for the [ADO Name], I will observe and comply with this agreement and the [ADO Name] policies contained herein. I also attest that I have received training in order to conduct my Chaperone responsibilities correctly.		
Chaperone Printed Name	Signature	Date
<hr/>		
Street Address	City/State/Postal Code	Telephone
<hr/>		
CHAPERONE DATE OF BIRTH:		GENDER: MALE FEMALE
Month Day Year		<input type="checkbox"/> <input type="checkbox"/>
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
To Be Completed by the Doping Control Officer		
I have verified that the Chaperone named on this form is not a Minor. This Chaperone was properly trained and was authorized to assist with the doping control process in accordance with the [ADO Name]'s procedure for training Chaperones at the following sample collection session:		
EVENT NAME (IF APPLICABLE):		
<hr/>		
<hr/>		
DCO Printed Name	Signature	Date
<hr/>		

CHAPERONE CONFLICT OF INTEREST DISCLOSURE STATEMENT

(Use additional sheets if necessary)

1. If you or any family member is involved in the daily activities of a sport at the provincial, national or international level (e.g., administration, coaching, training, officiating, competitor, medical), please list the sport, the name of the entities, the nature of your relationship with entity(ies), and describe the dealings, specifying at which level your involvement is taking place. If none, please state "NONE".

2. If you are related to, or involved in the personal affairs of, any athlete who compete at the provincial, national or international level, please list the athlete(s)' name, sport and the nature of the relationship. If none, please state "NONE".

3. If you are engaged in business with, have a financial interest in or personal stake in a sport that is subject to testing, please list the sport(s) and the nature of your dealings. If none, please state "NONE".

4. If there is any relationship or matter not disclosed above which might be perceived to compromise your obligations to the *Iran NADO* under the “Statement of Principles” or which may raise questions of a conflict between your duty and loyalty to the *Iran NADO* and your economic self-interest, please indicate here what that relationship or matter is. If none, please state “NONE”.

Chaperone Name _____

Chaperone Signature _____

Date: _____

Chaperone Script and Instructions

"Hi, my name is _____ and I am an *Iran NADO* Chaperone. Here is my Chaperone accreditation (show identification and/or authorization documentation). Are you **[athlete name]**? Could I please see a photo identification? Thank you.

[Athlete name], I am here to notify you that you have been selected for doping control/sample collection by Iran NADO and that you must provide a urine (and/or blood sample)."

On the Form:

- ☐ Record the type of identification used to confirm the athlete's identity.
- ☐ Read the athlete their rights and responsibilities (use the back of the Doping Control Form).
- ☐ Record the time of notification.
- ☐ Ask the athlete to read the notification statement and sign their name.
- ☐ Print and sign your name.

Also inform the athlete of the following:

- ☐ The location of the Doping Control Station and that you must proceed there immediately.
 - ❖ The athlete may request a delay in reporting to the doping control station for valid reasons such: medal ceremony, media commitments, other events they are competing in, performing a cool down, obtain medical treatment, get their photo identification, locate a representative and/or interpreter.
- ☐ That now that the athlete has been notified, their first urine sample passed must be to the sample collection personnel (i.e., the athlete cannot go to the washroom until doping control).
- ☐ Any food or fluids that the athlete chooses to consume before doping control is at their own risk.
- ☐ Not to hydrate excessively since this may delay the production of a suitable sample.
- ☐ That failure to comply with the sample collection process may be deemed an anti-doping rule violation which carries a 4-year suspension.

Escort the athlete to the doping control station ensuring that the athlete always remains in your sight.

Annex D – Athlete Selection Methods

a) Target Testing (named athletes or categories)

- ❖ For Target Testing, the TA or SCA specifies to the DCO the selected athletes to be tested. Selections and selection methods are to be clearly communicated to the DCO (e.g., detailing the selections in an ADAMS testing order).
- ❖ In some instances, the TA or SCA may choose to give the DCO discretion to select additional athletes for Target Testing.
- ❖ Such an arrangement is to be agreed upon prior to the sample collection session, and comprehensive guidance is to be provided to the DCO in writing by the TA or SCA. The DCO must not discuss the selection criteria with an athlete or athlete representative. *(See ISTI Article 4.5.2 for factors a TA or SCA is to consider when selecting athletes for Target Testing).*

b) Weighted Random Selection

- ❖ For Weighted Random Selection, the TA or SCA may specify to the DCO how athletes should be ranked, using a set of pre-determined criteria to increase the chances of selection to ensure that a greater percentage of athletes with higher risk of doping are selected.

