

AFLD

AGENCE FRANÇAISE
DE LUTTE CONTRE LE DOPAGE



**DOPING CONTROL OFFICER
FOUNDATION TRAINING PROGRAM
FOR PARIS 2024**

COURSE HANDBOOK

2023

International Testing Agency



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OFFICIAL PARTNER

Welcome from AFLD and the ITA

On behalf of the French Anti-Doping Agency (AFLD) and the International Testing Agency, we are delighted to introduce you to this course to become a professional Doping Control Officer in preparation for the Paris 2024 Olympic Games.

This special Paris 2024 edition of the course is being offered exclusively to residents of Paris and other cities where Olympic events will be held in 2024, including Bordeaux, Nantes, Lyon, Saint-Etienne, Nice and Marseille. This course aims to train and provide essential experience to a new generation of local French Doping Control Officers to enable them to undertake these roles during the 2024 Olympic Games.

Application is open to professionals who hold a current nursing, midwife, physiotherapy, medical students (interns), pharmacy, laboratory technician or police qualification. Only people who hold these existing qualifications are legally allowed to work under AFLD as a Doping Control Officer in France.

Successful graduates of the course will be offered a number of work experience opportunities by AFLD throughout the year before the Games. This may be at Olympic Test Events or other national events held in France. Participation in this work experience is essential to qualify to work at the Games.

Prior to the Olympic Games, graduates will also be required to undertake the advanced International Doping Control Officer (IDCO) Training Program. This will be offered to graduates in early 2024 and is a fully online course.

The course fee for this special Paris 2024 program is fully subsidised. However, participants will be expected to arrange their own travel and accommodation to Paris to attend the course. When working at the Paris 2024 Olympic Games, a daily per diem is provided to all DCOs.

This special Paris 2024 edition of the course will be delivered in English and will require competency in spoken and written English. The reason for this is that English is a requirement of working as a DCO with international athletes at the Olympic Games.

All graduating DCOs will have the opportunity to apply to continue to work as a DCO directly with AFLD or the ITA after Paris 2024. Ongoing work as a DCO is usually undertaken periodically, alongside existing full-time employment.

We trust that the ITA Doping Control Officer (DCO) Foundation Training Program will prepare you with the fundamental knowledge and technical training to be able to apply to work as a Doping Control Officer at the Paris 2024 Olympic Games and other sporting events at both a national and an international level and to conduct Out-Of-Competition testing on athletes in the community setting.

We hope that you will enjoy every moment of your work as a DCO, and we are confident that together we will deliver excellent anti-doping operations for Paris 2024 and beyond to promote clean and doping-free sport.

Matteo Vallini

Head of Testing – Major Events,
International Testing Agency (ITA)



Francesca Rossi

Testing Department Director,
Agence française de lutte
contre le dopage (AFLD)



Meet the ITA DCO Foundation Program Trainers

Richard Driscoll



Richard has been a DCO for 32 years and is currently a member of the European Athletics Medical and Anti-Doping Commission, Doping Control Delegate at World and European Athletics Championships and DCO Advisor to UKAD. He has worked at the Vancouver 2010 Winter Olympics, Glasgow and Manchester Commonwealth Games and was the Head Doping Control Station Manager at the London 2012 Olympic and Paralympic Games. He has contributed to anti-doping programmes in countries including Kuwait, Saudi Arabia, Thailand, the Maldives, Brunei, Indonesia and Kazakhstan. In 2016 Richard was awarded an MBE for services to Anti-Doping in Sport.

Jasmina Glad-Schreven



Jasmina has been a DCO for over 18 years and is based in Finland. She has developed and delivered training programs to hundreds of DCOs around the world. She has worked as a Testing Coordinator at International Federations, National Anti-Doping Agencies and Private Sample Collection Agencies with roles including DCO Network Manager and Operations Manager. Jasmina is an expert in the fields of testing operations, test distribution planning, risk profiling, result management and TUEs. As a national-level athlete in athletics, triathlon and swimrun, she has a deep understanding of anti-doping from the athlete's perspective.

