

FIE Anti-doping Operational Instructions

July 2025.

This document is intended for Organisers of FIE events and FIE Anti-Doping Officers.

Definitions:

FIE Anti-Doping Officer: The person responsible for coordinating all testing (doping controls) at official FIE competitions where testing is mandatory.

The FIE Anti-Doping Officer is one of the following:

1. **The FIE Medical Commission Delegate** (at World Championships),
2. **Zonal Confederation's Medical/Anti-Doping Delegate** (at Zonal Championships),
3. **The FIE Supervisor** (at World Cups or Grand Prix),
4. **A member of the Directoire Technique** designated for this role (at competitions where there is no FIE Supervisor).

- DT - Directoire Technique
- DCO – Doping Control Officer
- DCF – Doping Control Form
- NADO – National Anti-Doping Organisation
- TA – Testing Authority
- SCA – Sample Collection Authority
- RMA – Results Management Authority
- WADA – World Anti-Doping Agency
- LOC – Local Organising Committee
- ADAMS – Anti-Doping Administration and Management System (operated by WADA)
- In-Competition: The period commencing at 11:59 p.m. on the day before a competition in which the fencer is scheduled to participate through the end of such competition and the sample collection process related to such competition.
- Chaperones - An individual who is trained and authorised by the SCA to carry out specific duties, including notification of the athlete selected for sample collection, accompanying and observing the athlete 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.

A. OVERVIEW

Testing and investigations may be undertaken for any anti-doping purpose. They shall be conducted in conformity with the provisions of the WADA International Standard for Testing and Investigations and the related specific rules of the FIE.

Every LOC of FIE International Events where testing is mandatory must plan for testing to take place and must ensure that the necessary facilities, sample collection materials and testing personnel are available and that the testing procedures are correctly applied.

The overall costs of testing and sample analysis shall be the responsibility of the LOC and/or the National Federation of the country in which the Event is taking place. The FIE may, at its discretion, decide to take responsibility for those costs. In any event, the FIE shall have the right to select or approve the Sample Collection Authority or laboratory for the Event.

[Note: It should be stated that, by default, the FIE leaves this decision on LOC, which the Sample Collection Authority (SCA) will finally perform the testing. This organisation must be accredited by WADA. Most commonly, this is NADO, but it may vary. LOC should keep in mind that the actual step-by-step process, from selecting a Sample Collection Authority (SCA) to actually conducting tests, varies from country to country, and it is dependent on WADA regulations. There can (and most often are) be more than one Doping Control Officer (DCO) provided by NADO or another Sample Collection Authority (SCA) that is conducting actual testing on the event.]

B. ANTI-DOPING OFFICER

B1. SUMMARY OF DUTIES

1. To be familiar with:
 - a. The current FIE Anti-Doping Rules, in particular, Article 5 and,
 - b. The current WADA Prohibited List.
2. To check that the LOC has met the requirements for doping control – see section C1 below.
3. To coordinate the selection of fencers to be tested according to the Test Distribution Plan.
4. To facilitate notification of selected fencers.
5. To liaise with DT over timings for medal ceremonies.
6. To attend the sample collection procedure in the doping control station (if possible).
7. To ensure that DCFs are completed accurately.
8. To check that copies of completed DCFs are sent to the proper authority.
9. To consider possible safeguarding issues and take appropriate actions.
10. To liaise with DCOs and Chaperones before each doping control session.

B2. EXPLANATION OF DUTIES

B2.1 Rules and Regulations

FIE Anti-Doping Officers should understand the current **FIE Anti-Doping Rules**, Article 5, notably 5.3 and 5.4. See Clean Sport section on the FIE website : : <https://www.fie.org>

FIE Anti-Doping Officers should understand the **WADA Prohibited List** and where it can be found.

