

DOPING CONTROL **OPERATIONS MANUAL**

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1. Overview

This Doping Control Operations Manual is to assist the Local Organising Committee (LOC) in the planning, preparation and delivery of doping control services at European Athletics events.

All doping control procedures must be carried out in accordance with the following regulations:

- World Anti-Doping Agency (WADA) World Anti-Doping Code¹
- WADA International Standards for Testing and Investigations (ISTI)¹
- World Athletics Anti-Doping Rules
- World Athletics Anti-Doping Protocols

Other reference documents that may be useful are:

- WADA Guidelines for Sample Collection
- WADA Guidelines for Sample Collection Personnel
- World Athletics List of International Competitions
- WADA Guidelines for Major Events
- WADA Guidelines - Urine Sample Collection
- WADA Guidelines - Blood Sample Collection

It is the responsibility of the LOC to provide the required facilities, equipment and personnel. The LOC must prepare and implement a Doping Control Plan that ensures these responsibilities are met to the highest standards.

The LOC shall appoint an individual (Doping Control Manager) to be responsible for the creation and delivery of the Doping Control Plan.

The Doping Control Manager must work closely with the European Athletics Doping Control Delegate (DCD) who's role is to provide advice to the LOC. The DCD must approve all related arrangements. If no DCD has been appointed, the European Athletics Technical Delegate will oversee and approve the Doping Control Plan

The LOC should appoint a Sample Collection Agency (SCA) who will be responsible for the delivery of the doping control programme during the event and are a key partner. It is strongly recommended to involve the SCA as soon as possible in the planning of the event.

The selection of athletes to be tested will be performed by the DCD (or European Athletics Technical Delegate if no DCD appointed) or advised by European Athletics.

1.1. Authority for Testing

For all samples collected at European Athletics Events the following shall be recorded on the Doping Control documentation

Testing Authority	WA-AIU
Sample Collection Authority	to be appointed by the LOC
Results Management Authority	WA-AIU
Doping Control Coordinator	European Athletics (EA)

¹ The WADA Code and ISTI are the main reference documents.

2. Pre-Competition Testing (if applicable)

European Athletics will inform the LOC if a pre-competition blood testing programme will be undertaken prior to the competition. During this programme, blood samples will be collected from selected athletes in the days prior to the competition. When planning the blood testing programme, the LOC must consider the following:

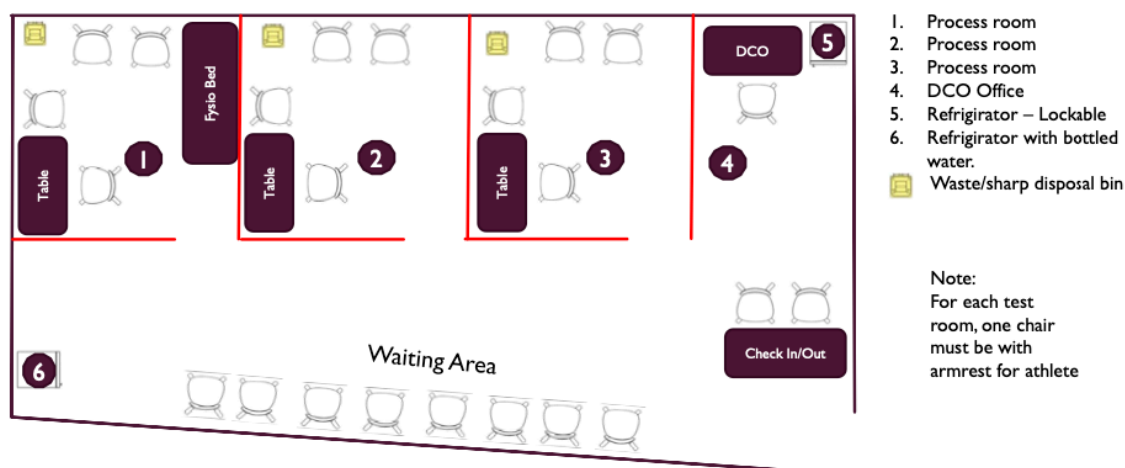
2.1. Facilities

The Doping Control Station (DCS) is usually located in the athlete hotel(s). Where multiple athlete hotels are utilised, consideration should be given to having more than one doping control station or having a fast and efficient transport service to move athletes and any athlete representative to and from the DCS.