Cyril Ladouce



Cyril has been a DCO for over 12 years and is based in France. He is a permanent DCO within the French Anti-Doping Agency since 2016. He participated as IDCO in the last two Olympic Games : Beijing 2022 and Tokyo 2020. He is an expert in delivering antidoping tests on field at national and international level. He delivers training programs to DCOs and Chaperones of the French Anti-Doping Agency. He has contributed to anti-doping programmes and WADA training sessions in countries including Les Seychelles and Cap Vert.

Pierre Legagnoux



Pierre has been a DCO for over 8 years and he is based in France in the French Alps. He worked as DCO for a Sweden Private Sample Collection Agency. He works as a permanent DCO for the AFLD since 2016. Pierre is an expert in the winter sports and participated as an IDCO in the last two Olympic Games: Beijing 2022 and Tokyo 2020. He was appointed on several world cups and championships such as biathlon, cycling, ski, handball, polo, ice hockey, moto GP. He delivers training programs to DCOs and Chaperones of the French Anti-Doping Agency.

Clément Rembliere



Clément is a permanent DCO within the French Anti-Doping Agency since 2020. He participated as an IDCO in the Winter Olympic Games of Beijing 2022. He is an expert in delivering antidoping tests on field at national and international level. He delivers training programs to DCOs and Chaperones of the French Anti-Doping Agency.

Meet the ITA DCO Foundation Training Program Team

Mark Stuart, Program Lead



Mark has over 20 years of experience delivering medical and anti-doping services to Olympic, Paralympic, Commonwealth and European Games. He is a pharmacy advisor to GlobalDRO, sits on the WADA Prohibited List Expert Group and is a member of the European Olympic Committees Medical and Anti-Doping Commission. Mark was the Head of Pharmacy for the London 2012 Olympic and Paralympic Games and is currently the pharmacist expert for the IOC Medical and Scientific Commission. Mark is currently responsible for operations development for the ITA.

Spencer Zhao, Program Coordinator



Spencer holds a master's degree in management from the Faculty of Business and Economics, University of Lausanne, with 6 years of working experience in projects in international organisations. She has first-hand experience in delivering athlete outreach activities for international events including the Lausanne 2020 Youth Olympic Winter Games. She also worked as a Liason officer for the ITA Team at the Beijing 2022 Winter Olympic Games. Spencer is currently involved in operations for the ITA and is responsible for the development and coordination of ITA training initiatives.

Ellie Yoon, Event Coordinator



Ellie is an experienced event professional with over 10 years of work experience in large-scale events, including two Olympic Games and corporate events. This role provided her with important experience regarding numerous sporting events and an insight into the world of Sport. She is currently working as an operations coordinator at the ITA, and is actively involved in the DCO Training Program; in particular, the training event operations.

Levente Fülöp, Online Learning & Student Coordinator



Levente has over 5 years of experience being involved in the work of not-for-profit organisations, delivering trainings locally and nationally across Hungary. During this time he gathered valuable experience training leaders, organizing training events, and coordinating event logistics, which he now uses to support the development and management of training programs at the ITA. For the DCO Foundation Training Program, Levente is responsible for managing students' online learning journey every step of the way from registration through to certification.

The Paris 2024 DCO Foundation Training Program has been developed and reviewed by a team of international experts and advisors in the field of anti-doping

ITA Advisors

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Contact the DCO Foundation Training Team

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The DCO Foundation Training Program and AFLD certification at a Glance

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| Online Learning The online learning is completed before the face-to-face event. <ul style="list-style-type: none">• Approximately 8 hours online learning to complete within three weeks• Self-paced learning at student's own schedule | Face-to-Face Training Event An intensive three-day interactive learning event delivered by ITA expert trainers. <ul style="list-style-type: none">• Day 1 and 2 will focus on hands-on technical and procedural training• Day 3 will involve skills evaluation and practical assessment |
| Examination The examination will involve two parts: <ol style="list-style-type: none">1. Online multiple-choice exam based on the e-learning component to be completed before the face-to-face day2. Practical examination on day 3 of the face-to-face course testing technical skills | ITA Testing Guide A practical reference text on all technical testing operations for use while completing the course and when you start testing. |
| ITA Foundation DCO Certification A certificate of completion will be awarded following successful passing of the course content | AFLD Certification AFLD Certification will be awarded after completion of a number of supervised testing missions, and after providing an oath in the tribunal. AFLD Certification is mandatory to conduct missions for AFLD. |

