

TESTING PROCEDURES



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The official text of these Testing Procedures shall be maintained by the IGF.

1. INTRODUCTION

The International Golf Federation (IGF) Anti-Doping Policy and Testing Procedures comply with the World Anti-Doping Code and the mandatory *International Standards* with specific guidelines to give effect to their implementation in the sport of Golf.

The main purpose of these Testing Procedures is to plan for effective Testing at any time, In and Out of Competition, and to maintain the integrity and identity of the *Samples* collected, from the point the *Player* is notified of selection for testing to the point that he *Samples* are transported to the designated accredited laboratory for analysis. These Testing Procedures include standards for *Test Distribution Planning*, selection, and notification of Players, preparing for and conducting *Sample* Collection, security, post test administration and transport of *Samples*.

All national golf associations shall undertake to comply with these procedures; any testing agency delegated to undertake testing on their behalf shall be made aware of these procedures and the minimum standards that apply to ensure the effective implementation of Testing in the sport of Golf and that the integrity of the *Sample* is maintained.

Save in exceptional and justifiable circumstances, all Testing shall be *No Advance Notice*:

- a) For In-Competition Testing, selection of placed players may be known in advance, however *Random Selection* of games and/or placed players shall not be revealed to the *Player* until notification.
- b) All Out-of Competition Testing shall be at No Advance Notice save in exceptional and justifiable circumstances.

The IGF shall plan for testing in and around tournaments under its jurisdiction, and at any time evaluating the potential risk of doping to deploy the available resources in the most efficient and effective way to address those risks. *Test Distribution Planning* shall evaluate the relative merits of Out of Competition and In-Competition Testing and take account of the risk of doping, and prioritise testing to ensure optimum deterrence and detection of doping practices.

2. DEFINITIONS

The definitions of IGF Anti-Doping Policy apply to these Testing Procedures.

Additional terms of the IGF Testing Procedures are defined below:

Blood Collection Officer (BCO): An official who is qualified to and has been authorized by the IGF to collect a blood *Sample* from a *Player*.

Chain of Custody: The sequence of individuals or organizations who have the responsibility for a *Sample* from the provision of the *Sample* until the *Sample* has been received for analysis.

Chaperone: An official who is trained, and is authorized by the IGF to carry out specific duties including one or more of the following: notification of the *Player* selected for *Sample* collection; accompanying and observing the *Player* until arrival at the *Doping Control Station*; and/or witnessing and verifying the provision of the *Sample* where the training qualifies him/her to do so.

Doping Control Officer (DCO): An official who has been trained, and is authorized by the IGF with delegated responsibility for the on-site management of a *Sample Collection Session*.

Doping Control Station: The location where the *Sample Collection Session* will be conducted.

Failure to Comply: A term used to describe anti-doping rule violations under *Code* Articles 2.3, 2.5 and 2.8.

Filing Failure: A failure by the *Player*(or by a third party to whom the *Player* has delegated this task) to make an accurate and complete *Whereabouts Filing*.

Missed Test: A failure by the *Player* to be available for *Testing* at the location and time specified in the 60-minute time slot identified in his/her *Whereabouts Filing* for the day in question.

Random Selection: Selection of *Players* for *Testing* which is not *Target Testing*. *Random Selection* may be: completely random (where no pre-determined criteria are considered, and *Players* are chosen arbitrarily from a list or pool of *Player* names); or weighted (where *Players* are ranked using pre-determined criteria in order to increase or decrease the chances of selection).

Sample Collection Authority: The *Anti-Doping Organization* or independent agency or sub-contractor with responsibility for all processes related to *Sample Collection*, as specified in Procedures 4.0, 5.0, 6.0, 7.0 and 8.0.

Sample Collection Equipment: Containers or apparatus used to directly collect or hold the *Sample* at any time during the *Sample* collection process. *Sample Collection Equipment* shall, as a minimum, consist of:

_ For urine *Sample* collection:

- Collection vessels for collecting the *Sample* as it leaves the *Player's* body;
- Sealable and tamper-evident bottles and lids for securing the *Sample*;
- Partial *Sample* kit;

_ For blood *Sample* collection:

- Needles for collecting the *Sample*;
- Blood tubes with sealable and tamper-evident devices for holding the *Sample*.

Sample Collection Personnel : A collective term for qualified officials authorized by the IGF who may carry out or assist with duties during the *Sample Collection Session*.

Sample Collection Session: All of the sequential activities that directly involve the *Player* from notification until the *Player* leaves the *Doping Control Station* after having provided his/her *Sample/s*.

Suitable Specific Gravity for Analysis: Specific gravity measured at 1.005 or higher with a refractometer, or 1.010 or higher with lab sticks.

Suitable Volume of Urine for Analysis: A minimum of 90 mL for full or part menu analysis.

Test Distribution Plan: The IGF shall plan and conduct an effective number of In-Competition and Out-Of Competition tests on *Players* who have entered IGF sanctioned events, including but not limited to *Players* in the International Registered Testing Pool. Subject to jurisdictional limits as set out in Article 5 of the IGF Anti-Doping Policy, National Unions or Federations (and where delegated to a testing agency, such as a National Anti-Doping Organisation) shall plan and conduct an effective number of In-Competition (and where appropriate, Out-of Competition) tests on elite Amateur national *Players*. Planning involves information gathering, monitoring and follow up; risk evaluation; and to develop, monitor, evaluate, modify and update the *Test Distribution Plan* that allocates testing at an appropriate level in the sport of golf.

Unsuccessful Attempt Report: A detailed report of an unsuccessful *Testing* attempt, as more fully described in Procedure 4 .

Whereabouts Failure: A *Filing Failure* or a Missed Test.

Whereabouts Filing: Information provided by or on behalf of a *Player* in a *Registered Testing Pool* that sets out the *Player's* whereabouts during the following quarter, in accordance with Article 5.5 of the IGF Anti-Doping Policy.

3. REQUIREMENTS FOR THE SELECTION OF PLAYERS FOR TESTING

In implementing the *Test Distribution Plan*, Players shall be selected for *Sample* collection using Target Testing and *Random Selection* methods. The selection policy shall be documented. In accordance with Article 5.7 of the IGF Anti-Doping Policy, the following procedures shall apply:

- 3.1 At *International Events*, the IGF Anti-Doping Program Administrator shall determine the number of finishing placement tests, random tests and target tests to be performed.
- 3.2 At *National Events*, each *National Union or Federation* shall determine the number of *Players* selected for *Testing* in each *Competition* and the procedures for selecting the *Players* for *Testing*.
- 3.3 In addition to the selection procedures set forth in Articles 3.1 and 3.2 above, the Anti-Doping Program Administrator at *International Events*, and the *National Unions or Federations* at *National Events*, may also select *Players* or teams for *Target Testing* so long as such *Target Testing* is not used for any purpose other than legitimate *Doping Control* purposes.
- 3.4 *Players* shall be selected for *Out-of-Competition Testing* by the IGF Anti-Doping Program Administrator and by the *National Union or Federation* through a process that substantially complies with the *International Standard* for *Testing* in force at the time of selection.
- 3.5 The *National Unions or Federations* and the organizing committees for *National Union or Federation Events* shall provide access to *Independent Observers* at *Events* as directed by IGF.
- 3.6 Selection of *Players* In-Competition shall take into account of the timing of notification for testing during the tournament, to avoid any disruption to competitive play. Criteria shall include random and targeted games/matches, previous and current results, taking into account the completion of the competition results.