c) Random Selection

- ❖ The Testing Authority or Sample Collection Authority may use one of the following selection criteria for Random Selection. The selection criteria chosen should be fair, transparent and appropriate for the sport.
 - ❖ Finishing position.
 - ❖ Vest/jersey number.
 - ❖ Entry number.
 - ❖ Lane number.
- ❖ Once the criterion has been determined, the actual selection method may be one of the following, or any other fair and transparent method of selection. Some examples are as follow:
 - ❖ Random drawing of numbered cards placed face-down on a table.
 - ❖ Random draw of numbers (or names) from a closed container such as a cloth bag.
 - ❖ Use of an electronic random number generator.
- ❖ To ensure transparency and accountability, Random Selection carried out in the field of play may be witnessed by a representative of the Testing Authority if requested.

IMPORTANT NOTE:

- ❖ Following the athlete selection(s), you must ensure the selection decisions are only disclosed on a need-to-know basis to ensure that athletes are tested with no advance notice.

Annex E – Checklists

Doping Control Station – Reminder Checklist

The DCO should consider the following questions when identifying a suitable doping control station.

- ☐ Is the area identified private and available for the sole use of sample collection?
- ☐ Is the space identified appropriate for the number of individuals who may be present? Remember: the athlete may be accompanied by a representative
- ☐ Are there sufficient chairs and tables for the number of samples to be processed?
- ☐ Can the room be arranged so that the waiting area and processing area are separate (in-competition)?
- ☐ Is there a wash basin/sink for athletes and DCOs to wash their hands?
- ☐ Is there suitable storage space for partial samples, completed samples and documentation?
- ☐ If applicable, are there suitable facilities for athletes with an impairment (e.g. ramps, accessible toilets etc.)?
- ☐ Is the facility secure e.g. lockable or with an individual available to act as security?

Athlete Notification – Reminder Checklist

- ☐ Discreetly notify the athlete that he/she has been selected for doping control/sample collection.
- ☐ During notification, inform the athlete of their rights and responsibilities, and emphasize to the athlete that he/she must remain in the sight of the Chaperone at all times until the sample collection process is complete.
- ☐ Inform the athlete of the consequences for failing to comply.
- ☐ Complete the notification section of the Doping Control Form, including having the athlete read and sign the form.
- ☐ Inform the athlete that they must report to the doping control station immediately after notification, unless there are valid reasons for a delay.
- ☐ Advise the athlete to avoid excessive hydration since this may delay the production of a suitable urine sample.
- ☐ If you must accompany an athlete to media commitments or medal ceremonies, be discreet to protect the confidentiality of the doping control process (i.e., you should not be on camera or on the podium with the athlete).
- ☐ Document any irregularities or unusual activities and always report those discreetly to the DCO.

Out-of-Competition Testing – Reminder Checklist

- ☐ DCO reviews the information and requirements provided for the out-of-competition test.
- ☐ DCO attempts to locate the athlete as per instructions and in accordance with the athlete's whereabouts by visiting the location(s) specified.
- ☐ If the DCO makes an attempt at the location specified for the 60-minute time-slot but cannot locate the athlete immediately, then the DCO remains at that location for whatever time is left of the 60-minute time-slot and during that remaining time he/she should do what is reasonable in the circumstances to try to locate the athlete.
- ☐ If the DCO makes an attempt at a location specified outside the 60-minute timeslot but cannot locate the athlete immediately, then the DCO remains at the location at least 30 minutes and shall make all possible efforts to try to locate the athlete in a discrete manner.
- ☐ If a DCO fails to locate an athlete at any time including during the 60-minute timeslot, a full detailed report must be submitted describing the attempt.