Doping Control Officer Foundation Training Program

1. Aims of the Program

The ITA Doping Control Officer (DCO) Foundation Training Program aims to establish a new international benchmark for the professional foundation training of Doping Control Officers. Graduates will be able to apply to work as a DCO and be skilled in the professional, procedural, and regulatory aspects required to deliver doping control and testing of athletes at sporting events and in the out-of-competition setting.

2. Who is this Program For?

This course is for those who wish to learn how to become a Doping Control Officer and have some prior knowledge or experience in working with athletes in the sport setting.

For the special Paris 2024 Training Program, applications will be accepted from professionals who hold a current nursing, midwife, physiotherapy, medical students (interns), pharmacy, laboratory technician, or police qualification. Only people who hold these existing qualifications are legally allowed to work under the AFLD as a Doping Control Officer in France.

Graduates will be able to use the DCO certification to apply for positions such as a Doping Control Officer at the Paris 2024 Olympic Games, for national and international anti-doping organisations such as AFLD or the ITA or with other sporting events delivering an anti-doping program.

3. Application and Enrolment Requirements

To be eligible for enrolment, you are expected to meet the following criteria:

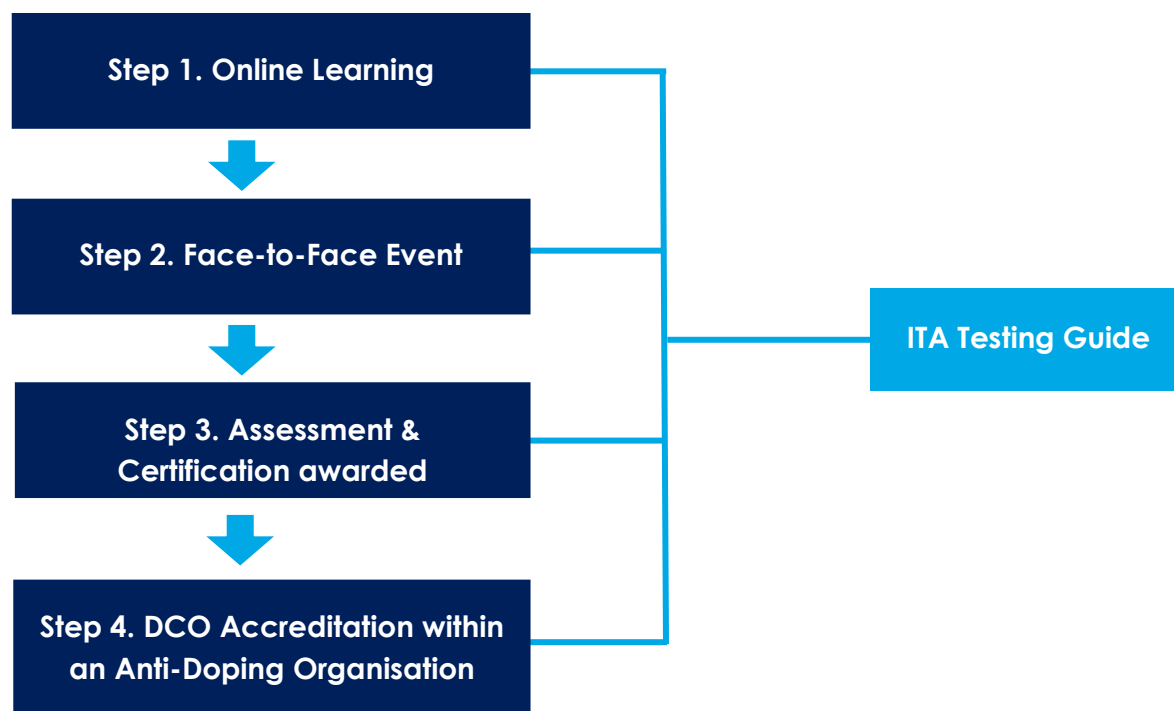
1. Hold a current nursing, midwife, physiotherapy, medical students (interns), pharmacy, laboratory technician, or police qualification.
2. Desirable to have experience working at a sporting event either as a Doping Control Chaperone, healthcare provider, in a sport or anti-doping operational or administrative role, or other related experience
3. Are proficient in the English language (both oral and written)
4. Have personal knowledge or keen interest in sport
5. Must not have a criminal record

