



**SITE  
COORDINATOR'S  
HANDBOOK  
FOR  
IN-COMPETITION TESTING**

# THANK YOU

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Every person who cares about sport and athletes has a stake in the success of USADA and its mission. USADA is dedicated to preserving the well-being of Olympic sport, the integrity of competition, and ensuring the health of athletes.

This handbook is designed to explain the responsibilities of event organizers and their designated Site Coordinators in relation to In-Competition Testing. USADA relies on the Site Coordinator to assist in ensuring the integrity of the doping control process.

Assistance from the Site Coordinator is critical to successfully planning the logistics of doping control at an event. Within this handbook you will find detail on the testing process: prior to, during and after your event. We realize that dedicating the time, people, and facilities necessary to carry out the doping control process can be challenging. However, these requirements have been established to ensure the integrity of the sample collection process. If you have any concerns regarding the suitability of space, security or access to the Doping Control Station, we urge you to work directly with USADA to ensure the required standards are met.

USADA requires the designated Site Coordinator to be on-site throughout the Testing Session and coordinate the following with USADA before the event:

- Recruiting appropriate Notifying Chaperones
- Identifying a suitable Doping Control Station
- Obtaining event credentials for all Sample Collection Personnel
- Anticipating special circumstances that may effect the doping control process
- Providing re-hydration fluids for athletes

Your primary point of contact for the event will be the designated Lead Doping Control Officer (DCO), who will contact you directly to make arrangements and assist you in meeting your responsibilities. Additionally, if you have questions at any point, please feel free to contact the USADA Staff for assistance.

Finally, following the event you will be given an *In-Competition Testing Site Coordinator and NGB Evaluation Form* to complete. Please take the time to fill out the form and provide feedback on your experience with USADA. We value your input and opinions, and use this feedback to identify opportunities to improve our performance in the field and service to sport.

Thank you for sharing in our commitment to preserve the spirit of competition for all athletes.

## USADA HISTORY

The United States Anti-Doping Agency (USADA) was created as a result of recommendations made by the United States Olympic Committee's Selected Task Force on Externalization. USADA began operations October 1, 2000, with full authority for testing, education, research and adjudication for U.S. Olympic, Pan American, and Paralympic athletes. It is USADA's responsibility to develop a comprehensive national anti-doping program for the Olympic Movement in the United States. As a non-profit organization under the leadership of an independent Board of Directors, USADA has the authority to develop guiding principles in anti-doping policy and to adjudicate any doping violations. In addition to managing collection and testing procedures, USADA is also responsible for enhancing research efforts and promoting educational programs to inform athletes of the rules governing the use of performance enhancing substances, the ethics of doping and its harmful effects on health.

# SITE COORDINATOR

# GUIDELINES

## Who is the Site Coordinator?

The Site Coordinator is a position preferably dedicated to doping control only and operates under the authority of the National Governing Body (NGB) or the organizing committee sanctioning 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. Therefore, it is recommended that the Site Coordinator not have any other significant obligations during the event.

## All individuals selected to serve as Site Coordinators should:

- Have the authority to make necessary changes to accommodate doping control requirements
- Have reliable transportation available OR ability to coordinate reliable transportation
- Be familiar with the competition venue
- Understand and be prepared to fulfill the responsibilities as outlined in this resource

## Site Coordinator's Responsibilities

1. Communicate with the Lead DCO as necessary prior to the 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.
2. 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.
3. Identify and secure facilities for use as the Doping Control Station per USADA specifications.
4. Meet with the Lead DCO the day, or at least eight (8) 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.
5. Provide any necessary credentials (including parking passes) for Sample Collection Personnel so they may gain access to any restricted areas in the competition venue.
6. Identify an appropriate staging area near the finish line for the Chaperones and DCOs to ensure prompt notification of athletes and establish a plan to receive timely access to competition results, if applicable.
7. As requested, assist Sample Collection Personnel throughout the duration of competition and until the In-Competition Testing Session is concluded.
8. Provide sufficient replacement fluids for athletes who will be tested (for details, see the "Supplies" section on next page).
9. If necessary, provide or arrange reliable transportation for any athlete(s) remaining in the Doping Control Station at the end of a Testing Session.
10. If necessary, act as a liaison between the Lead DCO and the appropriate International Federation representative(s) who may be on-site during competition to ensure conformance with all collection procedures.

# GUIDELINES

## for Identifying a Suitable Doping Control Station

**The designated Doping Control Station may not be used as a public facility, office, a team locker room or shared with any event operation during the In-Competition Testing Session.**

### 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
- 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

### 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) are provided for each athlete to be tested. Fluids need to be in individually-sealed, tamper-evident bottles or cans with 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.

