



SITE COORDINATOR HANDBOOK

U.S. ANTI-DOPING AGENCY



FOR CAMP AND IN-COMPETITION TESTING

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USADA MISSION STATEMENT

We hold the public trust to:

PRESERVE the integrity of competition

INSPIRE true sport

PROTECT the rights of U.S. athletes



ABOUT USADA


THE UNITED STATES ANTI-DOPING AGENCY® (USADA) began operations on October 1, 2000, following a recommendation by the United States Olympic Committee's (USOC) Select Task Force on Externalization that an independent agency be created to uphold the Olympic ideals and core principles of true sport on behalf of the nation's Olympic and Paralympic movement. USADA was given full authority to execute a national anti-doping program encompassing testing, results management, education, research, and to develop programs, policies, and procedures in each of those areas. USADA is an independent, nonprofit, non-governmental agency and administers its own protocols and programs as well as the anti-doping policies of the USOC. USADA is a signatory to the World Anti-Doping Code and adheres to the international anti-doping rules.

On a parallel track, the World Anti-Doping Agency (WADA) was established on November 10, 1999. WADA developed the World Anti-Doping Program which consists of the:

- World Anti-Doping Code (Code), developed to harmonize anti-doping rules and sanctions on a worldwide basis;
- International Standards aimed at creating harmonization among anti-doping organizations in various technical areas including: testing and investigations, therapeutic use exemptions, laboratory practices, protection of privacy and personal information, and the list of prohibited substances and methods; and
- Models of Best Practice, which provide state-of-the-art solutions in various areas of anti-doping that are encouraged but not mandatory.

Beginning in August 2004, international sport federations (IFs), national olympic committees, the International Olympic Committee, the International Paralympic Committee, national anti-doping organizations, and many other sports organizations and governments, including USADA, formally adopted the Code. This collective agreement to harmonize anti-doping efforts has significantly improved the fairness and effectiveness in the effort to achieve true sport within the Olympic movement.





USADA IS DEDICATED to preserving the integrity of competition, inspiring true sport, and protecting the rights and health of U.S. athletes. Every person who cares about sport has a stake in ensuring athletes can compete on a clean and level playing field.

This handbook outlines the responsibilities of event organizers and their designated site coordinators in relation to in-competition (event) drug testing conducted by USADA. Site coordinators play a vital role in helping USADA deliver the gold standard testing program all athletes deserve.

The requirements outlined in this handbook have been established to ensure the integrity of the sample collection process. Assistance from the site coordinator is critical to successfully planning the logistics of doping control at an event.

We appreciate your assistance and support in this critically important, yet necessary, process to ensure that every athlete has the opportunity to compete on a clean and level playing field.

SITE COORDINATOR GUIDELINES



Who is the site coordinator?

The site coordinator is a position that operates under the authority of the national governing body (NGB) or the organizing committee sanctioning the event, and is preferably dedicated only to doping control during the event. Due to the time commitment involved, it is very difficult for an event director, for example, to also serve as a site coordinator. USADA would like all athletes, NGBs, volunteers, and doping control officers (DCOs) to experience smooth coordination of the event. Therefore, it is recommended that the site coordinator not have any other significant obligations during the event.

It is important that the site coordinator be prepared to assist USADA sample collection personnel throughout the competition with the athlete notification process, athlete transportation, as well as act as a liaison between the Lead DCO and the international federation (IF)/NGB representatives as necessary.

After reviewing this handbook, if you do not feel that you can commit 100% to the site coordinator position, you can assign another site coordinator to work with the USADA DCOs. Please make sure you contact USADA immediately to ensure accurate contact information is on file for the site coordinator.