[Notes:

- 1) *It is not the responsibility of the FIE Anti-Doping Officer to give advice about the Prohibited List to fencers. However, help with accessing information may be needed.*
- 2) *FIE Anti-Doping Rules can be found on the FIE website, section Clean Sport at: <https://www.fie.org/fie/documents/clean-sport>*
- 3) *WADA's Prohibited List can be found on the WADA website at: <https://www.wada-ama.org/en/resources/world-anti-doping-code-and-international-standards/prohibited-list>*

B2.2 Doping Control Requirements

The LOC of official FIE Events must ensure the availability of:

1. Presence of a Doping Control Station - LOC is required to provide adequate dedicated space for the Doping Control Station. FIE Anti-Doping Officer shall facilitate communication between LOC and DCO regarding meeting the required standards.

[Note: The basic requirement is that this must be a separate place from the competition hall, it must be secure (lockable), spacious enough to fit all involved persons, and it that also have toilet(s), a waiting area, administration area (with table and chairs). More details about the Doping Control Station are given in Appendix A.]

2. Doping Control Officer (DCO), (If the Sample Collection Authority that is conducting tests is NADO, then the DCO is from NADO – See *Note* in Section A. Overview)
3. Chaperones (supplied by NADO or LOC and trained by NADO or DCO). They should be adult (18+) with no conflicts of interest (according to WADA guidelines)
4. All sample collection materials (supplied by NADO via DCO);
5. Sealed non-alcoholic drinks for the fencers. (Provided at the expense of LOC in the amount that is optimal and approved by DCO)

B2.3 Test Distribution Plan – In Competition

The FIE Anti-Doping Officer, together with the DCO, will coordinate the selection of fencers for testing, including drawing lots.

B2.3.1 FIE Events requiring in-competition anti-doping tests and the number of fencers to be tested

Individual Events

A. Satellite Tournaments

- One fencer per event is tested.
- Each weapon (Foil, Épée, Sabre) is tested separately.
- Both male and female fencers are tested separately.
- One athlete is selected from the **finalists** of each event (*by drawing a lot*).

B. World Cups & Grand Prix (Senior & Junior)

- Two fencers per event are tested.
- Each weapon (Foil, Épée, Sabre) is tested separately.
- Both male and female fencers are tested separately.
- The number of events depends on the combination of gender and weapon category.
- Two athletes in every event are selected from the **finalists** (*by drawing lots*).

C. Zonal Championships (Senior Only)

- Two fencers per event are tested.
- Each weapon (Foil, Épée, Sabre) is tested separately.
- Both male and female fencers are tested separately.
- The number of events is six ¹
- Two athletes in every event are selected from the **finalists** (*by drawing lots*).

D. World Championships (Senior & Junior)

- Two fencers per event are tested.
- Each weapon (Foil, Épée, Sabre) is tested separately.
- Both male and female fencers are tested separately.
- The number of events is six.¹
- Two athletes in every event are selected from the **finalists** (by drawing lots).

[Notes:

1. *On Cadet and Veteran Individual events under FIE, there is no requirement for anti-doping testing. However, the FIE might decide to perform target testing at any event.*
2. *“Finalists” are the last 4 (four) fencers in each competition.]*

Team Events

A. World Cups (Senior Only)

- Two fencers per event are tested.
- Each weapon (Foil, Épée, Sabre) is tested separately.
- Both male and female fencers are tested separately.
- The number of events depends on the combination of gender and weapon category.
- The tested fencers are selected from the **two finalist teams**, with one fencer from each team.

B. Zonal Championships (Senior Only)

- Two fencers per event are tested.
- Each weapon (Foil, Épée, Sabre) is tested separately.
- Both male and female fencers are tested separately.
- The number of events is six.²
- The tested fencers are selected from the **two finalist teams**, with one fencer from each team.

C. World Championships (Senior & Junior)

- Two fencers per weapon are tested.
- Each weapon (Foil, Épée, Sabre) is tested separately.
- Both male and female fencers are tested separately.
- The number of events is six.²
- The tested fencers are selected from the **two finalist teams**, with one fencer from each team.

