

Doping Control Officer Manual



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Book Descriptions:

Doping Control Officer Manual

Always check with your International Federation, National AntiDoping Organization or National Federation for the most up to date antidoping regulations. DCO Manual Index WADA Version 3.0 May 2011 World AntiDoping Agency WADA was created on 10 November 1999, pursuant to the Lausanne Declaration on Doping in Sport. WADA is funded equally by national government contributions and by the International Olympic Committee. WADA is governed by a 38 member Foundation Board and a 12 member Executive Committee, each composed by equal numbers of representatives from governments and the Olympic Movement. WADA's mission is to promote, coordinate, and monitor, at the international level, the fight against doping in sport in all its forms. The World AntiDoping Code The Code is the core document that provides the framework for harmonized antidoping policies, rules, and regulations within sport organizations and among public authorities. The Code first came into force in January The Code was always intended to be a living document, evolving to meet the needs of the antidoping 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. The revised Code was adopted during the Third World Conference on Doping in Sport in November The revised Code went into effect on 1 January In addition to the core document of the Code, the following five International Standards are an integral part of the Code, even if they are published as separate documents Prohibited List List Lists, by category or by name, substances and methods which are prohibited in sport. Distinguishes those prohibited at all times from those prohibited in competition only. Testing Sets out all of the mandatory, step by step requirements to be followed for doping control, from test planning and the selection of an Athlete for testing to the transportation of samples to the laboratory inclusively. <http://dogalakustik.com/depo/sayfaresim/8970b-user-manual.xml>

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The International Standard for Testing also outlines mandatory requirements for the submission of whereabouts information by certain athletes. 2.2 Overview of AntiDoping While most common illnesses can be treated with medications that do not contain prohibited substances, the Code allows for Athletes to apply for a therapeutic use exemption to enable them to use, for a legitimate medical condition, an otherwise prohibited substance or method. Laboratory Sets out all the proper, step by step procedures to be followed by laboratories accredited by WADA in performing analyses for doping control, from the time the laboratory receives a sample, to the reporting of results to the testing authority, including the safeguarding of remaining samples. Protection of Privacy and Personal Information Ensures that all relevant parties involved in antidoping in sport apply suitable privacy protection in relation to the collection and use of personal data such as that relating to whereabouts, doping control and TUEs. Partners in the Fight against Doping Public Authorities United Nations Educational, Scientific and Cultural Organization UNESCO Responsible for the development and implementation, alongside national governments, 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 World AntiDoping Code. National Governments Public authority responsible for ratifying, accepting, approving or acceding to the International Convention against Doping in Sport

and implementing it on its territory. AntiDoping Organizations World AntiDoping Agency WADA Recognized by public authorities and by the Olympic Movement as the international body responsible for the fight against doping in sport and for the World AntiDoping Code. <http://kythuatviet.vn/uploads/userfiles/8990a-manual.xml>

National AntiDoping Organization NADO Entity designated by a country as possessing the primary authority and responsibility to adopt and implement antidoping rules, as well as direct the collection of samples, the management of test results, and the conduct of hearings, all at the national level. If this designation has not been made by the competent public authorities, the entity will be the country's National Olympic Committee or its designee. Regional AntiDoping Organization RADO AntiDoping Organization established by a group of countries to coordinate, manage and deliver the mandate of doping-free sport within a specific region. WADA's antidoping development program aims at facilitating the creation of such entities in order to ensure implementation of antidoping programs in all parts of the world. 2.2 Overview of AntiDoping International Paralympic Committee IPC The global governing body of the Paralympic Movement, promoting Paralympic values and responsible for organizing the Summer and Winter Paralympic Games. International Federations IFs Each recognized as the official world governing body for a particular sport. Each has the responsibility to perform doping controls, and manage therapeutic use exemptions and whereabouts programs for international Athletes in its registered testing pool. National Federations NFs Each recognized by the relevant IF as the official national governing body for its sport. Court for Arbitration for Sport CAS 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. National Olympic Committees NOCs Each recognized by the IOC as the official Olympic governing body in its country.

Other Organizations Responsible for Major Events Continental associations of National Olympic Committees and other international multisport organizations are responsible for adopting and implementing antidoping policies and rules, which conform to the Code, for any of their respective events. Examples of such organizations include Commonwealth Games Commonwealth Games Federation CGF Continental Games 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 2.2 Overview of AntiDoping Athletes who compete at the international and national level may be tested anytime, anywhere. AntiDoping Organizations ADOs can conduct in-competition and out-of-competition tests on Athletes. Urine and blood samples may be collected and analyzed. In-competition testing is when an Athlete is selected for testing in connection with a specific competition i.e. National Championships; Olympic Games; World Cup. Athletes are selected for testing based on the regulations of the relevant International Federation or event ruling body. These criteria may include place of finish e.g. top 5 places in an event, random selection, or a target test. Out-of-competition testing is when an Athlete is tested outside of an event and can take place at any time and at any place, with no advance notice to the Athlete. This means that Athletes may be tested at their home, training locations, work place or anywhere else they can be found. ADOs 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.