4. NOTIFICATION OF PLAYERS

4.0 Objective

To ensure that reasonable attempts are made to locate the Player, the selected *Player* is notified, the rights of the *Player* are maintained, there are no opportunities to manipulate the *Samples* to be provided, and the notification is documented.

4.1 General

Notification of *Players* starts when the IGF Anti-Doping Administrator (ADA) initiates the notification of the selected *Player* and ends when the *Player* arrives at the *Doping*

Control Station or when the *Player's* possible *Failure to Comply* is brought to the attention of the IGF.

4.2 The main activities are:

- a) Appointment of *Doping Control Officers (DCOs)*, *Chaperones* and other *Sample Collection Personnel*;
- b) Locating the *Player* and confirming his/her identity;
- c) Informing the *Player* that he/she has been selected to provide a *Sample* and of his/her rights and responsibilities;
- d) For *No Advance Notice Sample* collection, continuously chaperoning the *Player* from the time of notification to the arrival at the designated *Doping Control Station*; and
- e) Documenting the notification, or notification attempts.

4.3 Requirements Prior to Notification of Players

- 4.3.1 *No Advance Notice* shall be the notification method for *Sample* collection whenever possible.
- 4.3.2 To conduct or assist with *Sample Collection Sessions*, the IGF ADA shall appoint and authorise *Sample Collection Personnel* who have been trained for their assigned responsibilities, who do not have a conflict of interest in the outcome of the *Sample* collection, and who are not *Minors*.
- 4.3.3 *DCOs/Chaperones* shall have official identification that is provided and controlled by IGF. The minimum identification requirement is an official card/document demonstrating their authority to act on behalf of the IGF. For *DCOs*, additional identification requirements shall include their name, their photograph and the card/document expiry date. For *Blood Collection Officials*, additional identification requirements include evidence of their professional training in the collection of blood *Samples*.
- 4.3.4 IGF shall establish criteria to validate the identity of a *Player* selected to provide a *Sample*. This ensures the selected *Player* is the *Player* who is notified. Identification will typically be done through the *Player's* tournament accreditation or through an alternative reliable piece of photo identification. The method of identification of the *Player* shall be documented on the *Doping Control* documentation.
- 4.3.5 The IGF ADA and/or *DCO/Chaperone*, as applicable, shall establish the location of the selected *Player* and plan the approach and timing of notification, respectfully taking into consideration the specific circumstances of the tournament or practice/training session and the situation in question.

- 4.3.6 The IGF ADA and/or *DCO/Chaperone*, as applicable, shall ensure that reasonable attempts are made to notify *Players* of their selection for *Sample* collection, and record in detail *Player* notification attempt(s) and outcome(s). In locating *Players* using *Player* whereabouts information, *the IGF ADA shall ensure its DCOs* adhere to the requirements in 11.4.3 b) and c) of the *IST*. Reasonable attempts shall be defined by the IGF ADA and at a minimum shall consider alternative times of day/evening and alternative locations over a specified period of time from the initial notification attempt.
- 4.3.7 The *Player* shall be the first one notified that he/she has been selected for *Sample* collection except where prior contact with a third party is required as specified in Procedure 4.3.8.
- 4.3.8 The IGF ADA and/or *DCO/Chaperone*, as applicable, shall consider whether a third party is required to be notified prior to notification of the *Player*. This may include situations where the *Player* is a *Minor* as provided for in [Annex C: Modifications for Players who are Minors](#), where required by a *Player's* disability as provided for in [Annex B: Modifications for Players with Disabilities](#), or in situations where an interpreter is required and available for the notification.

In the case of In-Competition Testing, it is permissible to notify third parties that Testing will be conducted, where required to help the *Sample Collection Personnel* to identify the *Player(s)* to be tested and to notify such *Player(s)* that he/she is required to provide a *Sample*.

- 4.3.9 The IGF ADA or *DCO/Chaperone* may change a *Sample* collection from *No Advance Notice* to advance notice. Any such occurrence shall be recorded. Notification for advance notice *Sample* collection shall be by any means that indicates the *Player* received the notice.

4.4 Requirements for Notification of Players

- 4.4.0 In-Competition, *Players* may only be notified at the conclusion of their round in tournament play for that day, this includes obligation on *Players* to report to recording to verify and complete their scorecard. If play is suspended for adverse weather conditions, the advice of the IGF ADA and tournament referee shall be sought to establish the timing of *Player* notification on that day.
- 4.4.1 When initial contact is made, the IGF ADA and/or *DCO/Chaperone*, as applicable shall ensure that the *Player* and/or a third party, if required in accordance with Procedure 4.3.8, is informed:
- a) that the *Player* is required to undergo a *Sample* collection;
 - b) that the *Sample* collection is being conducted under the authority of the *IGF*;
 - c) of the type of *Sample* collection and any conditions that need to be adhered to prior to the *Sample* collection;

d) of the *Player's* rights, including the right to:

- (i) have a representative and, if available, an interpreter;
- (ii) ask for additional information about the *Sample* collection process;
- (iii) request a delay in reporting to the *Doping Control Station* for valid reasons; and
- (iv) request modifications as provided for in [Annex B: Modifications for Players with Disabilities](#);

e) of the *Player's* responsibilities, including the requirement to:

- (i) remain within sight of the *DCO/Chaperone* at all times from the first moment of in-person notification by the *DCO/Chaperone* until the completion of the *Sample* collection procedure;
- (ii) produce identification if requested;
- (iii) comply with *Sample* collection procedures and the possible consequences of *Failure to Comply*; and
- (iv) report immediately to the *Doping Control Station* for *Testing*, unless delayed for valid reasons;

f) of the location of the *Doping Control Station*;

g) that should the *Player* choose to consume food or fluids prior to providing a *Sample*, he/she does so at his/her own risk; and should avoid excessive rehydration, having in mind the requirement to produce a *Sample* with a *Suitable Specific Gravity for Analysis*; and

i) that the *Sample* provided by the *Player* to the *Sample Collection Personnel* should be the first urine passed by the *Player* subsequent to notification, i.e. he/she should not pass urine in the shower or otherwise prior to providing a *Sample* to the *Sample Collection Personnel*.

4.4.2 When in-person contact is made, the *DCO/Chaperone* shall:

- a) identify themselves to the *Player* using their official IGF identification card;
- b) keep the *Player* under observation at all times until the completion of his/her *Sample Collection Session*; and
- c) confirm the *Player's* identity in accordance with the criteria specified. Any inability to confirm the identity of the *Player* shall be documented. In such cases, the *DCO* responsible for conducting the *Sample Collection Session* shall decide whether it is appropriate to report the situation in accordance with [Annex A: Investigating a Possible Failure to Comply](#).