[Notes:

1. *On Junior Team World Cups, Junior Team Zonal Championships, Cadet Team Competitions and Veteran Team competitions, there is no requirement for anti-doping testing. However, the FIE might decide to perform target testing at any event.*
2. *For the FIE events with both individual and team competitions, if a fencer is selected for anti-doping testing (and gets tested) in the individual competition, he/she can be selected and tested again in the team competition.*
3. *“Finalist teams” are considered the last 2 (two) teams in each competition.*
4. *Tabular presentation of the required numbers of fencers to be tested is given in Appendix B,]*

¹ Individual Men's Foil, Individual Women's Foil, Individual Men's Epee, Individual Women's Epee, Individual Men's Sabre, Individual Women's Sabre

² Team Men's Foil, Team Women's Foil, Team Men's Epee, Team Women's Epee, Team Men's Sabre, Team Women's Sabre

B2.3.2 Selection Protocol

To ensure that testing is conducted on a **No Advance Notice basis**, the selection decisions are only disclosed in advance of testing to those who need to know (typically the Chaperone and/or Doping Control Officer). Every person who knows which athlete is selected for doping control should not inform the selected athlete, his/her member of the National Federation or anyone else except persons who are directly involved in anti-doping control.

Selection method:

- The exact method to be used is determined by the FIE Anti-Doping Officer and the Doping Control Officer at the competition. The method should be such that it ensures fair and equal opportunity for all fencers in a drawing lot.

[Example of methods:

1. Example for individual competition: Use the template of a tableau of 4 and assign a number to each of the four positions on the table (this step must be done before the names of the final four fencers are available, so ideally, it is done at the beginning of the tableau of 8 of each individual competition). Then, write each of these four numbers on a separate, identical folded piece of paper. Shuffle the papers and then draw two of them. When the names of 4 finalists are available and the tableau of 4 is made by DT, pair the names in the four positions on the tableau of 4 with two drawn numbers.
2. Example for team competition: Use the template for the tableau of the final team match and assign a number to each position inside both teams - Team A: 1,2,3,4 and Team B: 5,6,7,8 (this step should be done before the names of the two final teams are available, so ideally, it is done at the beginning of the tableau of 4 of each team competition). Then, write each of these eight numbers on a separate, identical folded piece of paper. Shuffle the papers 1,2,3, and 4 and then draw one of them. Shuffle the papers 5,6,7, and 8 and then draw one of them. When the names of the teams are available and the tableau for the final match is made by the DT, pair the fencers' names on the tableau of the final match with two drawn numbers. The 4th fencer (reserve) can be selected and tested even if he/she did not fence in the final match.]

Selection process:

- The selection method must be discussed between the FIE Anti-Doping Officer and the Doping Control Office. The selection must be performed at least before the start of the first individual semi-final or team final, but preferably before the names of the four finalists in the individual competition and the finalist team names in the teams' competition are known.
- The DCO must be at the venue well before the start of the first semi-final in individual competitions and the finals in team competitions. One hour prior is recommended, and longer if chaperone training is required.
- Chaperones are used to help in 1) the selection of fencers, 2) the notification of fencer(s) selected and 3) to carry out samples.

B2.4. Facilitate notification of selected fencers

Before the start of the semi-finals in individual competitions and finals in team competitions, the Anti-Doping Officer must:

- (a) Clarify which official will be responsible for notifying the witch fencer for doping control (this would normally be the chaperone or DCO but may be the FIE Anti-Doping Officer, if necessary, as agreed with the DCO).
- (b) Obtain from the DT a computer print-out with the names of the four semi-finalists (individual event) or the fencers in the final two teams to match with the selection for testing.

The DCO will prepare the notification forms.

Notification and testing of the fencers selected must not take place until those fencers have completed their last bout in the competition.

The notifying official locates the fencers on the field of play, tells them they have been selected for doping control and asks them to sign the notification form, as discreetly as possible. From this point on, they must be accompanied by the chaperone until testing starts.

B2.5. Medal Ceremonies

The doping control process should not interfere with the timing of the medal ceremony and must allow the fencer to be on time in the call room.