All individuals selected to serve as site coordinators should:

- Be on-site throughout the testing session.
- Have the authority to make necessary changes to accommodate doping control requirements.
- Have reliable transportation available OR the ability to coordinate reliable transportation for athletes.
- Be familiar with the competition venue.
- Understand and be prepared to fulfill the responsibilities as outlined in this resource.
- Be prepared to address media inquiries by considering the following for any official statement:
 - ▶ Any athlete participating in a sanctioned event is potentially subject to doping control.
 - ▶ USADA does not disclose doping control specifics to the public in advance of competitions.
 - ▶ Anti-doping rules apply at all times regardless of whether or not testing will occur.

If you have further questions regarding media inquiries, please contact USADA's Communications department at **1.866.601.2632**.

- Ensure information about USADA and language about the possibility of doping control being present at the event is included in communication to the athletes, registration packets, and/or event information on your website. It is important to understand that anti-doping rules apply at all times regardless of whether testing is planned in advance.

SITE COORDINATOR'S RESPONSIBILITIES

Pre-Event

- Communicate with the Lead DCO, your primary contact, in the lead up to the site visit and event. It may be necessary to communicate with the Lead DCO multiple times leading up to the day(s) of testing in order to finalize all details and requirements of the testing session.
- Identify and secure facilities for use as the doping control station on site at the event per USADA specifications. See Guidelines for Identifying a Suitable Doping Control Station on pages 5 for specifications.
- Recruit the appropriate number of qualified individuals to serve as notifying chaperones. The number of notifying chaperones required will be determined by the Lead DCO based on the testing numbers for each day and/or session. Notifying chaperones should be available to meet the time requirements of the event schedule. See Notifying Chaperones Requirements and Responsibilities on page 8 for additional information.
- Meet with the Lead DCO at least eight hours prior to the start of the first day's testing session to inspect the doping control station and finalize any details. If necessary, assist the Lead DCO with alterations to, or relocation of, the doping control station before the start of the testing session.
- Secure and provide any necessary credentials (including parking passes) for USADA sample collection personnel so they may gain access to restricted areas in the competition venue.
- Near where the competition ends, identify an appropriate staging area for the chaperones and DCOs to ensure prompt notification of athletes, and establish a plan to receive timely access to competition results, if applicable.

During the Event

- As requested, assist USADA sample collection personnel throughout the duration of the competition and until the in-competition testing session is concluded.
- Provide sufficient replacement fluids for athletes in the doping control station.
- If necessary, provide or arrange reliable transportation for any athlete(s) remaining in the doping control station at the end of a testing session.

Post-Event

- Complete the *In-Competition Testing Site Coordinator and NGB Evaluation Form*, providing feedback on your experience with USADA. Your input and opinions will be used to identify opportunities to improve USADA's performance in the field and service to sport.

Guidelines for Identifying a Suitable DOPING CONTROL STATION

THE FOLLOWING CHECKLIST provides the current minimum requirements for a suitable doping control station, which are to be provided, or arranged for, by the site coordinator.

General Requirements

- ❑ Solely reserved for doping control 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 waiting room, processing room, and an appropriate number of male and female bathrooms/stalls (Advance preparation with the Lead DCO will determine the appropriate number of bathrooms.)
- ❑ Ensures that the health and safety of the athlete and sample collection personnel are not compromised
- ❑ Large enough to accommodate the number of athletes, athlete representatives, and sample collection personnel who will occupy the area
- ❑ In proximity to the competition venue, or an appropriate transportation plan in place to transport athletes and sample collection personnel

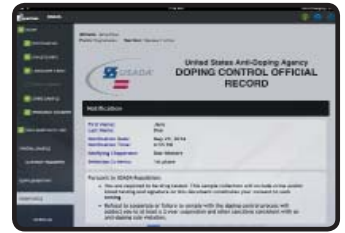
Supplies

- ❑ Ice and coolers or a refrigerator (for keeping re-hydration fluids cold)
- ❑ Replacement fluids for athletes – four to six beverages (8 or 12 oz. bottles or cans) for each athlete to be tested. Fluids need to be in individually-sealed, tamper-evident bottles or cans and consist of a variety of juices, electrolyte drinks, soft drinks, and water. They must not contain alcohol, caffeine, or any prohibited substance. Organizers should not plan to provide food in the doping control station.