<http://schlammAtlas.de/en/node/23801>

This information includes details which will help a Doping Control Officer DCO find the Athlete on any given day such as a home address, work schedule, training venues and schedule, and competition schedule. Samples are analyzed in a laboratory that is accredited by the World AntiDoping Agency WADA. Prohibited List The List of Prohibited Substances and Methods List,

updated annually by WADA, is the International Standard defining what is prohibited in and out of competition. The List also indicates whether particular substances are banned in particular sports. The most current edition of the List is posted on WADA's Web site at Athletes may at times experience a medical condition that requires using particular medicines. The substances that an Athlete may be required to take to treat a condition could fall under the List. However, by applying and obtaining a therapeutic use exemption TUE in advance from their ADO, an Athlete may be allowed to take the necessary medicine. Results Management An Athlete's sample is divided into two, referred to as the A sample and a B sample. The laboratory that has analyzed the A sample will report the results simultaneously to the ADO responsible for results management and WADA. If there is an adverse analytical finding AAF on the A sample, the organization responsible for results management will conduct an initial review. 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 antidoping rule violation has occurred as well as 2.2 Overview of AntiDoping In the event that the B sample analysis does not confirm the A sample analysis no further action with the antidoping rule violation will be taken. When an antidoping rule violation is found, the ADO that authorized the sample collection is responsible for initiating the results management process.

An independent panel will determine what sanctions will apply to each individual case and an Athlete will be given the opportunity to establish a basis for eliminating or reducing the sanction. Sanctions for violating antidoping regulations may range from a warning to a lifetime ban. The period of ineligibility may vary depending on the type of antidoping rule violation, the circumstances of an individual case, the substance, and the possible repetition of an antidoping rule violation. 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 disqualified. AntiDoping Organization ADO Organization that is responsible for adopting and executing rules for initiating, implementing or enforcing any part of the doping control process. This includes, for example, the International Olympic Committee, the International Paralympic Committee, other major event organizations that conduct testing at their events, the World AntiDoping Agency, International Sport Federations, and National AntiDoping Organizations. Athlete Whereabouts Information Whereabouts Information provided by or on behalf of an Athlete that details the Athlete's location on a daily basis in order to enable unannounced, no advance notice, testing. Doping Control Process including test distribution planning, sample collection and handling, laboratory analysis, therapeutic use exemptions, results management, hearings and appeals. Doping Control Officer DCO Official who has been trained and authorized by the antidoping organization with delegated responsibility for the onsite management of a sample collection session. 2.2 Overview of AntiDoping Sample Any biological material collected for the purposes of doping control.

WADA Accredited Laboratory Antidoping laboratory accredited by WADA in compliance with the International Standard for Laboratories. Criteria for selecting DCOs DCOs should meet the following criteria 1. At a minimum, be the legal age of majority in their country i.e. not a Minor Participate in an individual or small group training session for initial certification 2. Demonstrate ability to communicate effectively in the national languages. It is also preferred that the DCO can communicate in English 3. Demonstrate ability to follow instructions 4. Demonstrate ability to work under demanding conditions 5. Demonstrate ability to quickly and effectively solve problems 6. Knowledge of the national and international sporting community 7. Ability to act in a respectful and professional demeanor 8. Ability to maintain confidential information 9. Ability to demonstrate sensitivity to Athlete emotions 10. Ability to meet schedule demands of required duties 11. Preferably possess a valid driver's license and vehicle 12. Inform the ADO of any possible conflicts of

interest, including involvement in the administration of the sport for which testing is being conducted, or in the personal affairs of or relation to any Athlete that may undergo doping control

13. Ability and interest to train other sample collection personnel on doping control procedures
14. Ability and interest to educate Athletes on doping control procedures

DCO roles and responsibilities
A DCO is an official who has been trained and authorized by the ADO with delegated responsibility for the onsite management of a sample collection session. The DCO is at the forefront of the ADO and plays an important role in protecting the rights of Athletes to compete in doping-free sport. The DCOs are responsible for all steps in the sample collection session. During the results management process, the DCO's management of the sample collection session may be reviewed.