The FIE Anti-doping Officer must be in communication with the DCO and DT to facilitate the right time for the start of the medal ceremonies and the start of the testing procedure and to ensure that Chaperons can uninterruptedly accompany fencers who are selected for testing.

[Note: If time allows, fencers can start the testing procedure before the medal ceremony, i.e. fill in forms.]

B2.6. Attend the Sample Collection procedure in the Doping Control Station

This is to check that the correct procedure is being followed and document any problems.

It is also helpful to make sure the fencers and officials have all they need.

Once it is clear that all is correct, including the processing of the DCFs, there is no need to stay until the end of the process.

If there are any concerns about the procedure, supervision should continue.

Any problems or concerns should be recorded and reported as soon as possible so that corrective actions can be taken.

[Note: normally, only urine samples are collected. Blood samples are sometimes required at major championships.]

B2.7. Doping Control Form (DCF) completion

Correct details are very important:

1. The name and nationality of the fencer are spelt accurately in capital letters,
2. Test authorised by: FIE,
3. Sample collecting authority (SCA) - this is normally the National Anti-Doping Agency (NADO),
4. Result Management Authority (RMA) - FIE
5. Sport - Fencing

6. Discipline - Here, it is necessary to write the **Weapon AND the event type (Foil/Epee/Sabre and Individual/Team)**. *[NOTE – this is extremely important, so please double-check accuracy]*

7. Competition - e.g. Senior World Cup + date + place

8. Verify that the fencer has provided all information and signed.

If the FIE Anti-Doping Officer stays for sample collection, then:

9. Check that the form has the sample number, specific gravity, time of sealing and volume of the sample (all this needs to be filled out), otherwise, there are non-conformities with the process. *(But it may not be possible for the FIE Anti-Doping Officer, to do this because of timing).*

[Note: Some countries now use an electronic DCF. If possible, the details should be checked in the same way as for the paper forms.]

B2.8. Doping Control Form (DCF) processing

Check and confirm with the DCO that a copy of completed DCFs will be sent to fie.antidoping@ita.sport without delay. DCFs that are completed in electronic forms should also be copied to the same email address. The second option is that the DCO uploads DCFs to the ADAMS platform within the same period.

[Note: The latest deadline for sending DCFs is 3 (three) working days after the finished process of sample collection.]

The FIE Anti-Doping Officer must ensure this confirmation in writing by filling the **Anti-Doping Control Form** ³, which is to be signed by the Doping Control Officer that is responsible for sending the DCFs. The FIE Anti-Doping Officer must send a filled and signed Anti-Doping Control Form (or more Forms if there are) to the FIE by the FIE supervisor/event manager.

[Note: If there will be more than one DCO who will send DCFs, all their signatures are required on individual forms. Antidoping]

Due to confidentiality issues, the Anti-Doping Officer should not take photos of completed DCFs under normal circumstances.

Doctors (who are professionally bound by confidentiality rules) may do so if there are any concerns about the NADO administration.

Any significant problems that arise regarding anti-doping control should be recorded in the final FIE Supervisor report, and Nathalie Rodriguez needs to be informed about them separately by email at nr@fie.ch.

B2.9. Safeguarding

The responsibility of the FIE Anti-Doping Officer, Doping Control Officer (DCO) and Local Organising Committee (LOC) is to ensure that anti-doping control is conducted uninterrupted, in a safe and confidential environment, respecting athletes' rights.

³ Anti-Doping Control Form is provided to FIE Supervisors by the FIE, and can be found in Appendix C..

The responsibility of the LOC is to ensure that transport from the venue to hotels after doping control is completed is organised for all personnel involved (medical staff, fencers, accompanying officials).

*[Note: Special attention needs to be paid to potential safeguarding issues that can arise regarding fencers who are under 18 years of age and fencers undergoing doping control late in the night after all the activities in the venue are finished.]*⁴

C. LOCAL ORGANISING COMMITTEE

It is important that the FIE In-Competition testing programme is followed correctly and professionally to comply with WADA standards.