Equipment (for each processing station)

- ❑ Processing tables – one table for every 4-6 athletes to be tested
- ❑ Two chairs per athlete being tested, and one chair for each member of the sample collection personnel, plus two extra chairs (Advance preparation with the Lead DCO will determine the appropriate number of chairs.)
- ❑ Access to pipe and drape if necessary to ensure privacy and division of processing stations
- ❑ Appropriate lighting to conduct processing
- ❑ A trash can for each processing station
- ❑ A secure wireless internet connection capable of providing enough speed for DCOs to effectively process the sample through the USADA Paperless Sample Collection System™



USADA uses its Paperless Sample Collection System™ to process doping controls at events.

Other Possible Needs (Not required, but may be necessary depending on directions provided by the Lead DCO.)

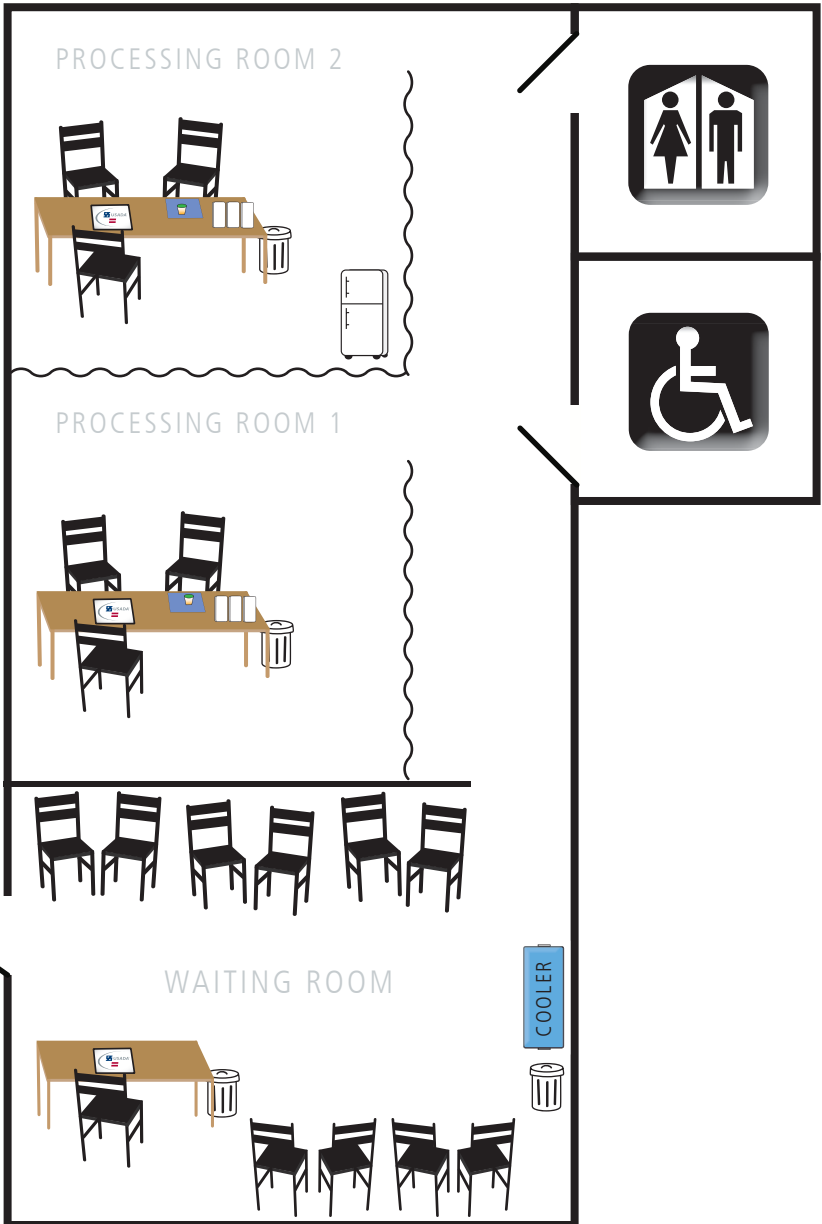
- ❑ Handicap accessible, if necessary
- ❑ Security person outside of doping control station, if requested
- ❑ Informational/entertainment equipment (i.e., TV, radio), reading material for athlete use during lulls in the sample collection session, if available
- ❑ Additional equipment may be requested to accommodate special testing needs (i.e., blood collections)

