

## **Anti-doping Guidelines for Organisers of World Championship & FIRS Events**

Doping controls are carried out in the FIRS events in accordance with the World Anti-doping Code, the FIRS Anti-doping Policy (ADP) and the International Standards for Testing (IST). Doping tests are conducted at FIRS events according to the agreement between FIRS and the organiser.

The number of doping tests during an event depends on the FIRS ADP and Test Distribution Plan (TDP) and specially trained and accredited doping control personnel to carry out all tests.

### **Tasks and Duties**

#### **Before the event**

- The number of tests shall be decided according to FIRS ADP and test distribution plan and shall be written in the agreement between the FIRS and the organiser
- Contact the National anti-doping organisation (NADO) (at least 6 months before) and the laboratory in good time before the event and agree on the date, place, doping control officers (DCO), number of chaperones required (one per test is ideal and essential in short events) and who is responsible for providing them
- Agree with NADO about providing chaperones and the number required. Confirm if the NADO provides its own chaperones for the testing or if they will educate local volunteers as chaperones. The minimum age for chaperones is 18 years and he/she must be of the same gender as the athlete to be tested.
- Decide where the doping control room will be situated in the arena and ensure that the doping control room meets FIRS requirements.
- Include information about doping control in the information letters sent to National Federations before the event and include information into team manuals for the event.

#### **During the event**

- Ensure DCOs have required accreditation
- Meet with DCOs and the FIRS anti-doping officer to check facilities and procedures
- Make sure that the DCO receive competitor lists for events so that selection can occur
- Make sure DCOs meet and advise the chaperones
- Make sure there is an educated chaperone for each athlete to be tested

## **Things to Note**

### **General**

- In order to ensure that the FIRS may pursue its anti-doping program in the host country and any local anti-doping laws must be consistent with the FIRS ADP and the WADA code
- In FIRS events, the FIRS is in control of doping testing and shall determine the number of finishing placement tests, random tests and target tests carried out
- Sampling may be and is usually delegated to a provider accredited with WADA eg NADO.
- If the tests are performed randomly the selection process shall be made by drawing lots and the FIRS anti-doping officer shall act as supervisor during the selection process

### **Co-operation with FIRS & NADOs**

- FIRS has jurisdiction with doping control at all FIRS International events
- The local organiser shall contact the FIRS in order to agree on the number of tests to be conducted and the timetable for the tests and the organisation to provide the sampling usually the NADO
- It is important that the local organiser then contacts the NADO in order to reserve the dates for the tests and to make agreement with the NADO and the laboratory for the number of samples to be analysed and any special requirements such as sampling and transportation of blood controls.

### **Selection of Athletes**

- Selection of athletes is in accordance with FIRS ADP for the discipline concerned
- Numbered discs or playing card can be used for selection process
- The FIRS anti-doping officer has the right to oversee the selection process
- Chaperones will be allocated to selected athletes
- Athletes will be notified by the assigned chaperones as soon as results are available

## **Anti-doping Guidelines for Conducting Tests - Facilities** **The Doping Control Room**

The doping control room must be located inside the competition venue close to the skating surface, change rooms and first aid facilities. To ensure privacy, the doping control room must be inaccessible to the public, located away from the media and spectator areas and access may be granted only to authorised personnel

- Doping control officer and chaperones
- Selected players
- Accompanying person for each selected player
- FIRS doping control officer or Confederation /National Federation representative if a Confederation or National event
- Interpreter if required
- Other authorised personnel eg WADA observers

Doping control signs must be on the door of the doping control room as well as in the corridors in indicate the way to the doping control area. The signs should be in English and Spanish (“Doping Control”). The doping control area must contain the following areas

### **Waiting area**

- **Equipment**
  - At least 5 seats, table, fridge with sealed drinks and refreshments, reading material and television, CD player or radio
  - Only authorised people are allowed in the waiting area

### **Sample Collecting Area / Administration Areas**

- Equipment
  - One desk, 4 chairs, a table for samples, washbasin, soap and towels. If possible a lockable refrigerator for storage of samples
  - If a separate room is not available the waiting area and administrative area can be separated by a screen or partition

### **Toilets**

- At least one toilet is required in the sample collection area and if possible a separate sample collection area should be provided for each gender being tested
- Toilet should be large enough for the DCO to directly observe the athlete providing the