The DCS must be of a suitable size to accommodate the number of athletes to be tested. Typically, a conference room using screens to provide privacy, works well. The DCS must comprise of the following:

- Waiting room with sufficient seating to accommodate the athletes and any accompanying representatives (each athlete has the right to bring one representative and an interpreter if required);
- Processing areas of sufficient to accommodate the number of athletes to be tested. Each processing area should comprise of a table and 3 chairs. At least one of the chairs must be suitable to the athlete to sit in while the blood sample is being collected (i.e. is a reclining chair or it must have arms). Due to the requirement for athlete's to sit, without standing, for 10 minutes prior to sample collection, it is strongly advised to have a larger number of processing areas as this will reduce the time taken for the athletes to complete the sample collection process;
- A bed or foldable physio couch must be available in each DCS for athletes who are required to lie down when providing their blood sample;
- Supply of sealed water;
- Refrigerator to chill the samples after they have been collected;
- Each refrigerator must have a data logger to record the temperature at which the blood samples are stored.

Example of typical blood testing DCS



2.2. Personnel

There should be sufficient numbers of:

- Chaperones to notify and escort the athletes from the point of notification to the DCS – if volunteers are to be used as chaperones, the LOC must ensure that they are adequately trained and prepared to fulfil this role. The Sample Collection Authority will be able to provide expertise in this area;
- Blood Collection Officers to collect the blood sample from the athletes;
- Doping Control Officers to process the blood sample.

2.3. Equipment and documentation

The LOC must ensure that there is an adequate supply of doping control equipment available for the blood testing programme:

- A/B sample bottles;
- EDTA vacutainer tubes and a limited number of SST tubes (European Athletics DCD will be able to advise);
- Needles, swabs and plasters;
- Sharps bin for disposal of needles and contaminated equipment;
- Bed or foldable couch.

As for the documentation, Blood Sampling Forms and Blood Sample Transport Forms must be available unless a WADA approved paperless system is in use.

2.4. Sample Transport

When transporting the blood samples to the laboratory it is essential that the samples are stored in temperature-controlled conditions. Cool boxes must be provided for this purpose and the samples must be accompanied by a datalogger which records the temperature of the blood samples.

European Athletics will advise which WADA Accredited Laboratory the samples should be shipped to.

2.5. Administration

Once the blood samples have been collected the information from the Blood Sampling Forms must be entered into WADA's ADAMS. This task is usually performed by the Sample Collection Agency. This should be completed as soon as possible but must be done within 24hours of sample collection.

3. In-Competition Testing

3.1. Facilities

The LOC must make provision for an appropriately sized and suitably located Doping Control Station (DCS) at every competition venue. The DCS should be located as close to the exit to the field of play as possible. The quality of this facility has a major impact on the overall quality of the doping control service and every effort should be made to ensure that it is as close to ideal as possible.

The main elements of the DCS are:

- Waiting room - sufficient space to accommodate the numbers of athletes to be tested, their accompanying officials, chaperones and Doping Control Officers;
- Processing room(s) - each comprising at least one table and 4 chairs;
- Toilets - with sufficient space for the Doping Control Officer to closely observe the athlete providing the sample. It is essential that these toilets are for the sole use of Doping Control (i.e. must not be shared with others). When there is the possibility of testing athletes under the age of 18 suitable facilities must be available to ensure safeguarding measures can be implemented. The SCA/DCD can provide further information or guidance;
- If post competition blood samples are to be collected, at least one processing room must be equipped with a table, a suitable chair for the athlete to sit in while the blood sample is taken and chairs for the other personnel. A bed should also be available in the DCS in case the athlete is required to lie down to provide the sample.

The facilities must be spacious, clean and pleasant. A selection of sealed drinks must be available for example still water and sports type drinks/fruit juices. The drinks must be individually sealed and there must be sufficient for the number of athletes to be tested. Carbonated drinks are not usually popular and all drinks must be non-alcoholic.

If possible, a Television and internet access should be provided to allow the athletes to follow the progress of the competition while waiting in the DCS.

Any questions may be directed to the DCD, who will provide guidance prior to the Competition. The DCD will also inspect the DCS prior to the event to ensure that all arrangements have been properly implemented.