C1. Doping Control requirements

The LOC of official FIE competitions must ensure the availability of:

1. Presence of a Doping Control Station - LOC is required to provide adequate dedicated space for the Doping Control Station. FIE Anti-Doping Officer shall facilitate communication between LOC and DCO regarding meeting the required standards. (The basic requirement is that this must be a separate place from the competition hall, it must be secure (lockable), spacious enough to fit all involved persons, and it that also have toilet(s), waiting area, and administration area (with table and chairs).
2. Doping Control Officer (DCO), (If the agency actually conducting tests is NADO, then DCO is from NADO)¹
3. Chaperones (supplied by NADO or LOC and trained by NADO or DCO). They should be adult (18+) with no conflicts of interest (according to WADA guidelines)
4. All sample collection materials (supplied by NADO via DCO);
5. Sealed non-alcoholic drinks for the fencers . (Provided at the expense of LOC in the amount that is optimal and approved by DCO)
6. All doping control waste should be taken away by the DCO's team.

To comply with the WADA International Standard for Testing and Investigations (see WADA website) <https://www.wada-ama.org/en/resources/world-anti-doping-code-and-international-standards/international-standard-testing-and>.

C2. Officials

See Definitions.

As stated in the Definitions, if there is no FIE Anti-Doping Officer present at the Event (i.e. Supervisor, member of the Medical Commission) is present, the competition organiser will need to appoint a member of the DT to this role.

⁴ Details about doping control and doping testing of minors are the responsibility of the Doping Control Officer (DCO). Additional information about that is given as informative in Appendix D.

C3 Laboratories

For anti-doping tests conducted under the jurisdiction of the FIE, samples shall be analysed only in *WADA*-accredited laboratories or laboratories otherwise approved by *WADA*.

C4 Additional requirements

- Ensuring that the venue will remain open until the end of the doping control procedure.
- Transport availability for fencers and their representatives - The responsibility of the LOC is to ensure that transport from the venue to hotels after doping control is completed is organised for all personnel involved (medical staff, fencers, accompanying officials).
- The local organising committee is responsible for ensuring all personnel safely leave the venue after doping control. Athletes who are under 18 years old should not travel unaccompanied.
- Close liaison of LOC with the FIE Anti-Doping Officer over timings for the medal ceremonies
- Safeguarding - see section B2.9.
- Ensuring that the contract with the Sample Collection Authority (SCA) includes the obligation of the DCO entering DCF and all collection data into the ADAMS platform and/or sending it by email to fie.antidoping@ita.sport. – see section B2.8.
- LOC should consider any impact on the environment and put protective actions in place, for example, ensuring that plastic drinks bottles are all recycled.

C5 FIE Support

For further help with any aspect of in-competition testing, please contact the FIE office.

APPENDIX A – Additional information about Doping Control Station preparation

(From Doping Control Officer's Training Tool Kit Manual)

Purpose

The purpose of this procedure is to describe the process for ensuring that a suitable doping control station is used for in-competition testing and out-of-competition testing.

Actions at In-Competition Testing

1. Where possible, the DCO should check the venue to determine whether a suitable doping control station (DCS) is available before the sample collection session. Facilities should meet the following criteria for in-competition testing:

General

- Solely reserved for doping control purposes
- Accessible only to authorised personnel
- Secure enough to store sample collection equipment
- Private enough to maintain Athlete privacy and confidentiality
- Ideally comprises a separate waiting room, processing room, and an appropriate number of toilets.
- Ensures that the health and safety of the Athlete and sample collection personnel are not compromised
- Large enough to accommodate the number of Athletes to be tested, athlete representatives
- Proximity to the competition venue, or an appropriate transportation plan, and sample collection personnel who will occupy the area
- Wash basin for Athletes and DCOs to wash their hands