NOTE: *If you have any concerns regarding the suitability of space, security, and access for a doping control station, we urge you to contact and work directly with USADA prior to the event to address your concerns.*

THE DESIGNATED DOPING CONTROL STATION may not be used as a public facility, office, team locker room, or shared with any event operation during the in-competition testing session.

USADA reserves the right in its sole discretion to cancel an in-competition testing session if, in its opinion, the facilities designated for the doping control station are such that the integrity of the sample collection session might be compromised.

Example of a Suitable
DOPING CONTROL STATION



REQUIREMENTS AND RESPONSIBILITIES

NOTIFYING CHAPERONES PLAY A VITAL ROLE in an athlete's introduction to the doping control process. It is important to recruit the appropriate number of qualified individuals who can commit to serving in this capacity. Advance preparation with the Lead DCO will determine the appropriate number of notifying chaperones needed for the event.

Notifying Chaperones Must Meet the Following Criteria:

- Minimum 18 years of age
- Ability to communicate effectively
- Ability to walk for extended distances
- Have no involvement in the administration of the sport being tested or any involvement in the personal affairs of, or relation to, any athlete who might be tested.
 - ▶ The individual does not serve in any capacity, paid or unpaid, for an NGB or the USOC.
 - ▶ The individual does not have a business or commercial relationship with an NGB or the USOC.
 - ▶ The individual has not accepted gifts, cash, travel, hotel accommodations, entertainment or favors from the USOC, an NGB, or any other USOC-member organization or any athlete subject to testing by USADA.
 - ▶ The individual does not have close personal relationships with any athlete competing and subject to testing at the event.
 - ▶ The individual had not committed an anti-doping rule violation in the past, or is currently serving a period of ineligibility or provisional suspension.

NOTIFYING CHAPERONE PRE-EVENT REQUIREMENTS

- Notifying chaperones will meet with the Lead DCO, or designated member of the USADA sample collection personnel, at least one hour prior to the start of the competition in order to receive training, instruction, credentials, and assignments.
- Notifying chaperones are required to read and complete the *Notifying Chaperone Code of Conduct & Responsibilities Form*, providing their address, telephone number, and date of birth. This information is required because, in some instances, USADA may need to follow up directly with a notifying chaperone after an event.

Notifying Chaperones Must Possess the Following Characteristics:

- Ability to follow instructions and strict procedures
- Ability to work under demanding conditions
- Ability to quickly and effectively solve problems
- Ability to demonstrate a respectful and professional demeanor
- Ability to maintain confidentiality
- Ability to meet schedule demands of required duties

Notifying Chaperones are Held to a Strict Code of Conduct and Must Agree to:

- Arrive on time at the appointed location.
- Maintain the highest standard of personal conduct in all assigned duties as a member of the sample collection personnel.
- Not accept any gifts from athletes or their representatives.
- Not request photographs or autographs from any athlete or individual while conducting USADA business.
- Strive to be cooperative and courteous with individuals and to use good judgment when performing all duties as a member of the sample collection personnel.
- Maintain a professional appearance while carrying out duties as a member of the sample collection personnel.