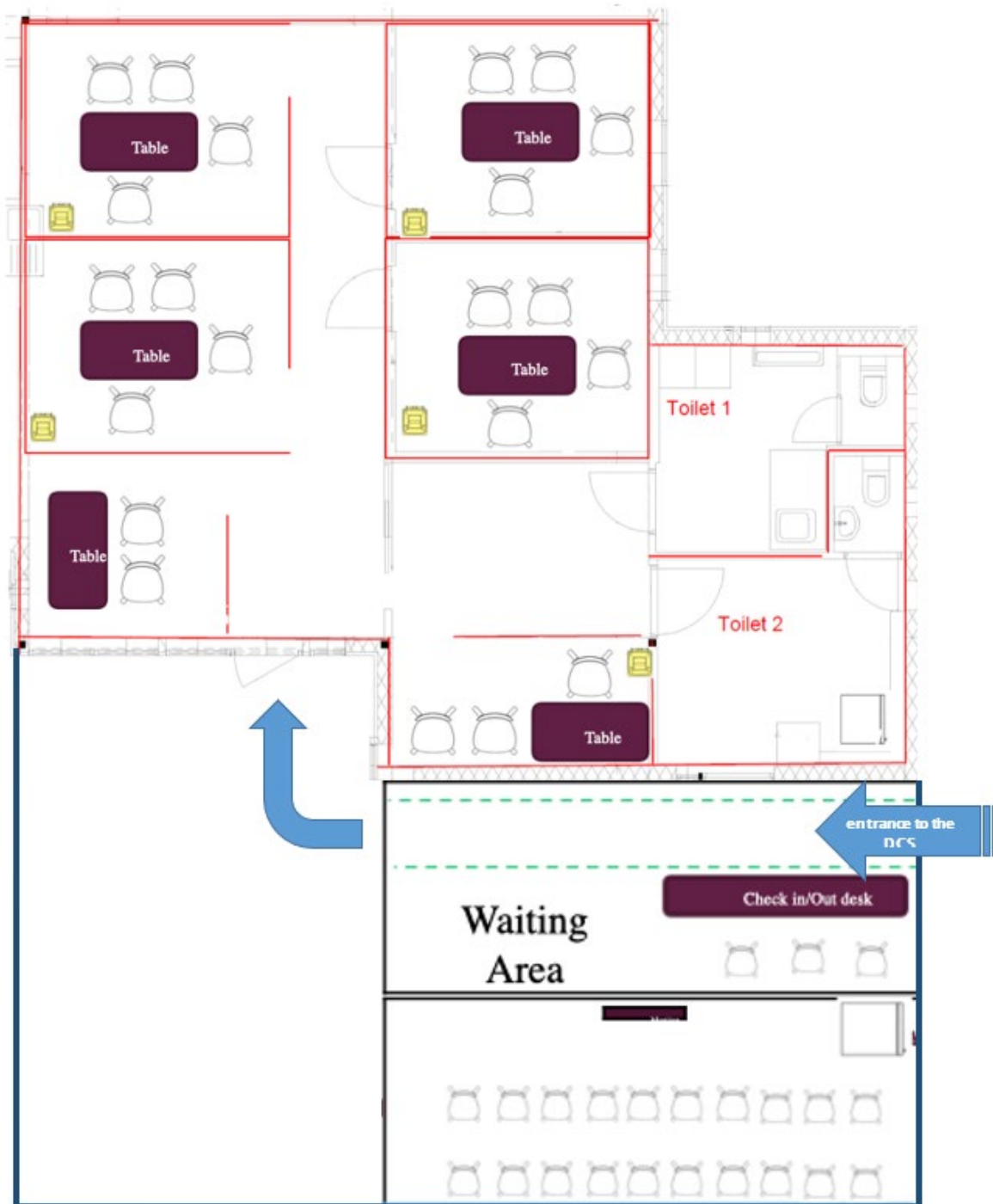
The Doping Control Station should be adequately signed using the terminology "Doping Control Station".

Access to the Doping Control Station is only permitted to the following:

- DCD appointed by European Athletics (or Technical Delegate if no DCD appointed);
- Athletes undergoing doping control;
- Athlete representative/interpreter;
- Doping Control Officers/Blood Collection Officers from the SCA;
- Chaperones.