Therefore it is important that the procedures are completed correctly in order to avoid a result being overturned. DCOs must ensure that any incidents that could compromise the sample collection session are documented and the ADO is informed immediately. An important message for DCOs to remember: Document what you do and do what you document. Code of Conduct DCOs must demonstrate professional and courteous behavior when representing the ADO at sample collection sessions. DCOs must not speak to the media at anytime on behalf of the ADO or concerning the doping control process. Ask Athletes for their autograph. Request photographs of Athletes. Request food or beverages at the event. 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 gifts from an Athlete or sport official. Keep personal files of test data. Divulge confidential data to third parties. Over-familiarization with Athletes e.g. attend an Athlete's weddings. 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 ADO equipment or documentation to a third party without permission. DCOs must Report all potential conflicts of interest. Report any irregularities during a testing session. DCOs must understand that their presence at a sample collection session is a privileged position and that this authority must not be abused. If a gift is offered to a DCO this must be declared with the ADO.

Behaviors and best practices that should be demonstrated by DCOs include Courteous and professional approach at all times. Sensitivity to the requirements placed on an Athlete during doping control. Checking the understanding of an Athlete throughout the process, offering explanations where appropriate. Appropriate clothing and appearance for the event. Always arrive on time. Adhere to procedures contained in the DCO Manual and the ADODCO Agreement.

3.1 DCO Roles and Responsibility
Accredited DCOs will be provided with authorization documentation by the ADO that identifies the DCO by name e.g. accreditation card. DCOs will be evaluated on a continuous basis to ensure the highest standard of quality. A DCO's accreditation is valid for a fixed term as determined by the ADO. The ADO may revoke a DCO's accreditation at anytime.

3.1 DCO Roles and Responsibility
My relationship with the ADO is as a volunteer. I agree not to represent myself as a DCO or purport to represent the ADO unless authorized to do so by the ADO. I understand that I will not receive any other benefits outside of the compensation and reimbursement for expenses specified for my services.

2. Term
I understand that the use of my services as a DCO is at the sole discretion of the ADO. I acknowledge that my accreditation as a DCO for the ADO is issued at the sole discretion of the ADO and may be revoked at any time for cause or no cause by the ADO. I will return my DCO credentials and any other ADO property sample collection equipment, manual, etc. to the ADO immediately upon request by the ADO.

3. Confidentiality
I understand as an ADO DCO that the ADO will 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 ADO, 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. 4. Conflict of Interest I understand that while representing the ADO, I assume an obligation to subordinate my individual interests to the interests of the ADO and its mission. I have read and understand the ADO Statement of Principles on Ethical Behavior and Conflict of Interest attached to this Agreement as ANNEX A. I will complete and return to the ADO the ADO Conflict of Interest Disclosure Statement attached to this Agreement as ANNEX B. I pledge my full support of the spirit and letter of the requirements as applicable to my duties as a DCO. I agree to serve the ADO without an interest in personal gain, to avoid any institutional loss or embarrassment to the ADO and to behave in such a way that the ADO's trust and public confidence are enhanced. I will avoid any real or apparent conflict of interest in my role as a DCO for the ADO. 5. Duties I AGREE to use my best efforts in all duties directly or indirectly relating to my role as an ADO DCO. I agree to use my best efforts in complying with the ADO's protocol and procedures. While my primary duties involve sample collection, other functions may include testimony at hearings, educational presentations and other activities whereby I will be representing the ADO at the ADO's request. I agree to refrain from soliciting autographs, photographs, gifts or souvenirs from any Athlete, coach or official when representing the ADO. I AGREE to refrain from discussing issues outside of my role as a DCO, such as medical advice, ADO policies, or confidential information regarding Athletes tested, with Athletes or their support personnel. I AGREE to maintain a professional appearance and demeanor while conducting the ADO activities or while representing the ADO.

I AGREE to ensure my DCO credentials are kept current as long as I am an active ADO DCO, and that a photo will be on file with the ADO for such uses as accrediting or providing identification as needed to an outside entity where I may conduct testing. I AGREE to not participate in any doping control involving Sample Collection outside of the ADO, unless granted permission by the ADO. 6. Miscellaneous Any dispute not otherwise resolved by the parties arising out of or related to this Doping Control Officer Agreement shall be resolved through nonbinding, goodfaith mediation. In the event the mediation is unsuccessful, the parties agree to resolve the dispute in binding arbitration before an agreed upon dispute panel, or if not available, the Court of Arbitration for Sport. This Agreement is intended solely for the benefit of the ADO and DCO. No other party shall be entitled to claim in any way that it is a third party beneficiary of this Agreement. Please print and sign your name and date this document in the spaces provided indicating that you have read and agree to the ADO Doping Control Officer Agreement. The original will be kept in the ADO offices. A signed copy of this document will be mailed to you. As guardians of the ideals of sport, they assume an obligation to subordinate individual interests to the interests of the ADO and its mission. Those who serve the ADO must do so without personal gain, to avoid any institutional loss or embarrassment and to behave in such a way that the organizations trust and public confidence are enhanced. It is important to avoid any real conflict of interest as well as to avoid even the appearance of a conflict of interest. It is important to keep in mind that the principles which guide behavior in this area are disclosure, physical absence and nonparticipation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information.

