

# Event Contact Person Handbook



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## Irish Sports Council – NGB Relationship

The Anti Doping Unit (ADU) is a unit within The Irish Sports Council. On behalf of the National Governing Bodies of Sport in Ireland, the Anti Doping Unit carries out drugs testing in sport, both in-competition and out-of-competition. In-Competition refers to testing at events and Out-of-Competition refers to testing at athletes homes or training grounds. This booklet is concerned with testing In-Competition, at events.

The Anti Doping Unit sends a team of *Sample Collection Personnel (SCP)* to test at an event – usually there are 5 people on the team – 1 Lead Doping Control Officer and 4 Chaperones. The team may have more or less people, depending on the number of tests taking place.

### Who is the Event Contact Person?

The *Event Contact Person (ECP)* plays a very important role on the day of a competition or event.

He/She is the representative of the National Governing Body on the day and liaises with the Lead Doping Control Officer from the team of SCP.

The ECP does not necessarily need to be the Anti-Doping Officer of the NGB.

The ECP should

- Be familiar with the event and the venue/facilities
- Have the authority to make necessary changes to accommodate testing
- Understand and complete the responsibilities outlined below.

A National Governing Body official, member of the local organising committee or grounds person would be ideal as an ECP.

It is recommended that the ECP does not have any other significant obligations on the day of an event – i.e. that they are available to assist and work with the team of Sample Collection Personnel.

If the ECP has other duties, they need to leave a mobile number with the Doping Control Officer so they can be contacted if any issue arises.

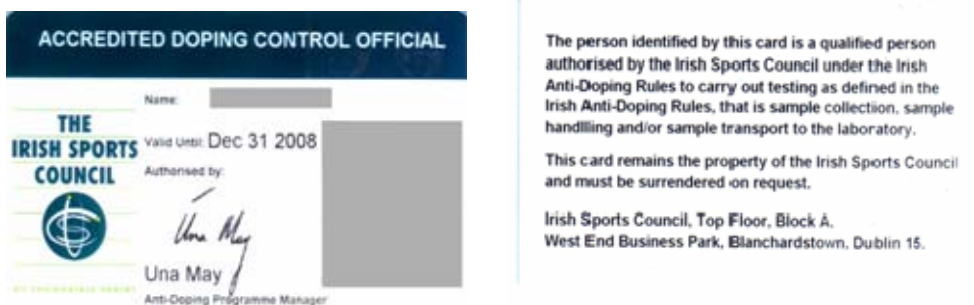
**The ADO or the ECP should not disclose to any other persons that drug testing is taking place at an event. It must remain strictly confidential.**

## The Anti Doping Unit contacts the ECP prior to the event

A few weeks prior to the event, the Anti Doping Unit contacts the Anti Doping Officer of an NGB and/or the ECP. The Anti Doping Unit will then make contact with the ECP directly to discuss arrangements for the day.

The Anti Doping Unit will normally need to get the following information:

- What is the exact location of the venue?
- Where is the Doping Control Station situated? Is it lockable?
- Will the ECP be able to set up the station as per the guidelines in this manual? Is the mobile unit (a camper van) needed?
- Will security for the door be provided?
- Do the Sample Collection Personnel require any passes to get access to the event or any area within the event venue?
- Sample Collection Personnel all carry an I.D. as below – will this be sufficient to get access to the event, or do personnel need special passes for the day?



- Do the Sample Collection Personnel require car passes, and is car parking available near the venue?
- What is the best time for the Sample Collection Personnel to arrive?
- What is the best meeting place for the Sample Collection Personnel and the ECP?
- What are the most appropriate competitions/races to test at the event?

## Roles and Responsibilities of the ECP

### Before the Event

- Know the details of the event and provide them to the Anti Doping Unit – e.g. start times / finish times of races, matches when requested.
- Arrange access passes for all areas of the competition venue (i.e. poolside, pitch side etc) for the Sample Collection Personnel and also car passes if necessary. Forward to the Anti Doping Unit.
- Inform the Anti-Doping Unit of any changes to the event details, particularly time changes.
- Set up the Doping Control Station.