The LOC must ensure that appropriate provision (e.g. security guard) is made to secure the DCS to ensure there is no unauthorised access. The security guard must be adequately trained to ensure that access is only given to authorised individuals

Example of a typical DCS:



3.2. Personnel

There should be sufficient numbers of:

- Chaperones to notify and escort the athletes from the point of notification to the DCS – if volunteers are to be used as chaperones, the LOC must ensure that they are adequately trained and prepared to fulfil this role. The Sample Collection Authority will be able to provide expertise in this area;
- Doping Control Officers to process the urine sample;
- Blood Collection Officer – occasionally there may be a requirement to collect an in-competition blood sample so having a blood collection officer onsite may be useful. European Athletics/DCD will be able to advise if this requirement is likely.

3.3. Equipment

Organisers must also provide the required equipment and supplies, including:

- Sample Collection Vessels;
- WADA standard compliant A/B coded sample bottles;
- Partial Sample Equipment;
- Equipment for measuring the Specific Gravity of the sample, preferably a digital refractometer;
- Containers/bags/cooling boxes for the dispatch of the samples to the laboratory - either uniquely numbered or with coded seals;
- Notification and Doping Control Forms (and Blood Sampling Forms for any planned blood testing); unless a WADA approved paperless system is in use;
- Entry and Exit logs for recording the names and positions of those entering the DCS;
- Refrigerators;
- If any in-competition blood sample(s) are required blood sample collection equipment as detailed in section 2.3 above must also be available.

The required quantities of each of the above items will depend on the anticipated number of samples to be taken at the event. Organisers must consider that Member Federations may request additional tests for their athletes when national records have been established. It is required that doping control request forms are available in the TIC. The DCD can give advice on the numbers of these items that should be available.

Athletes who break or equal World or European Records must also be notified and tested immediately after their competition.

3.4. Operations

When planning the doping control operations for an event, the following must be addressed:

- Placement of results information machines (CIS Terminals) – It is essential that the doping control team are able to monitor progress of the events. Where CIS machines (or equivalent) are used one should be placed for the exclusive use of the Chaperone Team Leader, one in the DCS for the athletes and one in the DCDs office. If CIS machines are not used the LOC must ensure that the DCOs/Chaperone Team Leader and DCD have access to the results of the events;
- View of the field of play – it is a requirement that the Chaperone Team Leader and a small number of chaperones are able to see the field of play, to monitor the progress of events but more important to be able to keep the athlete selected for testing under their view;
- Usually, the athlete will be informed of their selection for testing as they leave the field of play. This will normally occur before the athlete enters the mixed zone. It is imperative that the chaperone is able to keep the athlete under observation whilst the athlete is in the mixed zone. Ideally the chaperone will be able to do this whilst remaining outside of the mixed zone, but if

it is not possible the chaperone must accompany the athlete through the mixed zone. If the athlete is not kept under observation it is a possible failure to comply and action may be taken against the athlete therefore it is important the LOC make appropriate provision for the athlete to be effectively chaperoned;

- Should the athlete be required to attend a press conference and/or medal ceremony the LOC must make sure adequate provision is made for the chaperone to be able to keep the athlete in their view at all times;
- Consideration must be given to how any team officials would make their way to the DCS to accompany their athlete's selected for doping control, this could be via the TIC or other means;
- Adequate provision must be made to transport the athletes and any accompanying official back to the team hotel once sample collection procedures are complete;
- The LOC should consider where chaperones would wait when they are not working, e.g. seat in the stand or a dedicated chaperone waiting room (preferable with TV to watch the event).

The DCD can provide additional valuable advice on these operations and other aspects of doping control.

Several forms and documents related to Doping procedures can be found in the corresponding shared folder.

3.5. Transport

European Athletics will advise which WADA Accredited Laboratory shall be used for the analysis of the samples. The urine samples should be shipped as soon as possible. Usually this is done by the Sample Collection Agency.

3.6. Administration

Once the samples have been collected the information from the Doping Control Forms and any Blood Sampling Forms must be entered into ADAMS. This task is usually performed by the Sample Collection Agency. This should be completed as soon as possible and in the case of any blood tests, not later than 72hours of sample collection.

If it is not possible to enter the doping control forms into ADAMS the forms must be scanned and the electronic copies emailed to the Athletics Integrity Unit.

The paper copies of the Doping Control Forms and/or Blood Sampling Forms should be handed to the DCD, but if one is not appointed, they should be returned to Athletics Integrity Unit as soon as possible.