- 4.4.3 The *DCO/Chaperone* shall have the *Player* sign *Doping Control* documentation to acknowledge and accept the notification. If the *Player* refuses to sign that he/she has been notified or evades the notification, the *DCO/Chaperone* shall inform the *Player* of the consequences of a *Failure to Comply* if possible, and the *Chaperone* (if not the *DCO*) shall immediately report all relevant facts to the *DCO*. When possible the *DCO* shall continue to collect a *Sample*. The *DCO* shall document the facts and report the circumstances to the IGF ADA as soon as possible. The IGF ADA shall follow the steps prescribed in [Annex A: Investigating a Possible Failure to Comply](#).
- 4.4.4 The *DCO/Chaperone* may at their discretion consider any valid third party requirement or any valid request by the *Player* for permission to delay reporting to the *Doping Control Station* following acknowledgement and acceptance of notification, and/or to leave the *Doping Control Station* temporarily after arrival, and may grant such permission if the *Player* can be continuously *Chaperoned* and kept under direct observation during the delay and if the request relates to the following activities:

For *Testing* carried out directly after a *Competition*:

- a) participation in a Victory Ceremony;
- b) fulfilment of media commitments;
- c) competing in further *Competitions*;
- d) performing a warm down;
- e) obtaining necessary medical treatment;
- f) locating a representative and/or interpreter;
- g) obtaining photo identification; or
- h) any other reasonable circumstances which can be justified, and which shall be documented.

For *Testing* not carried out directly after a *Competition*:

- a) locating a representative and/or an interpreter;
- b) completing a training or practice session;
- c) receiving necessary medical treatment;
- d) obtaining photo identification; or
- e) any other reasonable circumstances which can be justified, and which shall be documented.

- 4.4.5 The *DCO* or other *Sample Collection Personnel* shall document the reasons for a delay in reporting to the *Doping Control Station* and/or reasons for leaving the *Doping Control Station* once arriving that may require further investigation by the IGF. Any failure by the *Player* to remain under constant observation should be

recorded. The *DCO/Chaperone* shall reject a request for delay from a *Player* if it will not be possible for the *Player* to be continuously *Chaperoned*.

- 4.4.6 When a *Player* notified of an advance notice *Sample* collection does not report to the *Doping Control Station* at the designated time, the *DCO* shall use his/her judgement whether to attempt to contact the *Player*. At a minimum, the *DCO* shall wait 30 minutes after the appointed time before departing. If the *Player* still has not reported by the time the *DCO* departs, the *DCO* shall follow the requirements of [Annex A: Investigating a Possible Failure to Comply](#).
- 4.4.7 If the *Player* delays reporting to the *Doping Control Station* other than in accordance with Procedure 4.4.4 but arrives prior to the *DCO's* departure, the *DCO* shall decide whether to report a possible *Failure to Comply*. If at all possible the *DCO* shall proceed with collecting a *Sample* and shall document the details of the delay in the *Player* reporting to the *Doping Control Station*.
- 4.4.8 If, while keeping the *Player* under observation, *Sample Collection Personnel* observe any matter with potential to compromise the test, the circumstances shall be reported to and documented by the *DCO*. If deemed appropriate by the *DCO*, the *DCO* shall follow the requirements of [Annex A: Investigating a Possible Failure to Comply](#) and/or consider if it is appropriate to collect an additional *Sample* from the *Player*.
- 4.4.9 If the *Player* cannot be contacted after having made reasonable attempts using the information supplied by the IGF and logging notification attempts in accordance with Procedure 4.3.6, the *DCO* shall report to the IGF ADA who shall institute procedures set out in [Annex A Investigating a Possible Failure to Comply](#).

5. PREPARING FOR THE SAMPLE COLLECTION SESSION

5.0 Objective

To prepare for the *Sample Collection Session* in a manner that ensures that the session can be conducted efficiently and effectively.

5.1 General

Preparing for the *Sample Collection Session* starts with the establishment of a system for obtaining relevant information for effective conduct of the session and ends when it is confirmed that the *Sample Collection Equipment* conforms to the specified criteria.

The main activities are:

- a) establishing a system for collecting details regarding the *Sample Collection Session*;
- b) establishing criteria for who may be present during a *Sample Collection Session*;
- c) ensuring that the *Doping Control Station* meets the minimum criteria prescribed in Procedure [5.2](#); and

d) ensuring that *Sample Collection Equipment* used meets the minimum criteria prescribed in Procedure 5.7.

5.2 Requirements for preparing for the *Sample Collection Session*

5.2.1 The IGF ADA shall obtain all the information necessary to ensure that the *Sample Collection Session* can be conducted effectively and efficiently, including special requirements to meet the needs of *Players* with disabilities as provided in [Annex B: Modifications for Players with Disabilities](#) as well as the needs of *Players* who are *Minors* as provided in [Annex C: Modifications for Players who are Minors](#).

5.2.2 The DCO shall use a *Doping Control Station* which at a minimum, ensures the *Player's* privacy and where possible is used solely as a *Doping Control Station* for the duration of the *Sample Collection Session*. The DCO shall record any significant deviations from these criteria.

5.2.3 The IGF ADA shall establish minimum criteria for who may be present during the *Sample Collection Session* in addition to the *Sample Collection Personnel*. At a minimum the criteria shall include:

a) a *Player's* entitlement to be accompanied by a representative and/or interpreter during the *Sample Collection Session* except when the *Player* is passing a urine *Sample*;

b) a *Minor Player's* entitlement, and the witnessing DCO's entitlement to have a representative observe the witnessing DCO when the *Minor Player* is passing a urine *Sample*, but without the representative directly observing the passing of the *Sample* unless requested to do so by the *Minor Player*;

c) a *Player* with a disability's entitlement to be accompanied by a representative as provided in [Annex B: Modifications for Players with Disabilities](#);

d) an IGF representative. The IGF representative shall not directly observe the passing of a urine *Sample*; and

f) a WADA Independent Observer where applicable under the *Independent Observer Programme*. The WADA Independent Observer shall not directly observe the passing of a urine *Sample*.

5.2.4 The DCO shall only use *Sample Collection Equipment* systems that are authorised by IGF which at a minimum, shall:

a) have a unique numbering system incorporated into all bottles, containers, tubes or any other item used to seal the *Player's Sample*;

b) have a sealing system that is tamper evident;

c) ensure the identity of the *Player* is not evident from the equipment itself; and

d) be clean and sealed prior to use by the *Player*.

- 5.2.5 Photographs, video or tape recordings may only be taken inside the *Doping Control Station* with the permission of the *DCO* and only when the *Doping Control Station* is not in operation. No photographs, video or tape recordings may be taken once the *Doping Control Station* is in operation. Mobile phones may be used as phones but not cameras. However, all mobile phones must be turned off during the processing of the *Sample*.

6. CONDUCTING THE SAMPLE COLLECTION SESSION

6.0 Objective

To conduct the *Sample Collection Session* in a manner that ensures the integrity, security and identity of the *Sample* and respects the privacy of the *Player*.

6.1 General

The *Sample Collection Session* starts with defining overall responsibility for the conduct of the *Sample Collection Session* and ends once the *Sample* collection documentation is complete.

6.2 The main activities are:

- a) preparing for collecting the *Sample*;
- b) collecting and securing the *Sample*; and
- c) documenting the *Sample* collection.