Urine Sample Collection – Reminder Checklist

- ☐ A sample must be collected once the athlete has been notified.
- ☐ The athlete should have a choice of at least **three (3)** collection vessels.
- ☐ The Chaperone or DCO observing sample provision **must** be of the same gender as the athlete.
- ☐ The athlete must wash his/her hands (no soap) or wear gloves prior to providing a sample.
- ☐ The Chaperone or DCO must have an unobstructed view of sample provision.
- ☐ The athlete must be encouraged to empty his/her bladder when providing a sample.
- ☐ Following sample provision, the lid should be placed onto the vessel to cover it.
- ☐ The athlete and DCO/Chaperone must then return to the processing area to complete the division and sealing of the sample.
- ☐ The athlete's sample must meet the minimum volume requirement of 90 mL of urine.
- ☐ The athlete has a minimum of **three (3)** sample collection kits to choose from.
- ☐ The athlete verifies that the A and B bottles and all other parts of the sample collection kit have the same sample code number.
- ☐ The minimum amount of 30 mL of urine is poured into the B bottle.
- ☐ The minimum amount of 60 mL of urine is poured into the A bottle.
- ☐ The A and B bottles are securely sealed. The athlete and the DCO physically verify that the bottles are properly sealed.
- ☐ All applicable areas of the Doping Control Form are completed, and a line is drawn through any non-applicable areas.
- ☐ The Doping Control Form is reviewed with the athlete to ensure the information is accurate.
- ☐ The athlete is always the last person to sign the Doping Control Form.

Partial Urine Sample Collection – Reminder Checklist

- ☐ If an athlete provides less than 90 mL of urine then the partial sample process is initiated.
- ☐ The athlete selects a partial sample kit and uses it to seal the partial sample.
- ☐ The partial sample kit number, volume and time sealed is recorded on the Doping Control Form in the Partial Sample section.
- ☐ The athlete and DCO initial the partial sample section of the Doping Control Form.
- ☐ The DCO maintains custody of the partial sample.
- ☐ The DCO instructs the athlete to select a new collection vessel and to begin combining the samples, starting with the first partial sample provided and each subsequent sample until at least 90 mL is obtained.
- ☐ If the combined sample is still below the minimum required volume of urine (i.e. 90 mL) then the procedure is repeated until the minimum is achieved.

Collecting Additional Samples – Reminder Checklist

- ☐ The DCO determines that an additional sample is required, based on:
 - ❖ The sample's specific gravity is outside the required range;
 - ❖ The athlete did not maintain custody of his/her unsecured sample;
 - ❖ The athlete's unsecured sample was not in clear view of the DCO or Chaperone;
 - ❖ The sample contains a foreign object that could compromise the integrity of the sample;
 - ❖ The DCO or Chaperone observed unusual behavior by the athlete while witnessing the passing of the sample;
 - ❖ The DCO or Chaperone has doubts as to the origin or authenticity of the athlete's sample;
 - ❖ The DCO or Chaperone did not have an unobstructed view of the passing of the athlete's sample; and/or
 - ❖ The DCO or Athlete suspects that the partial sample kit has been tampered with.
- ☐ The DCO must process all unsuitable or non-conforming samples and should not discard or combine with urine that has not been compromised.
- ☐ The DCO will document the reason(s) a sample was determined to be potentially unsuitable or non-conforming on a Supplementary Report Form.
- ☐ The athlete will remain under continuous observation of the DCO or Chaperone while waiting to provide an additional sample.
- ☐ If the specific gravity of the first sample does not meet the minimum requirement, the athlete will be advised not to hydrate any further.
- ☐

Failure to Comply – Reminder Checklist

- ☐ The DCO will consider any unusual behavior by an athlete selected to provide a sample, such as:
 - ❖ The athlete acting suspiciously in providing his/her sample;
 - ❖ The athlete acting suspiciously in his/her general demeanor;
 - ❖ Any suspicious, collusive activities with other athletes or personnel;
 - ❖ A failure to comply with the requirements outlined for the athlete upon notification;
 - ❖ The athlete evading the Chaperone to avoid being notified;
 - ❖ Refusal to provide an additional sample if required; and/or
 - ❖ Any other situations where the DCO or Chaperone cannot confirm the security of the sample.
- ☐ The DCO will determine whether to take further action and explain the possible consequences to the athlete, including potential sanctions.
- ☐ The DCO will record on a Supplementary Report Form and on the Doping Control Report Form any incidents where he/she believes that any Athlete Support Personnel are hindering the sample collection process.
- ☐ The DCO will inform the *Iran NADO* as soon as practical of any potential failure to comply.
- ☐ If the athlete **refuses** to provide a sample, the DCO will:
 - ❖ Notify the athlete that the information regarding the athlete's refusal will be submitted to the *Iran NADO*.
 - ❖ Inform the athlete he/she may be subject to sanctions consistent with an anti-doping rule violation for refusing to provide a sample.
 - ❖ Thoroughly fill out the Supplementary Report Form regarding the athlete's refusal and review it with the athlete if possible.
 - ❖ Inform the athlete that he/she may complete his/her own Supplementary Report Form.
 - ❖ Review and attempt to obtain the athlete's signature on the Doping Control Form, if used, and/or Supplementary Report Form.
 - ❖ Whenever possible, provide the appropriate copy of the Supplementary Report Form(s) and Doping Control Form (if applicable) to the athlete.
 - ❖ Forward the information documenting the athlete's refusal to the *Iran NADO* with any other sample collection documentation.