Applicants must describe in detail how they meet the criteria for enrolment on the application form. Following submission of all supporting documentation, applicants may also be asked to attend an online interview as part of the application process.

4. Program Structure

The ITA DCO Foundation Training Program consists of an online learning course, which takes approximately 8 hours to complete, followed by a three-day face-to-face training event. The online learning and online examination must be completed before attending the face-to-face training.

The course is accompanied by a comprehensive written reference guide to use throughout the learning journey: the [ITA Testing Guide](#).



5. Dates and Location

21 to 23 of April 2023

9am to 5pm

PARIS 2024 Comité d'Organisation des Jeux Olympiques et Paralympiques (COJO)

46 Rue Proudhon, 93210 Saint-Denis

6. Learning Objectives for the Program

The program content focuses on foundation-level professional doping control knowledge.

Students will acquire knowledge and skills in:

- ✓ Principles and rules of an anti-doping testing program in accordance with the World Anti-Doping Code and its International Standards
- ✓ Roles and responsibilities of DCO's, chaperones and other members of the anti-doping team
- ✓ Technical aspects of sample collection
- ✓ Management of urine and blood sample collection processes at national, regional and international events or Major Games
- ✓ Providing a doping-control service for athletes with a disability, and young athletes
- ✓ Preparing reports and completing documentation as required as part of the testing process
- ✓ Coordination of logistics of sample transportation

7. Online Learning

The online learning component familiarizes the students with the core, mandatory processes required as part of the testing operations according to the World Anti-Doping Code and International Standards.

Online learning contains interactive modules with a number of short quizzes followed by a longer online examination. This section of the program can be completed from home, in your own time and at your own pace. You may start and stop the online learning at any time.

Each of the modules must be completed in full and in sequential order. The final examination must only be undertaken after all previous modules are completed.

- ✓ Introduction to anti-doping
- ✓ Anti-doping operations, including testing at major games, international events and in the out-of-competition setting
- ✓ Anti-doping procedures, including notification, chaperoning and urine and blood sample collection
- ✓ Modifications to procedures, failure to comply and refusals by athletes
- ✓ Post-test administration, including storage of samples and reporting

8. Face-to-Face Training Event

At the three-day face-to-face training event, future DCOs come together for an interactive learning experience led by two ITA expert trainers. Lunch and refreshments will be provided.

Face-to-face event format (Step 1)

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|--------------|---|
| Day 1 | <p>Covering introduction to doping control, anti-doping operations and procedures; plus in-depth urine testing process, urine testing equipment and post-test administration.</p> <p>Scenarios and simulation training:</p> <ul style="list-style-type: none"> ✓ Arrival on site ✓ The notification process ✓ Chaperoning an athlete ✓ Sample testing kits ✓ Urine sample collection ✓ Completing the process (storage, dispatch, reporting) |
| Day 2 | <p>Covering in-depth blood testing process and equipment, reporting, and out-of-competition testing; plus modifications to procedures, managing failure to comply and refusals.</p> <p>Scenarios and simulation training:</p> <ul style="list-style-type: none"> ✓ Blood sample collection ✓ Completing the process (storage, dispatch) ✓ Reporting ✓ Modifications to procedures – Minors and physical, visual or intellectual impairments ✓ Refusals or failure to comply during the process ✓ Out-of-Competition testing |
| Day 3 | <p>Covering skill evaluation and final practical assessment. Students will undertake a practical assessment of the testing process, covering:</p> <ul style="list-style-type: none"> ✓ Notification / chaperoning actions on arrival ✓ Urine sample collection and processing ✓ Partial sample process ✓ Additional sample process ✓ Blood sample ✓ Concluding the process |