### On the Day of Event

- Be available on the day of the event to meet and liaise with the Lead Doping Control Officer and direct the team to the location of the doping control station, and answer questions with regard to the venue and the event
- Assist in arranging transport to the Doping Control Station or Race Venue if it is not immediately accessible
- Ensure that the Doping Control Station is tidy and secure - take on board and accommodate, where possible, any suggestions for improvement to the Station made by the Lead Doping Control Officer
- Equip the Doping Control Station with non-alcoholic sealed drinks for athletes to re-hydrate after their event.
- Where necessary, liaise with athletes, team officials, NGB officials etc. to ensure the smooth running of testing.

- Attend the selection draw where appropriate. This is where the Lead Doping Control Officer will select the athletes for testing.
- Identify an appropriate area where the Chaperones will be able to notify athletes that they have been selected to be tested.

## Setting up a Doping Control Station

The facilities at which an event is held may not necessarily allow all the following conditions to be realised, but we would ask that as many criteria as possible be met, both for the integrity of the Sample Collection Procedure and the comfort and respect of your athletes.

- Facilities for Doping Control should provide **privacy** for athletes and **security** for the sample collection procedure - situate the station in a private room that is secure.
- The Doping Control Station should be situated as close to the competition area as possible. Consideration should also be given to the visibility of athletes being escorted to the station and ideally they should not have to walk across the competition venue in front of spectators.
- The room should be for the sole purpose of Sample Collection.
- The entry door to the Doping Control Station must be secure, and preferably lockable.

## **Access to the Doping Control Station is restricted to authorised personnel only:**

- (Lead) Doping Control Officer
- Chaperones
- Selected athletes
- Accompanying representatives of the selected athletes
- National/International Federation Doping Control Official
- Interpreter (if required)
- Other authorised personnel i.e. ISC observers/WADA observers

## **Layout of the Doping Control Station**

Within the doping control station 3 areas are required (separate if possible but segregated in so far as possible):

1. Waiting area
2. Administration area
3. Area for sample collection

Please consider if the heat of the room needs to be adjusted for the comfort of the athletes – supply fans or heaters where necessary.

### **1. Waiting Area**

This area should be equipped with chairs, space for adequate supply of non-alcoholic drinks in unopened containers and a rubbish bin. Reading material, television or a radio are helpful to create a relaxed atmosphere in the station.

### **2. Administration Area**

This area should have good lighting and contain a table and chairs, washbasin, soap and towels. If possible a lockable refrigerator for storage of samples should also be supplied.

If separate rooms are not available for waiting and administration areas, a single room can be separated by a partition or screen.

### 3. Sample Collection Area

At least one toilet is required in the sample collection area and if possible a separate sample collection area should be provided for each sex being tested.

Sufficient space is needed to accommodate the Chaperone/Doping Control Officer and athlete in this area, to ensure that the Chaperone/Doping Control Officer can observe the provision of the sample.