Sample Transportation – Reminder Checklist

- ☐ The DCO will send the samples to *Iran NADO* [within a day] after the sample collection session.
- ☐ The DCO will use [XX courier] to ship the samples or will hand-deliver the samples himself/herself.

- ☐ The DCO will be the individual to transfer the samples to the courier and may not leave them with another individual.
- ☐ The DCO will complete a waybill.
- ☐ The DCO will complete the Chain of Custody Form, including the sample code number(s) of each kit contained in the courier transport bag and the seal number(s) used to secure the courier transport bag.
- ☐ The DCO will ensure that the following documents are included in the courier transport bag:
 - ❖ The laboratory copy of the Doping Control Form for each sample contained in the bag.
 - ❖ The laboratory copy of any Supplementary Report Form used to record additional medications. **NOTE: This form must not identify the athlete.**
 - ❖ The laboratory copy of the Chain of Custody Form.
- ☐ A separate Chain of Custody Form must be used for each courier transport bag used.
- ☐ If both urine and blood samples are collected, samples should be packaged into separate transport boxes and recorded under separate Chain of Custody Forms.
- ☐ Any additional urine samples collected from an athlete should be packaged into the same bag as the first urine sample and recorded on the same Chain of Custody Form as there might only be one lab copy of the Doping Control Form for both samples. Similarly, if more than one blood sample is collected from an athlete, these should be packaged into the same box and recorded on the same Chain of Custody Form.

Documentation Transportation – Reminder Checklist

- ☐ The DCO will return all paperwork to the ADO within [XX hours] of sending the samples to the laboratory, including:
 - ❖ Chaperone Responsibilities Forms
 - ❖ Doping Control Forms (at least 1 per athlete)
 - ❖ Supplementary Report Form(s)
 - ❖ Chain of Custody Form(s) (1 per courier transport bag)
 - ❖ Doping Control Officer Report Form (1 per mission/event)
 - ❖ Waybill used for shipping samples to the laboratory (1 per courier transport bag)
 - ❖ Entry/Exit Log (1 per mission/event)
 - ❖ All other documentation involving athletes' information (e.g., selection lists, team sheets, testing orders, etc.).
- ☐ The DCO should also send, by e-mail a brief summary of the sample collection session to the *Iran NADO*.
- ☐ The DCO will use [XX courier] to return the paperwork to the *Iran NADO* or hand-deliver the paperwork to the *Iran NADO* himself/herself.
- ☐ The DCO will follow the *Iran NADO* shipping and packaging instructions.

Annex F – WADA Template Documentation and Instructions

Doping Control Form

Template form and instructions: <https://www.wada-ama.org/en/resources/world-anti-doping-program/doping-control-form>

Doping Control Officer Report Form

Template form and instructions: <https://www.wada-ama.org/en/resources/world-anti-doping-program/doping-control-officer-report-form>

Supplementary Report Form

Template form and instructions: <https://www.wada-ama.org/en/resources/world-anti-doping-program/supplementary-report-form>

ABP Supplementary Report Form

Template form and instructions: <https://www.wada-ama.org/en/resources/world-anti-doping-program/athlete-biological-passport-supplementary-report-form>

Unsuccessful Attempt Report Form

Template form and instructions: <https://www.wada-ama.org/en/resources/world-anti-doping-program/unsuccessful-attempt-report-form>

Chain of Custody Form

Template form and instructions: <https://www.wada-ama.org/en/resources/world-anti-doping-program/chain-of-custody-form>