Field experience (STEP 2) :

- Observation mission with an AFLD DCO on field:
 - ✓ the students observed an AFLD DCO performing the mission
- Supervision mission with an AFLD DCO on field:
 - ✓ Students will undertake a practical assessment of the testing process under the supervision of an AFLD DCO
 - ✓ Evaluation and AFLD Certification awarded

Oath of office before the judicial court (STEP 3)

9. ITA Testing Guide

The accompanying ITA Testing Guide is provided to you by the ITA as a practical reference guide to testing operations. It is also designed to be used as an educational reference in conjunction with the ITA DCO Foundation Training Program.

The ITA Testing Guide can support your work at sporting events, including major games, and in the out-of-competition testing setting. It presents methods of best practice to ensure the delivery of a safe, effective, and WADA-compliant sample collection procedure.

The ITA Testing Guide also aims to provide guidance to enable DCOs to support athletes in an informed and consensual way through every step of the testing process.

The ITA updates the ITA Testing Guide annually or whenever the World Anti-Doping Agency updates the regulations pertaining to the work of a DCO. However, you should note that when working as a DCO, you must always refer and adhere to the current versions of the WADA regulations; in particular, the International Standard for Testing and Investigations and the Anti-Doping Rules of the relevant Anti-Doping Organisation you may be working with.

10. Examination

On completion of all online learning modules, you must undertake an online multiple-choice assessment. The pass mark for the assessment is 60%. You must achieve this pass mark in order to participate in the face-to-face event. During the examination, you are allowed to refer to any of the course materials, including the ITA Testing Guide. Two re-sit opportunities will be given to participants who fail to attain the pass mark at their first attempt.

You will also undertake a practical assessment at the end of the face-to-face event, which will test your technical skills in undertaking the sample collection process.

11. ITA Certification

Foundation-level ITA DCO Certification will be awarded by the ITA on completion of all aspects of the course, including theoretical and practical examination, and completion of the post-course work experience program.

Certificate example



12. Accreditation as a DCO to work at the Paris 2024 Olympic Games

The ITA DCO Foundation Program is just the start of the professional journey of a DCO. Following successful completion of the special Paris 2024 edition of the course, successful graduates will be offered a number of work experience opportunities by either the ITA and AFLD throughout the year prior to the Games. This may be at Paris 2024 Olympic Test Events or other national events held in France. Participation in this work experience is essential to be qualified to work at the Games.

Just prior to the Olympic Games, graduates will also be required to undertake the advanced International Doping Control Officer (IDCO) Training Program. This will be offered to all graduates in early 2024 and is a fully online course.

All graduating DCOs, will have the opportunity to apply to continue to work as a DCO directly with the International Testing Agency after Paris 2024. Those graduates who also hold a medical, pharmacy, nursing, military, police or security qualification will have the additional opportunity to apply to continue working as a DCO with AFLD. Ongoing work as a DCO is usually undertaken periodically alongside existing full-time employment.

Graduates may also apply to work as a DCO through their local sport and anti-doping organisations, private sample collection agencies, or directly with the organising committees of other sporting events. When applying for work as a DCO, graduates will be subject to the recruitment procedures specific to the organisations they apply to work for.

When working for an anti-doping organisation or private sample collection agency, DCOs may be required to undertake further training, or to obtain a specific accreditation as per the organisation's rules and protocols before undertaking testing missions for their organisation. DCOs may be subject to an annual accreditation process and performance evaluation specific to their organisation.

Further information on the accreditation process for DCOs working for an anti-doping organisation can be found in the [WADA Guidelines for Sample Collection Personnel](#).

13. Event Information

Location and time

The course will be held at the headquarters of the Paris 2024 Organising Committee - PARIS 2024 Comité d'Organisation des Jeux Olympiques et Paralympiques (COJO)

at **46 Rue Proudhon, 93210 Saint-Denis** from 9am – 5pm daily from 21-23 April 2023.

Travel and accommodation

Participants will be responsible for arranging travel and accommodation if needed to attend the course.

Lunches

A light lunch and refreshments will be provided on each day of the course.