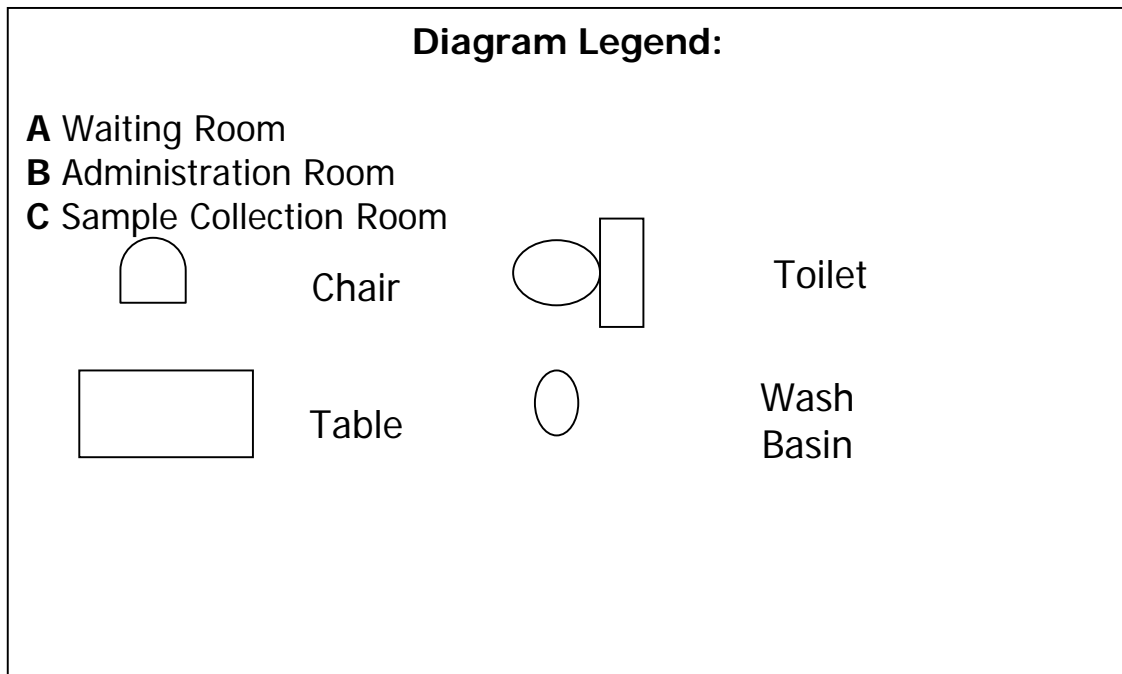
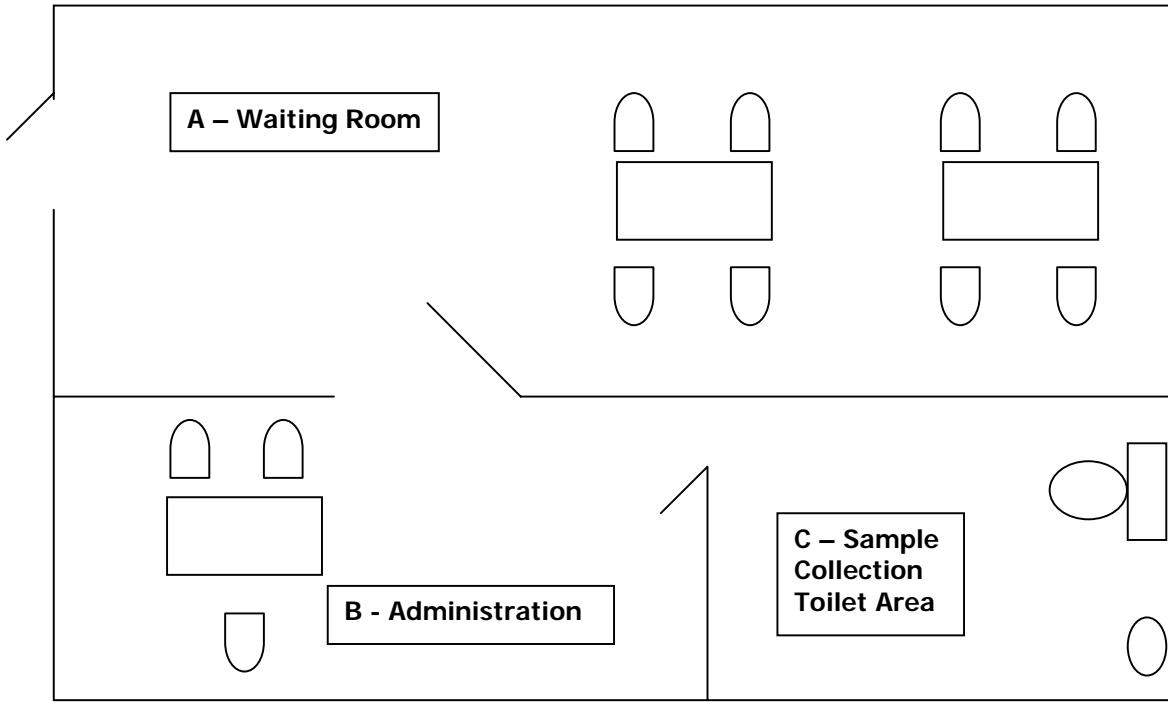
Wheelchair accessible toilets, if available, are ideal. If there are no toilet facilities at the venue a Portaloo or hotel suite/room can be hired or the ISC can provide a mobile testing (camper van) unit.