This means you must i disclose conflicting interests when they arise, ii remain absent from the evaluation process, iii not participate in, or be present at, any decisionmaking process relating to the matter in question, and iv maintain the confidentiality of ADO deliberations and information. All conduct is founded on the individuals own sense of integrity. Any individual accepting the honor of serving the ADO must also accept the burdens of public disclosure and public scrutiny. The following guidelines are considered minimum standards in service to the ADO. Each individuals values undoubtedly lead to additional, selfimposed guidelines 1. The business of the ADO is to be conducted in observance of both the spirit and letter of applicable local laws. 2. Properties, services,

opportunities, authority, and influence of the ADO are not to be used for private benefit. 3. All ADO Doping Control Officers will be required to complete a conflict of interest form. All such individuals will make full disclosure of the nature and extent of any actual or potential conflict of interest. In the consideration of an issue, where possible conflicts exist, such individuals will avoid evaluating, or in any other way influencing, directly or indirectly, or voting on the matter involved, and will be physically absent during the evaluation and vote. If none, please state none. 2. If you have reason to believe that you or any immediate members of your family may be affiliated or have business dealings with the NOC, a NSF or an IF, in the future, please list those entities and the nature of such dealings. This could also include any relationship with an Athlete, a member of the Athlete's family, or a coach. If none, please state none. This procedure also identifies the code of conduct that Chaperones must adhere to when performing their duties on behalf of the AntiDoping Organization ADO. Ability to demonstrate sensitivity to Athlete emotions 11.

Ability to meet schedule demands of required duties 12. No involvement in the administration of the sport for which testing is being conducted 13. No involvement in the personal affairs of or relation to any Athlete that may undergo doping control 14. Completion of training related to doping control responsibilities 15. Completion of Chaperone Responsibilities Form, as appropriate Training Chaperones 1. The DCO should meet with the Chaperones prior to the start of the sample collection session to provide training, instruction, credentials and assignments, as well as to ensure that the Chaperones meet the criteria listed on the Chaperone Responsibilities Form and that the form is completed See reference 3.4. The DCO will determine how much time is needed to conduct a thorough training session and arrange an appropriate meeting time and place. If conducting announced incompetition testing, the event organizer may be responsible for providing the Chaperones. If conducting unannounced testing incompetition or outofcompetition then the DCO will be responsible for providing Chaperones. If a Chaperone is determined to have a potential or existing conflict of interest, the DCO should not use these individuals, if at all possible. The DCO should, however, proceed with the training of these individuals if no other Chaperones can be secured, however these Chaperones will not be permitted to witness the passing of the sample. The DCO should then brief the Chaperones on the best solution for each of these scenarios. EXPLAIN The DCO should thoroughly review the specifics of the Athlete notification procedure see reference 5.1 and maintaining contact with the Athlete after notification as documented on the Chaperone Responsibilities Form. The orientation should provide Chaperones with a detailed explanation of the purpose of their job, and what they should do if they encounter any problems when notifying Athletes. 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. Providing Chaperones with the actual words to use will aid them in approaching and notifying their Athletes. Also it is important that the Chaperones are shown around the venue so that they can orientate themselves and are aware of the following The field of play in relation to the doping control station Areas suitable to complete verbal and written notification The route to the doping control station and any potential public areas General logistics including mixed zones and locations where medal ceremonies are to take place PRACTICE Allow each Chaperone to practice 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 mistakes, 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. Witnessing The DCO should review, in detail, the specific information on the Chaperone Responsibilities Form see reference 3.4 and the urine sample collection procedure reference 6.1. These specifics include the direct, unobstructed observation of the urine passing from the Athlete to the collection vessel. Chaperones should also be briefed about any appropriate sensitivities, special testing circumstances, and any

possible conflicts of interest or other concerns. 3.3 Recruiting and Training Chaperones 26
Chaperone Conduct Chaperones must demonstrate professional and courteous behavior when representing the ADO at sample collection sessions.

Chaperones must not Speak to the media at anytime Ask Athletes for autographs Request photographs of Athletes Request food or beverages at the event 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 gifts from an Athlete or sport official Keep personal files of test data Divulge confidential data to third parties Over familiarization 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 ADO equipment or documentation to a third party without permission Chaperones must Report all potential conflicts of interest Report any irregularities at a testing session Chaperones must understand that their presence at a sample collection session is a privileged position and that this authority must not be abused. If a gift is offered to a Chaperone this must be declared with the ADO through the DCO. NOTE When testing an Athlete who is considered a Minor or an Athlete with a disability, consideration should be made for notifying a third party, when possible. 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. 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.

<https://www.informaquiz.it/petrgenesis1604790/status/flotaganis14062022-0208>