6.3 Requirements Prior to Sample Collection

- 6.3.1 The IGF shall be responsible for the overall conduct of the *Sample Collection Session* with specific responsibilities delegated to the *DCO*.
- 6.3.2 The *DCO* shall ensure that the *Player* is informed of his/her rights and responsibilities as specified in Procedure 4.4.1.
- 6.3.3 The *DCO* shall provide the *Player* with the opportunity to hydrate. The *Player* should avoid excessive hydration, having in mind the requirement to provide a *Sample* with a *Suitable Specific Gravity for Analysis*.
- 6.3.4 The *Player* shall only leave the *Doping Control Station* under continuous observation by the *DCO/Chaperone* and with the approval of the *DCO*. The *DCO* shall consider any reasonable request, as specified in Procedure 4.4.4 and Procedure 4.4.5, by the *Player* to leave the *Doping Control Station*, until the *Player* is able to provide a *Sample*.

6.3.5 If the *DCO* gives approval for the *Player* to leave the *Doping Control Station*, the *DCO* shall agree with the *Player* on the following conditions of leave:

- a) the purpose of the *Player* leaving the *Doping Control Station*;
- b) the time of return (or return upon completion of an agreed activity);
- c) that the *Player* must remain under observation at all times; and
- d) that the *Player* shall not pass urine until he/she gets back to the *Doping Control Station*.

6.3.6 The *DCO/Sample Collection Personnel* shall document this information agreed to and the actual time of the *Player's* departure and subsequent return.

6.4 Requirements for Sample Collection

6.4.1 The *DCO* shall collect the *Sample* from the *Player* according to the following procedures for the specific type of *Sample* collection:

- a) [Annex D: Collection of Urine Samples](#); and
- b) [Annex E: Collection of Blood Samples](#).

6.4.2 Any behaviour by the *Player* and/or *Persons* associated with the *Player* or anomalies with potential to compromise the *Sample* collection shall be recorded by the *DCO*. If appropriate, the IGF shall apply [Annex A: Investigating a Possible Failure to Comply](#).

6.4.3 If there are doubts as to the origin or authenticity of the *Sample*, the *Player* shall be asked to provide an additional *Sample*. If the *Player* refuses to provide an additional *Sample* the *DCO* shall document in detail the circumstances around the refusal and IGF shall apply [Annex A: Investigating a Possible Failure to Comply](#).

6.4.4 The *DCO* shall provide the *Player* with the opportunity to document any concerns he/she may have about how the *Sample Collection Session* was conducted.

6.4.5 In conducting the *Sample Collection Session* the following information shall be recorded as a minimum:

- a) date, time and type of notification (*No Advance Notice*, advance notice, pre or post *Competition*);
- b) arrival time at the *Doping Control Station*;
- c) date and time of *Sample* provision;
- d) the name of the *Player*;
- e) the date of birth of the *Player*;
- f) the gender of the *Player*;
- g) the *Player's* home address and telephone number;

- h) the *Player's* sport and discipline, if applicable;
 - i) the name of the *Player's* coach and doctor, if known;
 - j) the *Sample* code number;
 - k) the name and signature of the *DCO/Chaperone* who witnessed the urine *Sample* provision;
 - l) the name and signature of the *Blood Collection Officer* who collected the blood *Sample*, where applicable;
 - m) required laboratory information on the *Sample*;
 - n) medications and supplements taken, as declared by the *Player*, and recent blood transfusion details if applicable, within the timeframe specified by the laboratory;
 - o) any irregularities in procedures;
 - p) *Player* comments or concerns regarding the conduct of the *Sample Collection Session*, if provided;
 - q) *Player* consent for the processing of test data in ADAMS;
 - r) *Player* consent, if given, for the use of the *Sample(s)* for research purposes;
 - s) the name and signature of the *Player*;
 - t) the name and signature of the *Player's* representative, if applicable;
 - u) the name and signature of the *DCO*;
 - v) the name of the *Testing Authority*; and
 - w) the name of the *Sample Collection Authority*.
- 6.4.6 At the conclusion of the *Sample Collection Session* the *Player* and *DCO* shall sign appropriate documentation to indicate their satisfaction that the documentation accurately reflects the details of the *Player's Sample Collection Session*, including any concerns recorded by the *Player*. The *Player's* representative (if any) and the *Player* shall both sign the documentation if the *Player* is a *Minor*. Other *Persons* present who had a formal role during the *Player's Sample Collection Session* may sign the documentation as a witness of the proceedings.
- 6.4.7 The *DCO* shall provide the *Player* with a copy of the records of the *Sample Collection Session* that have been signed by the *Player*.

7. SECURITY/POST-TEST ADMINISTRATION

7.0 Objective

To ensure that all *Samples* collected at the *Doping Control Station* and *Sample* collection documentation are securely stored prior to their departure from the *Doping Control Station*.

7.1 General

Post-test administration begins when the *Player* leaves the *Doping Control Station* after providing a *Sample*, and ends with preparation of all of the collected *Samples* and documentation for transport.

Requirements for Security/Post-Test Administration

- 7.2 The *DCO* shall ensure that any sealed *Sample* will be stored in a manner that protects its integrity, identity and security prior to transport from the *Doping Control Station*. The *DCO* shall ensure that any *Sample* is stored in accordance with these criteria.
- 7.3 Without exception, all *Samples* collected shall be sent for analysis to a WADA-accredited laboratory or as otherwise approved by WADA.
- 7.4 The *DCO* shall ensure that the documentation for each *Sample* is completed and securely handled.
- 7.5 The IGF shall ensure that, where required, instructions for the type of analysis to be conducted are provided to the WADA-accredited laboratory. In addition the IGF shall provide the WADA accredited laboratory with information required under Procedure 6.4.5 for result reporting and statistical purposes.

8. TRANSPORT OF SAMPLES AND DOCUMENTATION

8.0 Objective

- 8.0.1 To ensure that *Samples* and related documentation arrive at the WADA-accredited laboratory in proper condition to do the necessary analysis.
- 8.0.2 To ensure the *Sample Collection Session* documentation is sent by the *DCO* to the IGF in a secure and timely manner.

8.2 General

- 8.2. Transport starts when the *Samples* and documentation leave the *Doping Control Station* and ends with the confirmed receipt of the *Samples* and *Sample* collection documentation at their intended destinations.
- 8.2.2 The main activities are arranging for the secure transport of *Samples* and related documentation to the WADA-accredited laboratory, and arranging for the secure transport of *Sample* collection documentation to the IGF.

8.3 Requirements for Transport and Storage of *Samples* and Documentation

- 8.3.1 The IGF ADA shall authorise a transport system that ensures *Samples* and documentation will be transported in a manner that protects their integrity, identity and security.
- 8.3.2 The IGF ADA shall develop a system for recording the *Chain of Custody* of the *Samples* and *Sample Collection Documentation* which includes confirming that both the *Samples* and *Sample Collection* documentation have arrived at their intended destinations.
- 8.3.3 Sealed *Samples* shall always be transported to the WADA-accredited laboratory using an IGF authorised transport method as soon as practicable after the completion of the *Sample Collection Session*. *Samples* shall be transported in a manner which minimises the potential for *Sample* degradation due to factors such as time delays and extreme temperature variations.
- 8.3.4 Documentation identifying the *Player* shall not be included with the *Samples* or documentation sent to the WADA-accredited laboratory or as otherwise approved by WADA.
- 8.3.5 The DCO shall send all relevant *Sample Collection Session* documentation to the IGF using an IGF authorised transport method as soon as practicable after the completion of the *Sample Collection Session*. When required, the DCSM/DCO shall complete all necessary documentation for customs purposes.
- 8.3.6 The IGF ADA shall check the *Chain of Custody* shall be checked if receipt of either the *Samples* with accompanying documentation or *Sample* collection documentation is not confirmed at their intended destination or a *Sample's* integrity or identity may have been compromised during transport. In this instance, IGF ADA shall consider whether the *Sample* should be voided. The opening of the transport bag by customs or border authorities will not, in itself, invalidate laboratory results.
- 8.3.7 Documentation related to a *Sample Collection Session* and/or an anti-doping rule violation shall be stored by the IGF for a minimum of eight (8) years.