Special

- If necessary, wheelchair accessibility
 - If requested, a security person outside the doping control station
 - Educational materials or entertainment equipment (i.e., television, radio) for Athletes in the waiting area
 - Additional equipment may be requested to accommodate special testing needs, i.e. blood collections
2. The designated doping control station, including toilets, may not be used as a public facility, office, or team locker room or shared with any event operation during the testing session.
 3. If the DCO has determined that the facility is not appropriate, he/she should consult whomever necessary to obtain a suitable area and note this problem on the Doping Control Officer Report Form as well as how the problem was resolved.
 4. If there is no suitable area within the proximity of the competition venue and the DCO feels that the sample collection session would be compromised by using the proposed facility, the DCO must contact the ADO for advice on how to proceed. The DCO should not, without consultation and approval of the ADO, cancel the in-competition testing session. The DCO should document the deficiencies of the designated doping control station on the Doping Control Officer Report Form.

[NOTE: ADO 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.]

Access to the Doping Control Station

1. The following individuals are authorised to be present at the doping control station:
 - On-duty Doping Control Officer(s)
 - On-duty Chaperone(s)
 - Other Sample Collection Personnel on duty
 - Athletes being tested

- Athlete Representatives
 - Interpreters
 - Relevant representatives from the relevant National Sport Federation, International Federation, and Event Representatives
 - ADO staff
 - Other individuals authorised by ADO (e.g. auditors, independent observers, etc.)
2. The DCO has the authority to prohibit anyone otherwise entitled entry to the doping control station if their presence is deemed by the DCO to be disruptive or interfering with the sample collection session.
 3. Members of the media should never be allowed to enter the doping control station at any time.

APPENDIX B – NUMBER OF FENCERS TO BE TESTED AT EACH FIE COMPETITION

Individual Events		Team Events	
Satellite Tournaments			
Competition	Number of Athletes Tested		
Men's Foil	1 (of 4 Finalists)		
Women's Foil	1 (of 4 Finalists)		
Men's Épée	1 (of 4 Finalists)		
Women's Épée	1 (of 4 Finalists)		
Men's Sabre	1 (of 4 Finalists)		
Women's Sabre	1 (of 4 Finalists)		
World Cups and Grand Prix (Senior and Junior)		World Cups (Senior Only)	
Competition	Number of Athletes Tested	Competition	Number of Athletes Tested
Men's Foil	2 (of 4 Finalists)	Men's Foil	2 (1 per finalist team)
Women's Foil	2 (of 4 Finalists)	Women's Foil	2 (1 per finalist team)
Men's Épée	2 (of 4 Finalists)	Men's Épée	2 (1 per finalist team)
Women's Épée	2 (of 4 Finalists)	Women's Épée	2 (1 per finalist team)
Men's Sabre	2 (of 4 Finalists)	Men's Sabre	2 (1 per finalist team)
Women's Sabre	2 (of 4 Finalists)	Women's Sabre	2 (1 per finalist team)
Zonal Championships (Senior Only)		Zonal Championships (Senior Only)	
Competition	Number of Athletes Tested	Competition	Number of Athletes Tested
Men's Foil	2 (of 4 Finalists)	Men's Foil	2 (1 per finalist team)
Women's Foil	2 (of 4 Finalists)	Women's Foil	2 (1 per finalist team)
Men's Épée	2 (of 4 Finalists)	Men's Épée	2 (1 per finalist team)
Women's Épée	2 (of 4 Finalists)	Women's Épée	2 (1 per finalist team)
Men's Sabre	2 (of 4 Finalists)	Men's Sabre	2 (1 per finalist team)
Women's Sabre	2 (of 4 Finalists)	Women's Sabre	2 (1 per finalist team)
World Championships (Senior and Junior)		World Championships (Senior and Junior)	
Competition	Number of Athletes Tested	Competition	Number of Athletes Tested
Men's Foil	2 (of 4 Finalists)	Men's Foil	2 (1 per finalist team)
Women's Foil	2 (of 4 Finalists)	Women's Foil	2 (1 per finalist team)
Men's Épée	2 (of 4 Finalists)	Men's Épée	2 (1 per finalist team)
Women's Épée	2 (of 4 Finalists)	Women's Épée	2 (1 per finalist team)
Men's Sabre	2 (of 4 Finalists)	Men's Sabre	2 (1 per finalist team)
Women's Sabre	2 (of 4 Finalists)	Women's Sabre	2 (1 per finalist team)