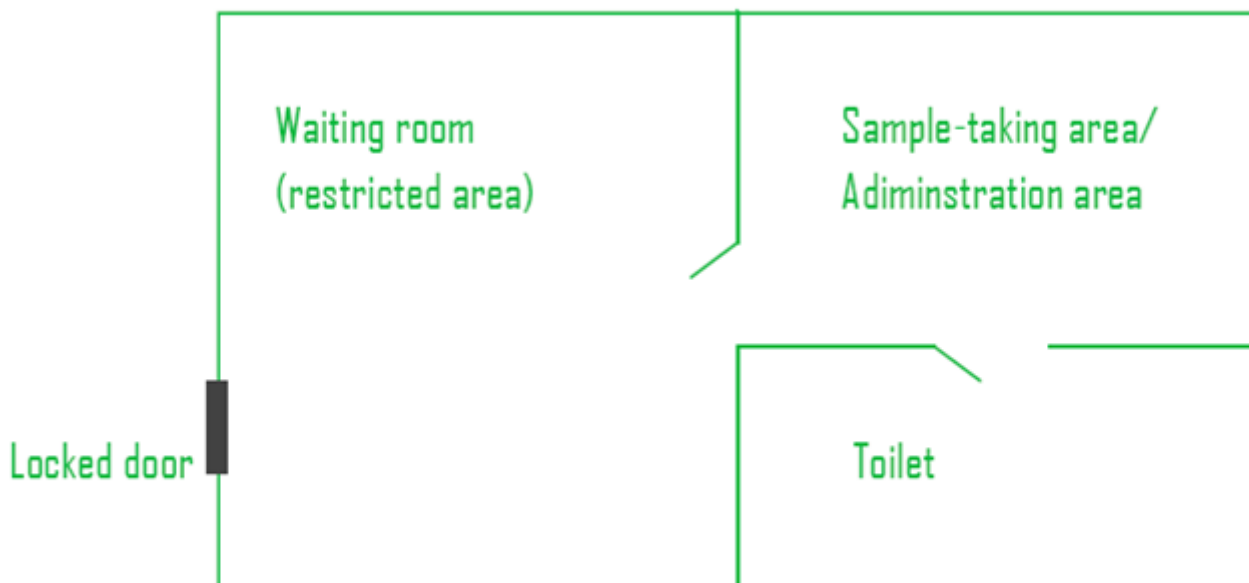
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sample

Layout for Doping Control Area



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## **Anti-doping – Guidelines for Sampling Process** **12 Steps of Doping Control**

### **Athlete Selection**

- All athletes entering FIRS events can be selected for doping control, including those who retire or are disqualified

### **Notification**

- A doping control officer or chaperone will notify the athlete of selection for doping control. The DCO or chaperone will inform the player of his/her rights and responsibilities, including the right to have a representative present throughout process. The athlete will be asked to sign a form confirming that he/she has been notified for doping control

### **Reporting to the Doping Control Station**

- The athlete should report to the doping control station immediately. The DCO may allow the athlete to delay reporting to the station for activities such as a press conference, medical treatment or to compete in another event. The athlete must be accompanied by the DCO or chaperone at all times from notification until completion of the sample collecting process.

### **Selection of a Collection vessel**

- The athlete is given a choice of individually sealed collection vessels and may select one. The athlete should verify that the equipment is intact and has not been tampered with. The athlete should maintain control of the collection vessel at all times.

### **Provision of the Sample**

- Only the player and the DCO or chaperone of the same gender are permitted in the washroom during the sample collection process. The chaperone or DCO must observe the sample leaving the athlete's body. A third person may observe the DCO or chaperone but not the athlete during the sample collection process if the athlete is a minor.

## **Volume of Urine**

- The DCO shall ensure, in full view of the athlete, that at least 90mls of urine is provided. If the athlete is unable to provide 90mls then the athlete is asked to provide further samples until the minimum volume is provided. Special partial sample kits are used in the process.

## **Selection of Sample Collection Kit**

- The athlete is given a choice of one of several individually sealed sample collection kits. The athlete should confirm that the kit is sealed and has not been tampered with and after opening the kit confirm that the sample code numbers on the bottles, lids and container all match.

## **Filling the Sample Bottles**

- Only the athlete should handle the sample bottles
- The athlete pours urine into the B bottle to the line indicated and then the remainder into the A bottle
- The athlete seals both bottles and ensures they are properly sealed, checks the numbers match on the bottles, lids, packaging and with the paperwork. The bottles are then placed in the package box and sealed.

## **Measuring Specific Gravity**

- The DCO is required to measure the specific gravity of the sample provided. In the sample does not meet specific gravity requirements (too dilute) they athlete will be asked to provide additional sample (s) until the requirement is met.
- If the sample fails to meet specific gravity requirement it is a good idea for the athlete to reduce or stop fluid intake

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## Completion of the Doping Control Form

- The athlete must provide information about any prescription or non prescription medication or supplements he/she has taken in the last 7 to 10 days. The athlete may also note any comments or concerns in regard to the doping control session. The athlete will confirm that the information on the form, including the sample code number is correct and sign the doping control form.
- The athlete will confirm that the laboratory copy has no information that can identify him/her and receive a copy of the doping control form

## Laboratory Process

- The samples are packed for shipping and their security is tracked. They are sent to a WADA accredited laboratory to ensure that International standards are adhered to when processing the samples and that the chain of custody is maintained at all times.

The A sample is analysed and the B sample is securely stored and is used to confirm an atypical finding on the A sample if requested. The laboratory report of the sample analysis is sent to WADA, the results management authority and to FIRS.

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