NOTE: *USADA has a strict conflict of interest standard that applies to all sample collection personnel, including notifying chaperones. USADA recommends recruiting through local sport or visitor bureaus, churches, non-profit organizations, and hospitals. Local universities are also a good resource for recruiting chaperones. Many students and athletic trainers can volunteer their time and receive credit toward course work. As an incentive, USADA gives all chaperones a small gift for their service.*



THE PRIMARY ROLE of the notifying chaperone is to notify chosen athletes of their selection for doping control. When notifying athletes, the notifying chaperone will:

1. Notify the athletes selected for doping control as soon as possible after they finish the competition, after the final results of a particular competition are determined, or as the competition rules require.
2. Identify him/herself as a notifying chaperone for doping control in a discreet manner and in a way that minimizes disruption.
3. Advise the athlete that he/she has been selected to provide a sample for doping control and confirm that the athlete notified matches the name and/or place finisher identified by the Lead DCO.
4. Complete the necessary documentation as instructed by the DCO.
5. Ask the athlete to read and sign the necessary paperwork at the time of notification.
6. Inform the athlete of his/her right to have an athlete representative present during the entire process, except during the provision of the sample.
7. Keep the athlete under direct observation at all times following notification until the athlete signs in at the doping control station. The athlete has a duty to cooperate with the notifying chaperone to ensure that visual contact with the athlete is maintained.
8. Inform the athlete that eating or drinking is at the athlete's discretion. Chaperones may also let athletes know that there will be individually-sealed beverages provided at the doping control station. Chaperones should not choose or handle anything the athlete may consume.



9. Inform the athlete that he/she must report to the doping control station immediately after notification unless there is a valid reason for delay in reporting that is approved and agreed to by the Lead DCO. Reasons for a delay to the doping control station are as follows, but not limited to:
 - ▶ Arrange for an athlete representative and/or language specialist to accompany him/her to the doping control station
 - ▶ Receive necessary medical attention
 - ▶ Attend an awards ceremony
 - ▶ Fulfill media commitments
 - ▶ Compete in further competitions
 - ▶ Perform a cool down
 - ▶ Retrieve his/her photo identification



NOTE: Provisions within USADA's procedures allow for modifications to the standard notification and reporting processes, and an athlete may request a delay in reporting for valid reasons; however, this request may be rejected by the DCO if it is not possible for the athlete to be continuously chaperoned. If post-event athlete obligations, as well as athletes competing in multiple competitions on the same day, are known prior to the competition, please communicate with the Lead DCO so that the schedule can be best accommodated.

10. Inform the athlete that there is access to more detailed information about the doping control process in the doping control station.
11. If necessary, inform the athlete that there are possible consequences if he/she fails or refuses to accompany the notifying chaperone to the doping control station. The chaperone should also inform a DCO as soon as practical if this situation arises.
12. Report any unusual behavior by an athlete, athlete representative and/or language specialist to the DCO as soon as practical without leaving the athlete unattended.
13. Inform the athlete that once he/she checks into the doping control station, the athlete may only leave the station if he/she has been granted approval by a DCO. Under these circumstances, a chaperone must accompany and observe the athlete until he/she returns to the doping control station.
14. In the instance that a minor athlete is selected for testing, the notifying chaperone may be asked to observe the witnessing chaperone or DCO in the toilet area in accordance with the *USADA Minor Testing Policy*.

PRESERVING.
INSPIRING.
PROTECTING.

USADA believes that every athlete has the right to compete on a clean and level playing field, free from the pressures and influences of performance-enhancing drugs. For this reason, USADA makes available a number of ways to report the abuse of performance-enhancing drugs in sport in an effort to protect clean athletes and promote clean competition.

Be a Voice for the Right Choice!



Play Clean Tip Center:

Phone: 1.877.752.9253

Email: playclean@usada.org

www.usada.org/playclean

U.S. Anti-Doping Agency

Phone: 719.785.2000

Toll-Free: 1.866.601.2632

www.USADA.org



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