9. OWNERSHIP OF SAMPLES

- 9.1 The IGF owns the *Samples* collected from the Player.

ANNEX A: INVESTIGATING A POSSIBLE *FAILURE TO COMPLY*

A.1 Objective

To ensure that any matters occurring before, during or after a *Sample Collection Session* that may lead to a determination of a *Failure to Comply* are assessed, acted upon and documented.

A.2 Scope

Investigating a possible *Failure to Comply* begins when the IGF or a DCO becomes aware of a possible *Failure to Comply* and ends when the IGF takes appropriate follow up action based on the outcome of its investigation into the possible *Failure to Comply*.

A.3 Responsibility

A.3.1 The IGF is responsible for ensuring that:

- a) An investigation of the possible *Failure to Comply* is instigated based on all relevant information and documentation.
- b) The *Player* or other party is informed of the possible *Failure to Comply* in writing and has the opportunity to respond.
- c) The evaluation process is documented.
- d) The final determination is made available to other ADOs in accordance with the *Code*.

A.3.2 The DCO is responsible for:

- a) Informing the *Player* or other party of the consequences of a possible *Failure to Comply*.
- b) Completing the *Player's Sample Collection Session* where possible.
- c) Providing a detailed written report of any possible *Failure to Comply*.

A.3.3 *Sample Collection Personnel* are responsible for:

- a) Informing the *Player* or other party of the consequences of a possible *Failure to Comply*.
- b) Reporting to the DCO any possible *Failure to Comply*.

A.4 Requirements

A.4.1 Any potential *Failure to Comply* shall be reported by the DCO and/or followed up by the IGF as soon as practicable.

- A.4.2 If the IGF determines that there has been a potential *Failure to Comply*, the *Player* or other party shall be promptly notified in writing:
- a) Of the possible consequences;
 - b) That a potential *Failure to Comply* will be investigated by the IGF and appropriate follow-up action will be taken.
- A.4.3 Any additional necessary information about the potential *Failure to Comply* shall be obtained from all relevant sources, including the *Player* or other party as soon as possible and recorded.
- A.4.4 The IGF shall establish a system for ensuring that the outcomes of its investigation into the potential *Failure to Comply* are considered for results management action and, if applicable, for further planning and *Target Testing*.

Annex B – Modifications for *Players* with disabilities

B.1 Objective

To ensure that the special needs of *Players* with disabilities are considered, where possible, in relation to the provision of a *Sample*, without compromising the integrity of the *Sample Collection Session*.

B.2 Scope

Determining whether modifications are necessary starts with identification of situations where *Sample* collection involves *Players* with disabilities and ends with modifications to *Sample* collection procedures and equipment where necessary and where possible.

B.3 Responsibility

The *IGF* has responsibility for ensuring, when possible, that the *DCO* has any information and *Sample Collection Equipment* necessary to conduct a *Sample Collection Session* with a *Player* with a disability. The *DCO* has responsibility for *Sample* collection.

B.4 Requirements

- B.4.1 All aspects of notification and *Sample* collection for *Players* with disabilities shall be carried out in accordance with the standard notification and *Sample* collection procedures unless modifications are necessary due to the *Player's* disability.
- B.4.2 In planning or arranging *Sample* collection, the *IGF* and *DCO* shall consider whether there will be any *Sample* collection for *Players* with disabilities that may require modifications to the standard procedures for notification or *Sample* collection, including *Sample Collection Equipment* and facilities.
- B.4.3 The *DCO* shall have the authority to make modifications as the situation requires when possible and as long as such modifications will not compromise the identity, security or integrity of the *Sample*. All such modifications must be documented.
- B.4.4 A *Player* with an intellectual, physical or sensorial disability can be assisted by the *Player's* representative or *Sample Collection Personnel* during the *Sample Collection Session* where authorised by the *Player* and agreed to by the *DCO*.
- B.4.5 The *DCO* can decide that alternative *Sample Collection Equipment* or facilities will be used when required to enable the *Player* to provide the *Sample* as long as the *Sample's* identity, security and integrity will not be affected.
- B.4.6 *Players* who are using urine collection or drainage systems are required to eliminate existing urine from such systems before providing a urine *Sample* for analysis. Where possible, the existing urine collection or drainage system should be replaced with a new, unused catheter or drainage system.

- B.4.7 The *DCO* will record modifications made to the standard *Sample* collection procedures for *Players* with disabilities, including any applicable modifications specified in the above actions.

Annex C – Modifications for *Players* who are *Minors*

C.1 Objective

To ensure that the needs of *Players* who are *Minors* are met, in relation to the provision of a *Sample*, without compromising the integrity of the *Sample Collection Session*.

C.2 Scope

Determining whether modifications are necessary starts with identification of situations where *Sample* collection involves *Players* who are *Minors* and ends with modifications to *Sample* collection procedures where necessary and where possible.

C.3 Responsibility

The IGF has responsibility for ensuring, when possible, that the *DCO* has any information necessary to conduct a *Sample Collection Session* with a *Player* who is a *Minor*. This includes confirming wherever necessary that parental consent clauses are in place when arranging *Testing* at an *Event*.

C.4 Requirements

- C.4.1 All aspects of notification and *Sample* collection for *Players* who are *Minors* shall be carried out in accordance with the standard notification and *Sample* collection procedures unless modifications are necessary due to the *Player* being a *Minor*.
- C.4.2 In planning or arranging *Sample* collection, the IGF and *DCO* shall consider whether there will be any *Sample* collection for *Players* who are *Minors* that may require modifications to the standard procedures for notification or *Sample* collection.
- C.4.3 The *DCO* and the IGF shall have the authority to make modifications as the situation requires when possible and as long as such modifications will not compromise the identity, security or integrity of the *Sample*.
- C.4.4 *Players* who are *Minors* may be accompanied by a representative throughout the entire *Sample Collection Session*. The representative shall not witness the passing of a urine *Sample* unless requested to do so by the *Minor*. The objective is to ensure that the *DCO* is observing the *Sample* provision correctly. Even if the *Minor* declines a representative, the IGF, *DCO* or *Chaperone*, as applicable, shall consider whether a third party ought to be present during notification of and/or collection of the *Sample* from the *Player*.
- C.4.5 For *Players* who are *Minors*, the *DCO* shall determine who, in addition to the *Sample Collection Personnel*, may be present during the *Sample Collection Session*, namely a *Minor's* representative to observe the *Sample Collection Session* (including observing the *DCO* when the *Minor* is passing the urine *Sample*, but not to directly observe the passing of the urine *Sample* unless requested to do so by the *Minor*) and the *DCO's/Chaperone's* representative, to observe the *DCO/Chaperone* when a *Minor* is passing a urine *Sample*, but without the representative directly observing the passing of the *Sample* unless requested by the *Minor* to do so.