### General

- 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
- 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
- Proximity to competition venue, or appropriate transportation plan
- Access to a telephone

### Special

- Handicap accessibility, if necessary
- Security person outside of Doping Control Station, if requested
- Informational/entertainment equipment (i.e., TV, radio) 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:** 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.

# NOTIFYING CHAPTERONES

1. Notifying Chaperones play a vital role in an athlete's initiation to the doping control process. It is important to recruit the appropriate number of qualified individuals who can commit to serving in this capacity.
2. Notifying Chaperones will meet with the Lead DCO, or designated member of the Sample Collection Personnel, at least one hour prior to the start of the competition in order to receive training, instruction, credentials and assignments.
3. Notifying Chaperones will be instructed to read and complete the *Notifying Chaperone Code of Conduct & Responsibilities Form*, including 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.
4. Notifying Chaperones should not have any 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.

**NOTE:** The following should be considered when determining potential or existing conflicts of interest:

- 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; and
- 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.

## **Notifying Chaperones Must Meet the Following Criteria:**

- Minimum age of 18 years
- Ability to communicate effectively
- Ability to walk for extended distances

## **Notifying Chaperones Must Possess the Following Characteristics:**

- Ability to follow instructions
- Ability to work under demanding conditions
- Ability to quickly and effectively solve problems
- Ability to demonstrate a respectful and professional demeanor
- Ability to maintain confidential information
- 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
- To maintain the highest standard of personal conduct in all assigned duties as a member of the Sample Collection Personnel
- To not accept any gifts from athletes or their representatives
- To not request photographs or autographs from any athlete or individual while conducting USADA business
- To strive to be cooperative and courteous with individuals and to use good judgement when performing all duties as a member of the Sample Collection Personnel
- To maintain a professional appearance while carrying out duties as a member of the Sample Collection Personnel

# GUIDELINES

## FOR ATHLETE NOTIFICATION

USADA's Lead DCO is responsible for training Notifying Chaperones. The following outlines the general responsibilities of Notifying Chaperones:

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. USADA will typically notify selected athletes in person using a Notifying Chaperone.
  2. Identify him/herself as a Notifying Chaperone for doping control in a discrete 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 identified on the *Doping Control Official Record*.
  4. Complete the *Doping Control Official Record* as instructed by the DCO.
  5. Request the athlete to read and sign the Notification Section of the *Doping Control Official Record* 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. Following notification, keep the athlete under observation at all times until he/she 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 has 60 minutes from the time of notification to report to the Doping Control Station. He/she may use this time to take care of obligations, such as:
    - 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:** An athlete may request a delay in reporting for valid reasons; however, this request may be rejected if it will not be possible for the athlete to be continuously chaperoned.
10. Inform the athlete that there is access to more detailed information about the doping control process in the Doping Control Station.
  11. Inform the athlete that there will be possible consequences if he/she fails or refuses to accompany the Notifying Chaperone to the Doping Control Station. The Chaperone should 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.

## Frequently Asked Questions

# F A Q S

**Q.** I'm having a hard time recruiting Chaperones for our event. I know that we usually have relatives and friends of the athletes attending our events; can I just plan to recruit them the day of the event?

**A.** USADA has a strict conflict of interest standard that applies to all Sample Collection Personnel, including Notifying Chaperones. Individuals who have a personal relationship with an athlete competing are not acceptable volunteers for doping control. We recommend 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.

**Q.** After reviewing this handbook, I'm not sure we have a suitable Doping Control Station. What should we do?

**A.** If you have any concerns regarding the suitability of space, security and access for a Doping Control Station, we urge you to work directly with USADA prior to the event. Please contact the In-Competition Testing Manager at (866) 601-2632, or discuss your concerns with the Lead DCO. If you aren't able to provide a suitable Station, you run the risk of having the Testing Session cancelled.

**Q.** We used the same Doping Control Station in past years. Is it okay to assume we can use it again for USADA testing this year?

**A.** No. You should always work with the Lead DCO to ensure it meets with the most current guidelines for Doping Control Stations.

**Q.** After reviewing the Site Coordinator Handbook I realize that I cannot commit 100% to doping control. Can I assign another Site Coordinator to perform the duties associated with doping control?

**A.** Yes. We would like all athletes, NGBs, volunteers and DCOs to experience smooth coordination of the event. If you feel an alternate person can fulfill this role in the doping control process, assign another Site Coordinator to work with our DCOs. Please make sure you contact USADA immediately to ensure we have accurate contact information.