APPENDIX C - ANTI-DOPING CONTROL FORM

DOPING CONTROL OFFICER CONFIRMATION FORM

The Doping Control Forms (DCFs) must be sent to the International Testing Agency (ITA) at the following e-mail address: fie.antidoping@ita.sport and/or uploaded in ADAMS within 3 working days by the Doping Control Officer (DCO).

This document must be filled in and signed by the Doping Control Officer and sent to the FIE Office by the FIE supervisor at FIE events where Doping Control is performed.

FIE Competition Information

Date (dd/mm/yyyy)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Location (City, Country)	<input type="text"/>
Category	<input type="checkbox"/> Junior <input type="checkbox"/> Senior
Weapon	<input type="checkbox"/> Foil <input type="checkbox"/> Epee <input type="checkbox"/> Sabre
Event	<input type="checkbox"/> Individual <input type="checkbox"/> Team
Number of samples collected	<input type="text"/>

Doping Control Officer Information

Name	<input type="text"/>
Antidoping organisation / SCA	<input type="text"/>
Address	<input type="text"/>
E-mail address	<input type="text"/>
Telephone	<input type="text"/>

I confirm that the corresponding Doping Control Forms will be sent to the International Testing Agency (ITA) at the following e-mail address: fie.antidoping@ita.sport and/or uploaded in ADAMS within 3 working days.

Date:

Signature of the Doping Control Officer:

APPENDIX D - MODIFICATIONS FOR TESTING ATHLETES WHO ARE MINORS

(From Doping Control Officer's Training Tool Kit Manual)

Purpose

The purpose of this procedure is to describe the guidelines a DCO should follow when collecting a sample from a Minor (young athlete).

Actions

[Note: The age under which an Athlete is considered a Minor will be sport-specific and form part of the rules and regulations of the ADO. The age under which an Athlete is considered a Minor in a country may also be defined by law. If testing occurs at an international event, the ADO and/or DCO should consult with the International Federation to determine if their rules define the age of a Minor at their competitions. If the IF rules do not define a Minor, then the rules and/or laws of the country will be followed.]

1. When conducting testing, the DCO will attempt to determine whether the sample collection session will include Minors.
2. The DCO will offer the Minor the opportunity to have an adult Representative of his/her choice present throughout the testing process, including:
 - At notification;
 - During sample collection (i.e. witnessing the sample collection); and
 - During sample processing (i.e. during the division and sealing of the sample)
3. Once verbally notified, the DCO and/or Chaperone should then accompany the Athlete to his/her Representative and complete the official written notification.
4. At this stage, the DCO should ascertain whether the Minor wants the Athlete Representative to be present throughout the testing process.

[Note: If the Minor requests that the Athlete Representative be present during the sample provision stage, the diagram below should be used as an example to ensure that all necessary individuals are present. The role of the Athlete Representative will be either.

- *To only supervise the DCO/Chaperone who is witnessing the sample provision (without directly observing the sample provision); or*
 - *To be in the sample provision area and directly witness the sample being provided along with the DCO/Chaperone if requested by the Athlete.]*
5. If the Minor does not wish to have his/her Representative present during the sample provision, the DCO will appoint a Secondary Observer to act in this role. This Secondary Observer can be another DCO or Chaperone, and his/her role is to ensure that the sample observing DCO or Chaperone is completing his/her duties appropriately.
 6. The presence of the Athlete Representative and/or Secondary Observer will be documented by the DCO in the Doping Control Report Form.
 7. The Athlete Representative will print and sign the Athlete Representative section of the Doping Control Form.
-