- C.4.6 Should a *Minor* decline to have a representative present during the *Sample Collection Session*; this should be clearly documented by the *DCO*. This does not invalidate the test, but must be recorded. If a *Minor* declines the presence of a representative, the representative of the *DCO/Chaperone* must be present.
- C.4.7 Should a *Minor* fall within a *Registered Testing Pool*, the preferred venue for all *Out-of-Competition Testing* is a location where the presence of an adult is most likely, e.g. training venue.
- C.4.8 The *IGF* shall consider the appropriate course of action when no adult is present at the *Testing* of a *Player* who is a *Minor* and shall accommodate the *Player* in locating a representative in order to proceed with *Testing*.

Annex D - Collection of urine *Samples*

D.1 Objective

To collect a *Player's* urine *Sample* in a manner that ensures:

- a) Consistency with relevant principles of internationally recognised standard precautions in healthcare settings so that the health and safety of the *Player* and *Sample Collection Personnel* are not compromised;
- b) The *Sample* meets the *Suitable Specific Gravity for Analysis* and the *Suitable Volume of Urine for Analysis*. Failure of a *Sample* to meet these requirements in no way invalidates the suitability of the *Sample* for analysis. The determination of a *Sample's* suitability for analysis is the decision of the relevant laboratory, in consultation with the *IGF*.
- c) The *Sample* has not been manipulated, substituted, contaminated or otherwise tampered with in any way.
- d) The *Sample* is clearly and accurately identified; and
- e) The *Sample* is securely sealed in a tamper-evident kit.

D.2 Scope

The collection of a urine *Sample* begins with ensuring the *Player* is informed of the *Sample* collection requirements and ends with discarding any residual urine remaining at the end of the *Player's Sample Collection Session*.

D.3 Responsibility

The *DCO* has the responsibility for ensuring that each *Sample* is properly collected, identified and sealed.

The *DCO/Chaperone* has the responsibility for directly witnessing the passing of the urine *Sample*.

D.4 Requirements

- D.4.1 The *DCO* shall ensure that the *Player* is informed of the requirements of the *Sample Collection Session*, including any modifications as provided for in [Annex B – Modifications for Players with disabilities](#).
- D.4.2 The *DCO* shall ensure that the *Player* is offered a choice of appropriate equipment for collecting the *Sample*. If the nature of a *Player's* disability requires that he/she must use additional or other equipment as provided for in [Annex B – Modifications for Players with disabilities](#), the *DCO* shall inspect that equipment to ensure that it will not affect the identity or integrity of the *Sample*.

- D.4.3 The *DCO* shall instruct the *Player* to select a collection vessel.
- D.4.4 When the *Player* selects a collection vessel and for selection of all other *Sample Collection Equipment* that directly holds the urine *Sample*, the *DCO* will instruct the *Player* to check that all seals on the selected equipment are intact and the equipment has not been tampered with. If the *Player* is not satisfied with the selected equipment, he/she may select another. If the *Player* is not satisfied with any of the equipment available for selection, this shall be recorded by the *DCO*.
- If the *DCO* does not agree with the *Player* that all of the equipment available for the selection is unsatisfactory, the *DCO* shall instruct the *Player* to proceed with the *Sample Collection Session*.
- If the *DCO* agrees with the *Player* that all of the equipment available for the selection is unsatisfactory, the *DCO* shall terminate the collection of the *Player's* urine *Sample* and this shall be recorded by the *DCO*.
- D.4.5 The *Player* shall retain control of the collection vessel and any *Sample* provided until the *Sample* is sealed, unless assistance is required by a *Player's* disability as provided for in [Annex B – Modifications for Players with disabilities](#). Additional assistance may be provided in exceptional circumstances to any *Player* by the *Player's* representative or *Sample Collection Personnel* during the *Sample Collection Session* where authorised by the *Player* and agreed to by the *DCO*.
- D.4.6 The *DCO/Chaperone* who witnesses the passing of the *Sample* shall be of the same gender as the *Player* providing the *Sample*.
- D.4.7 The *DCO/Chaperone* should where practicable ensure the *Player* thoroughly washes his or her hands prior to the provision of the *Sample*.
- D.4.8 The *DCO/Chaperone* and *Player* shall proceed to an area of privacy to collect a *Sample*.
- D.4.9 The *DCO/Chaperone* shall ensure an unobstructed view of the *Sample* leaving the *Player's* body and must continue to observe the *Sample* after provision until the *Sample* is securely sealed, and the *DCO/Chaperone* shall record the witnessing in writing. In order to ensure a clear and unobstructed view of the passing of the *Sample*, the *DCO/Chaperone* shall instruct the *Player* to remove or adjust clothing which restricts the clear view of *Sample* provision. Once the *Sample* has been provided, the *DCO/Chaperone* shall also ensure that no additional volume is passed by the *Player* at the time of provision, which could have been secured in the collection vessel.
- D.4.10 The *DCO* shall verify, in full view of the *Player*, that the *Suitable Volume of Urine for Analysis* has been provided.
- D.4.11 Where the volume of urine is insufficient, the *DCO* shall conduct a partial *Sample* collection procedure as prescribed in [Annex F – Urine Samples – insufficient volume](#).

- D.4.12 The *DCO* shall instruct the *Player* to select a *Sample* collection kit containing A and B bottles in accordance with Clause D.4.4.
- D.4.13 Once a *Sample* collection kit has been selected, the *DCO* and the *Player* shall check that all code numbers match and that this code number is recorded accurately by the *DCO*. If the *Player* or *DCO* finds that the numbers are not the same, the *DCO* shall instruct the *Player* to choose another kit in accordance with Clause D.4.4. The *DCO* shall record the matter.
- D.4.14 The *Player* shall pour the minimum *Suitable Volume of Urine for Analysis* into the B bottle (to a minimum of 30 mL), and then pour the remainder of the urine into the A bottle (to a minimum of 60 mL). If more than the minimum *Suitable Volume of Urine for Analysis* has been provided, the *DCO* shall ensure that the *Player* fills the A bottle to capacity as per the recommendation of the equipment manufacturer. . Should there still be urine remaining, the *DCO* shall ensure that the *Player* fills the B bottle to capacity as per the recommendation of the equipment manufacturer. The *DCO* shall instruct the *Player* to ensure that a small amount of urine is left in the collection vessel, explaining that this is to enable the *DCO* to test that residual urine in accordance with Clause D.4.17.
- D.4.15 Urine should only be discarded when both the A and B bottles have been filled to capacity in accordance with Clause D.4.14, and after the residual urine has been tested in accordance with Clause D.4.17. The *Suitable Volume of Urine for Analysis* shall be viewed as an absolute minimum.
- D.4.16 The *Player* shall seal the bottles as directed by the *DCO*. The *DCO* shall check, in full view of the *Player*, that the bottles have been properly sealed.
- D.4.17 The *DCO* shall test the residual urine in the collection vessel to determine if the *Sample* has a *Suitable Specific Gravity for Analysis*. If the *DCO*'s field reading indicates that the *Sample* does not have a *Suitable Specific Gravity for Analysis*, then the *DCO* shall follow [Annex G \(Urine Samples that do not meet requirement for Suitable Specific Gravity for Analysis\)](#).
- D.4.18 The *DCO* shall ensure that the *Player* has been given the option of requiring that any residual urine that will not be sent for analysis is discarded in full view of the *Player*.