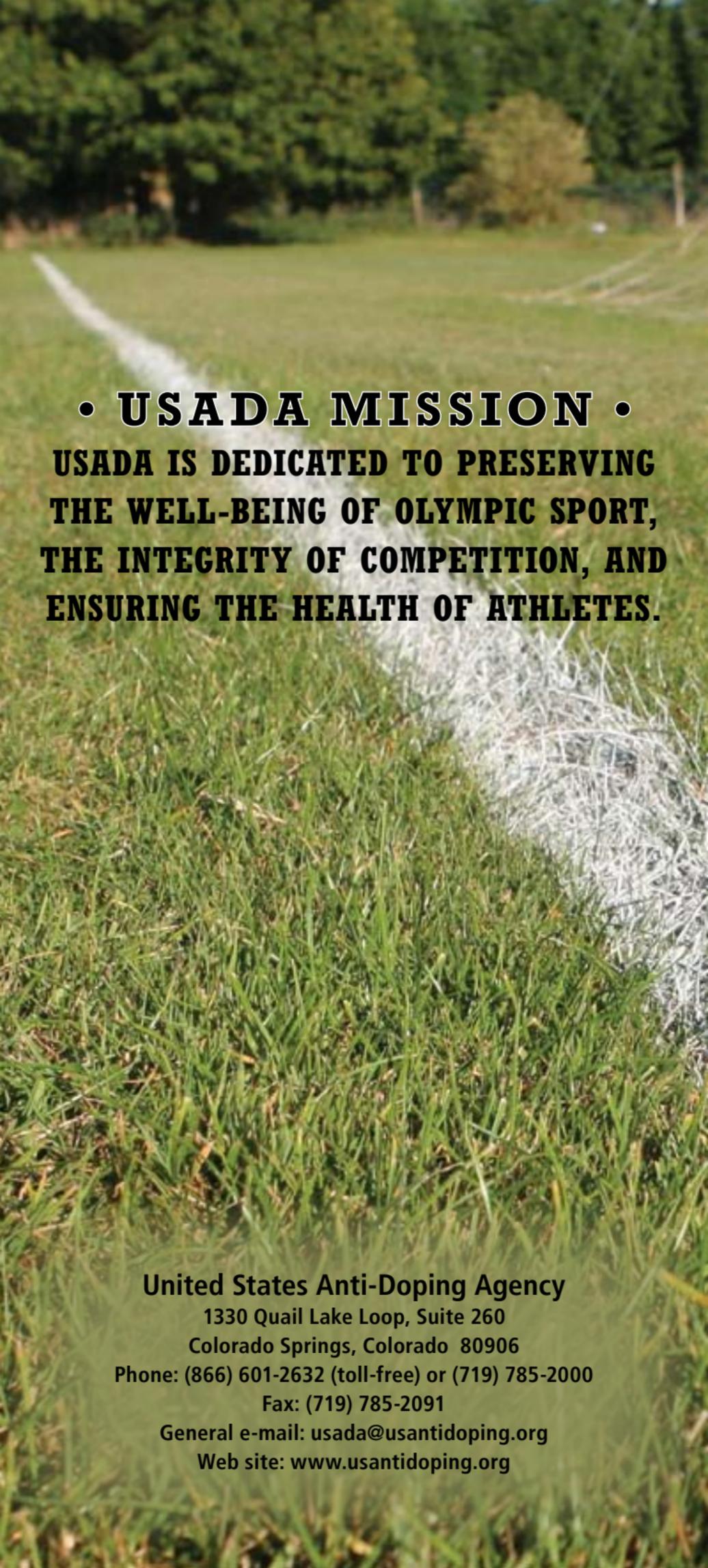
**Q.** What do I do if an athlete breaks a World Record?

**A.** Most International Federations require a test to occur within 24-48 hours in order to ratify the record. If a World Record is broken at a competition where USADA is already on-site, please notify the Lead DCO if testing is required. If a World Record is broken at an event at which USADA is not present, please contact USADA at (866) 601-2632. If you are calling after business hours or on the weekend, the toll-free number can connect you to the after-hours answering service.

**Q.** We have an awards ceremony and media obligations for the athletes following competition. It looks like this will take athletes longer than the allowed 60 minutes after notification. Can the athlete show up to the Doping Control Station more than 60 minutes after notification?

**A.** Yes. There are provisions within our procedures that allow for modifications to the standard notification and reporting processes. Please notify the Lead DCO of these obligations prior to the competition and he/she will work with you to accommodate your schedule.





• **USADA MISSION** •

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THE WELL-BEING OF OLYMPIC SPORT,  
THE INTEGRITY OF COMPETITION, AND  
ENSURING THE HEALTH OF ATHLETES.**

**United States Anti-Doping Agency**

1330 Quail Lake Loop, Suite 260

Colorado Springs, Colorado 80906

Phone: (866) 601-2632 (toll-free) or (719) 785-2000

Fax: (719) 785-2091

General e-mail: [usada@usantidoping.org](mailto:usada@usantidoping.org)

Web site: [www.usantidoping.org](http://www.usantidoping.org)