Please set up the Doping Control Station with the waiting area and administration areas as near to the toilet area as possible. If they are not beside each other, please take steps such as blocking off the corridor between the two areas where the athletes will be walking when holding their sample.

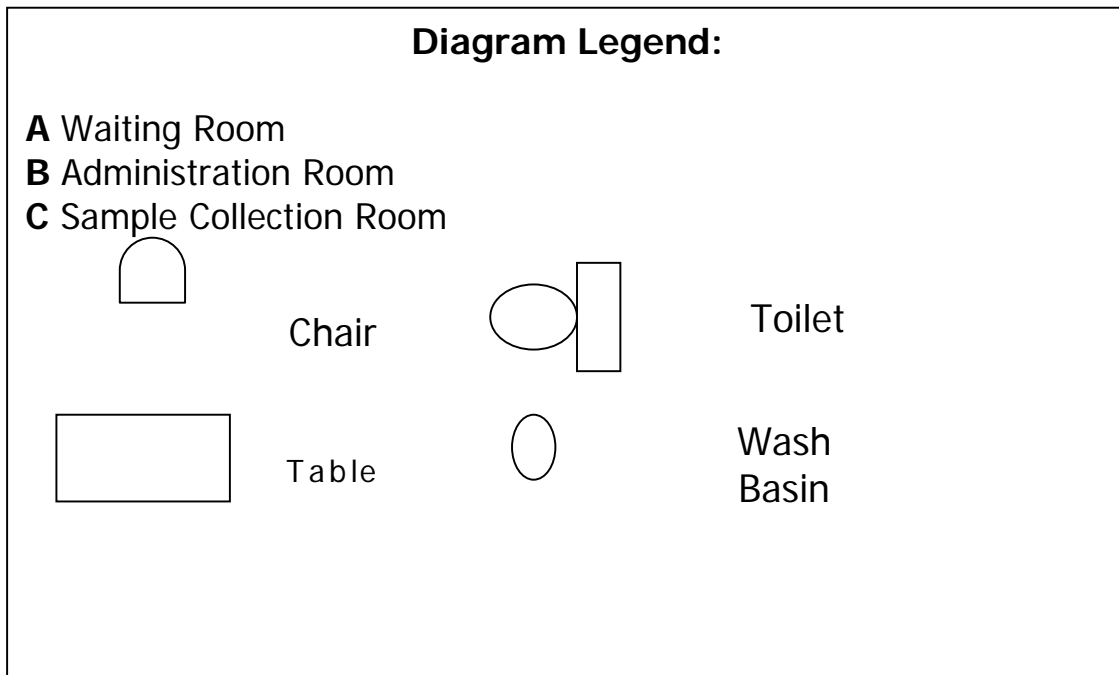
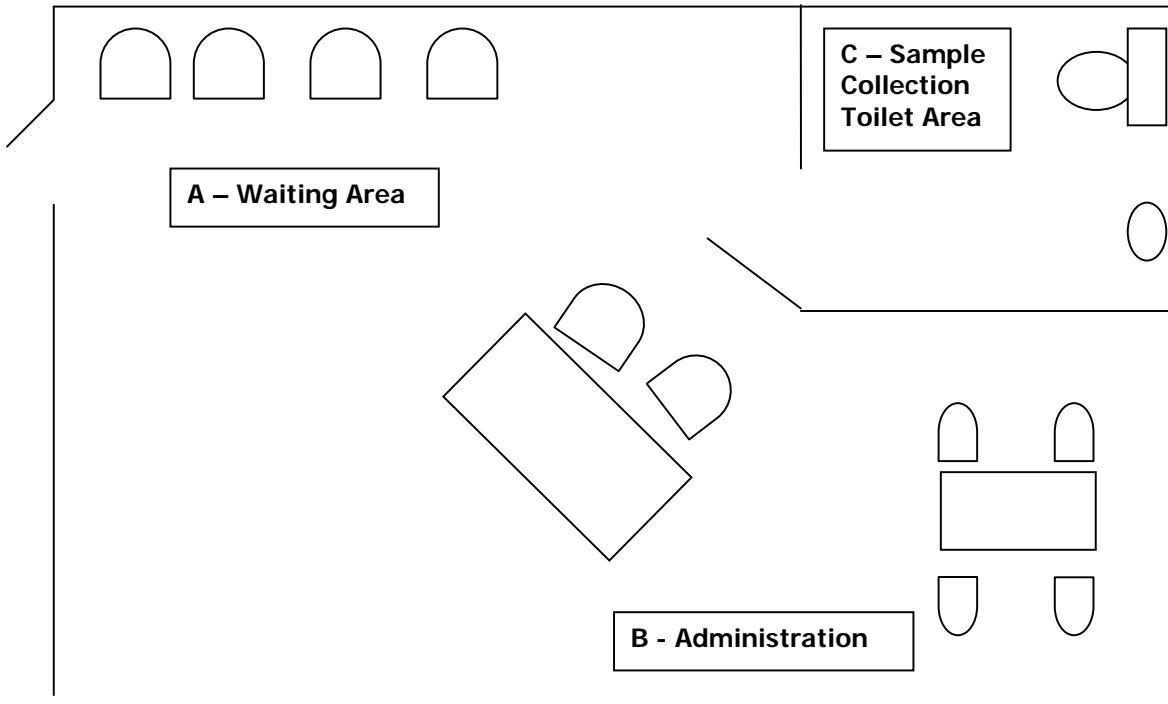
The following diagrams give an idea of the layout of a Doping Control Station:



## An Ideal Doping Control Station Layout



# An Alternative Doping Control Station Layout



## What work do the Sample Collection Personnel do at an event?

### In brief...

- The team of Sample Collection Personnel will set up their equipment in the Doping Control Station.
- A draw will be made as to what athletes are being tested. The ECP may be needed to assist the Chaperones as to the best place and time to notify the athletes.
- The Chaperones will notify the athletes and stay with the athlete until the athlete returns to the Doping Control Station to provide a urine sample. Normally the athlete has up to 60 minutes before going to the Doping Control Station.
- The athlete provides a sample, which is witnessed by the Chaperone, and the sample is processed for the laboratory in the Doping Control Station by the DCO.

### International Federation Regulations/Procedures

For some sports, there may be specific regulations/procedures for testing within the sport. The Anti-Doping Officer and/or the ECP should notify the Anti-Doping Unit of any such regulations/procedures.

The ADU will inform the DCO of any deviations from the standard Irish anti-doping rules, if appropriate.

## Frequently Asked Questions

**Q In the past, the NGB had to arrange Chaperones to work on the day? Does this still happen?**

**A** Since January 2007, the Anti Doping Unit have directly recruited and trained both Doping Control Officers and Chaperones to work on the Anti Doping Programme. When we test at events, we will send the full team of Sample Collection Personnel. Only in exceptional circumstances would we require the NGB to provide Chaperones for testing.

**Q After reviewing this handbook, I'm not sure if the venue has adequate Doping Control Facilities. What should I do?**

**A** Contact the Anti Doping Unit with queries or any uncertainties you may have. It is best to pre-empt any problems before the event, rather than waiting until the day of the event.

**Q Our sport was tested before, is it okay to use the same Doping Control Station as before?**

**A** You should check this booklet in case there are any changes to the guidelines since the last time that testing took place. Contact the Anti Doping Unit with any queries.

**Q Some athletes compete in more than one event - when will they be notified, and will they be tested in between events?**

**A** Speak to the Lead Doping Control Officer about this situation. At all times testers aim to avoid interrupting an athletes competition day. Different sports handle this situation differently in accordance with the schedule of the day.

**Q Reporters from the newspapers and television have enquired about drug testing at the event, and want to take photographs of the Doping Control Station. What should I do?**

**A** Do not communicate with the media about any aspect of anti doping at an event. At all times the process should remain private and confidential to the athletes being tested. Please refer any media to the Lead Doping Control Officer on the day, or the Anti Doping Unit.

**All queries on the content of this handbook or other Anti-Doping issues can be addressed to the Anti-Doping Unit, The Irish Sports Council, Top Floor, Block A, Westend Office Park, Blanchardstown, Dublin 15. T 00 353 1 8608801. F 00 353 1 8608860. [antidoping@irishsportscouncil.ie](mailto:antidoping@irishsportscouncil.ie). [www.irishsportscouncil.ie](http://www.irishsportscouncil.ie)**