Annex E – Collection of blood *Samples*

E.1 Objective

To collect a *Player's* blood *Sample* in a manner that ensures:

- a) The health and safety of the *Player* and *Sample Collection Personnel* are not compromised;
- b) The *Sample* is of a quality and quantity that meets the relevant analytical guidelines;
- c) The *Sample* has not been manipulated, substituted, contaminated or otherwise tampered with in any way;
- d) The *Sample* is clearly and accurately identified; and
- e) The *Sample* is securely sealed.

E.2 Scope

The collection of a blood *Sample* begins with ensuring the *Player* is informed of the *Sample* collection requirements and ends with properly storing the *Sample* prior to dispatch for analysis at the WADA accredited laboratory or as otherwise approved by WADA.

E.3 Responsibility

E.3.1 The *DCO* has the responsibility for ensuring that:

- a) Each *Sample* is properly collected, identified and sealed; and
- b) All *Samples* have been properly stored and dispatched in accordance with the relevant analytical guidelines.

E.3.2 The Blood Collection Officer has the responsibility for collecting the blood *Sample*, answering related questions during the provision of the *Sample*, and proper disposal of used blood sampling equipment not required for completing the *Sample Collection Session*.

E.4 Requirements

E.4.1 Procedures involving blood shall be consistent with the local standards and regulatory requirements regarding precautions in health care settings.

E.4.2 Blood *Sample Collection Equipment* shall consist of (a) a single *Sample* tube for blood profiling purposes; or (b) both an A and a B *Sample* tube for blood analysis; or (c) as otherwise specified by the relevant laboratory.

- E.4.3 The *DCO* shall ensure that the *Player* is informed of the requirements of the *Sample* collection, including any modifications as provided for in [Annex B – Modifications for *Players* with disabilities](#).
- E.4.4 The *DCO/Chaperone* and *Player* shall proceed to the area where the *Sample* will be provided.
- E.4.5 The *DCO* shall ensure the *Player* is offered comfortable conditions including being in a relaxed position for at least 10 minutes prior to providing a *Sample*.
- E.4.6 The *DCO* shall instruct the *Player* to select the *Sample* collection kit/s required for collecting the *Sample* and to check that the selected equipment has not been tampered with and the seals are intact. If the *Player* is not satisfied with a selected kit, he/she may select another. If the *Player* is not satisfied with any kits and no others are available, this shall be recorded by the *DCO*. If the *DCO* does not agree with the *Player* that all of the available kits are unsatisfactory, the *DCO* shall instruct the *Player* to proceed with the *Sample Collection Session*. If the *DCO* agrees with the *Player* that all available kits are unsatisfactory, the *DCO* shall terminate the collection of the *Player's* blood *Sample* and this shall be recorded by the *DCO*.
- E.4.7 When a *Sample* collection kit has been selected, the *DCO* and the *Player* shall check that all code numbers match and that this code number is recorded accurately by the *DCO*. If the *Player* or *DCO* finds that the numbers are not the same, the *DCO* shall instruct the *Player* to choose another kit. The *DCO* shall record the matter.
- E.4.8 The Blood Collection Officer shall clean the skin with a sterile disinfectant wipe or swab in a location unlikely to adversely affect the *Player* or his/her performance and, if required, apply a tourniquet. The Blood Collection Officer shall take the blood *Sample* from a superficial vein into the tube. The tourniquet, if applied, shall be immediately removed after the venipuncture has been made.
- E.4.9 The amount of blood removed shall be adequate to satisfy the relevant analytical requirements for the *Sample* analysis to be performed.
- E.4.10 If the amount of blood that can be removed from the *Player* at the first attempt is insufficient, the Blood Collection Officer shall repeat the procedure. Maximum attempts shall be three. Should all attempts fail, then the Blood Collection Officer shall inform the *DCO*. The *DCO* shall terminate the collection of the blood *Sample* and record this and the reasons for terminating the collection.
- E.4.11 The Blood Collection Officer shall apply a dressing to the puncture site/s.
- E.4.12 The Blood Collection Officer shall dispose of used blood sampling equipment not required for completing the *Sample Collection Session* in accordance with the required local standards for handling blood.

- E.4.13 If the *Sample* requires further on-site processing, such as centrifugation or separation of serum, the *Player* shall remain to observe the *Sample* until final sealing in secure, tamper-evident kit.
- E.4.14 The *Player* shall seal his/her *Sample* into the *Sample* collection kit as directed by the *DCO*. In full view of the *Player*, the *DCO* shall check that the sealing is satisfactory.
- E.4.15 The sealed *Sample* shall be stored in a manner that protects its integrity, identity and security prior to transport from the *Doping Control Station* to the *WADA* accredited laboratory or as otherwise approved by *WADA*.

Annex F – Urine Samples – Insufficient volume

F.1 Objective

To ensure that where a *Suitable Volume of Urine for Analysis* is not provided, appropriate procedures are followed.

F.2 Scope

The procedure begins with informing the *Player* that the *Sample* is not of *Suitable Volume of Urine for Analysis* and ends with the provision of a *Sample* of sufficient volume.

F.3 Responsibility

The *DCO* has the responsibility for declaring the *Sample* volume insufficient and for collecting the additional *Sample/s* to obtain a combined *Sample* of sufficient volume.

F.4 Requirements

- F.4.1 If the *Sample* collected is of insufficient volume, the *DCO* shall inform the *Player* that a further *Sample* shall be collected to meet the *Suitable Volume of Urine for Analysis* requirements.
- F.4.2 The *DCO* shall instruct the *Player* to select partial *Sample Collection Equipment* in accordance with Clause D.4.4.
- F.4.3 The *DCO* shall then instruct the *Player* to open the relevant equipment, pour the insufficient *Sample* into the container and seal it as directed by the *DCO*. The *DCO* shall check, in full view of the *Player*, that the container has been properly sealed.
- F.4.4 The *DCO* and the *Player* shall check that the equipment code number and the volume and identity of the insufficient *Sample* are recorded accurately by the *DCO*. Either the *Player* or the *DCO* shall retain control of the sealed partial *Sample*.
- F.4.5 While waiting to provide an additional *Sample*, the *Player* shall remain under continuous observation and be given the opportunity to hydrate.
- F.4.6 When the *Player* is able to provide an additional *Sample*, the procedures for collection of the *Sample* shall be repeated as prescribed in [Annex D – Collection of urine Samples](#) until a sufficient volume of urine will be provided by combining the initial and additional *Sample/s*.
- F.4.7 When the *DCO* is satisfied that the requirements for *Suitable Volume of Urine for Analysis* have been met, the *DCO* and *Player* shall check the integrity of the seal(s) on the partial *Sample* container(s) containing the previously provided insufficient *Sample(s)*. Any irregularity with the integrity of the seal/s will be

recorded by the *DCO* and investigated according to [Annex A – Investigating a Possible Failure to Comply](#).

- F.4.8 The *DCO* shall then direct the *Player* to break the seal/s and combine the *Samples*, ensuring that additional *Samples* are added sequentially to the first entire *Sample* collected until, as a minimum, the requirement for *Suitable Volume of Urine for Analysis* is met.
- F.4.9 The *DCO* and *Player* shall then continue with Clause D.4.12 or Clause D.4.14 as appropriate.
- F.4.10 The *DCO* shall check the residual urine to ensure that it meets the requirement for *Suitable Specific Gravity for Analysis*.
- F.4.11 Urine should only be discarded when both the A and B bottles have been filled to capacity in accordance with Clause D.4.14. The *Suitable Volume of Urine for Analysis* shall be viewed as an absolute minimum.

Annex G – Urine *Samples* that do not meet the requirement for Suitable Specific Gravity for Analysis

G.1 Objective

To ensure that when the urine *Sample* does not meet the requirement for *Suitable Specific Gravity for Analysis*, appropriate procedures are followed.

G.2 Scope

The procedure begins with the *DCO* informing the *Player* that a further *Sample* is required and ends with the collection of a *Sample* that meets the requirements for *Suitable Specific Gravity for Analysis*, or appropriate follow-up action by the *IGF* if required.

G.3 Responsibility

The *IGF* is responsible for establishing procedures to ensure that a suitable *Sample* is collected. If the original *Sample* collected does not meet the requirement for *Suitable Specific Gravity for Analysis*, the *DCO* is responsible for collecting additional *Samples* until a suitable *Sample* is obtained.

G.4 Requirements

- G.4.1 The *DCO* shall determine that the requirements for *Suitable Specific Gravity for Analysis* have not been met.
- G.4.2 The *DCO* shall inform the *Player* that he/she is required to provide a further *Sample*.
- G.4.3 While waiting to provide additional *Samples*, the *Player* shall remain under continuous observation.
- G.4.4 The *Player* shall be encouraged not to hydrate excessively, since this may delay the production of a suitable *Sample*.
- G.4.5 When the *Player* is able to provide an additional *Sample*, the *DCO* shall repeat the procedures for collection of the *Sample* as prescribed in [Annex D – Collection of urine Samples](#).
- G.4.6 The *DCO* should continue to collect additional *Samples* until the requirement for *Suitable Specific Gravity for Analysis* is met, or until the *DCO* determines that there are exceptional circumstances which mean that for logistical reasons it is impossible to continue with the *Sample Collection Session*. Such exceptional circumstances shall be documented accordingly by the *DCO*.
- G.4.6 *Comment: It is the responsibility of the Player to provide a Sample with a Suitable Specific Gravity for Analysis. If his/her first Sample is too dilute, he/she*

should not need further hydration and therefore should avoid drinking as far as possible until a Sample with a Suitable Specific Gravity for Analysis is provided.

The DCO should wait as long as necessary to collect such a Sample. The IGF may produce guidelines to be followed by the DCO in determining whether exceptional circumstances exist that make it impossible to continue with the Sample Collection Session. Typically the IGF would require Players to provide one (1) additional Sample in the event that the Player's Sample does not meet the requirements for Suitable Specific Gravity for Analysis.

- G.4.7 The DCO shall record that the Samples collected belong to a single Player and the order in which the Samples were provided.
- G.4.8 The DCO shall then continue with the Sample Collection Session in accordance with Clause D.4.16.
- G.4.9 If it is determined that none of the Player's Samples meets the requirement for Suitable Specific Gravity for Analysis and the DCO determines that for logistical reasons it is impossible to continue with the Sample Collection Session, the DCO may end the Sample Collection Session. In such circumstances, if appropriate the IGF may investigate a possible anti-doping rule violation.
- G.4.10 The DCO shall send to the laboratory for analysis all Samples which were collected, irrespective of whether or not they meet the requirement for Suitable Specific Gravity for Analysis.
- G.4.11 The laboratory shall, in conjunction with the IGF, determine which Samples shall be analyzed.

Annex H – *Sample Collection Personnel* Requirements

H.1 Objective

To ensure that *Sample Collection Personnel* have no conflict of interest and have adequate qualifications and experience to conduct *Sample Collection Sessions*.

H.2 Scope

Sample Collection Personnel requirements start with the development of the necessary competencies for *Sample Collection Personnel* and end with the provision of identifiable accreditation.

H.3 Responsibility

The IGF has the responsibility for all activities defined in this Annex H.

H.4 Requirements - Qualifications and Training

H.4.1 The IGF shall determine the necessary competence and qualification requirements for the positions of *Doping Control Officer*, *Chaperone* and *Blood Collection Officer*. The IGF shall develop duty statements for all *Sample Collection Personnel* that outline their respective responsibilities.

As a minimum:

a) *Sample Collection Personnel* shall not be *Minors*.

b) *Blood Collection Officers* shall have adequate qualifications and practical skills required to perform blood collection from a vein.

H.4.2 The IGF shall ensure that *Sample Collection Personnel* that have an interest in the outcome of the collection or testing of a *Sample* from any *Player* who might provide a *Sample* at a session are not appointed to that *Sample Collection Session*. *Sample Collection Personnel* are deemed to have an interest in the collection of a *Sample* if they are:

a) Involved in the planning of the sport for which *Testing* is being conducted; or

b) Related to, or involved in the personal affairs of, any *Player* who might provide a *Sample* at that session.

H.4.3 The IGF shall establish a system that ensures that *Sample Collection Personnel* are adequately trained to carry out their duties.

H.4.3.1 The training program for *Blood Collection Officers* as a minimum shall include studies of all relevant requirements of the *Testing* process and familiarization with relevant standard precautions in healthcare settings.

H.4.3.2 The training program for *Doping Control Officers* as a minimum shall include:

- a) Comprehensive theoretical training in different types of *Testing* activities relevant to the *Doping Control Officer* position;
- b) Observation of all Doping Control activities related to requirements in this standard, preferably on site;
- c) The satisfactory performance of one complete *Sample Collection Session* on site under observation by a qualified *Doping Control Officer* or similar. The requirement related to actual passing of *Sample* shall not be included in the on-site observations.

H.4.3.3 The training program for *Chaperones* shall include studies of all relevant requirements of the *Sample* collection process.

H 4.4 The *IGF* or *relevant organisation* shall maintain records of education, training, skills and experience.

H.5 Requirements - Accreditation, re-accreditation and delegation

H.5.1 The *IGF* shall establish a system for accrediting and re-accrediting *Sample Collection Personnel* .

H.5.2 The *IGF* shall ensure that *Sample Collection Personnel* have completed the training program and are familiar with the requirements of this *International Standard for Testing* before granting accreditation.

H.5.3 Accreditation shall only be valid for a maximum of two years. *Sample Collection Personnel* shall be required to repeat a full training program if they have not participated in *Sample* collection activities within the year prior to reaccreditation.

H.5.4 Only *Sample Collection Personnel* that have an accreditation recognised by the *IGF* shall be authorised by the *IGF* to conduct *Sample* collection activities on behalf of the *IGF*.

H.5.5 *Doping Control Officers* may personally perform any activities involved in the *Sample Collection Session*, with the exception of blood collection unless particularly qualified, or they may direct a *Chaperone* to perform specified activities that fall within the scope of the *Chaperone's* authorised duties.