

ORGANISER'S GUIDE

Doping Controls on UCI International Events

1. Introduction

The UCI International Events are submitted to doping controls according to the UCI Anti-doping Rules. The International Testing Agency (ITA) is the entity in charge of the implementation of the UCI's anti-doping program. The Local Organising Committee (LOC) is required to provide the following aspects for the successful conduct of the doping controls.

2. Sample Collection Personnel

Depending on the event, the ITA will appoint **1 to 3 Sample Collection Personnel (SCP)** to conduct doping controls.

Accommodation & Transport for the SCP

The ITA will cover the cost of the SCP's daily allowances and travel arrangement to the event.

Accommodation (single hotel room with breakfast) and transports during the event; including transfers from airport/to airport, are to be provided by the organiser. Accordingly, for the staff on duty at the venue, a dedicated transport or a dedicated car shall be foreseen. Besides, depending on the schedule, meals may be planned for the SCP.

Staff – Sample Collection Witness – Chaperones

The following shall be foreseen:

- Male/female sample witness: if required, a person with medical training (e.g. doctor, nurse, paramedics, etc, that shall be at ease with the task of witnessing the passing of sample) shall be present to work as a witness (gender adapted to the category of the race(s)). This person shall be assigned solely for the doping controls (hence this person cannot be the race doctor). Please note that in some country, by the law, this task can only be fulfilled by a doctor or a nurse.
- Chaperones: The chaperones are responsible for notifying, accompanying, and observing the selected athletes from their notification until they report to the DCS. The individuals selected to act as chaperones must : be of the same gender of the athlete, have abilities to communicate orally in English, be above 18 years old, be exclusively available for their duty throughout the testing session and be trained by the DCO(s) before the competition starts (approximately 1h30 before the start of the race). If possible, they shall be the same staff throughout the entire duration of the event to avoid confusions and daily training of new chaperones.
- Assistant: a designated person from the organising committee to assist the SCP before and during the event.

- Accreditation: all SCP including chaperones must be provided with the appropriate accreditations, to access all areas of the venue without any restrictions.

3. Doping Control Equipment

- Doping control kits: urine collection vessels, sealed A&B bottles and partial sample kits – in sufficient quantities (1.5 times the number of tests planned). To find out the number of tests required, and manufacturers of doping control kits please contact the ITA.
- Signposts for direction from finish line to doping control station. An athlete must be able to find the doping control station on his/her own.

4. Doping Control Station (DCS)

The DCS shall be equipped in such a way to facilitate the running of the controls, be located in the immediate vicinity of the finish line and shall be clearly signposted from the finish line. **Privacy** of the riders shall be respected. The organiser shall designate an official to monitor the entrance to the DCS, and only allow people involved in doping controls to enter. The DCS should be lockable.

The DCS shall be solely used for doping control purposes and shall include three separate areas: a waiting room, a processing area (where the SCP, sample witness and the athlete can complete and sign the necessary forms) including lavatories in it for the passing of the sample:

1. Waiting room (1x 20-25m²):

- Comfortable seats (10)
- Rubbish bin (garbage can)
- Sealed and refrigerated drinks – Mineral water, soft drinks
- Ventilation or open window
- For athletes' wellbeing, this area needs to be heated (except in dry/summer conditions), as the athletes may be there for several hours after the competition.
- TV or monitor (to follow the race situation and see results).

2. Lavatories (at least 2 toilets):

- Large enough to accommodate two persons
- Equipped with running water, soap, hand towels and light

3. Processing areas - Administration room (to be confirmed 1 or 2):

- Ventilation or open window
- One table and four chairs
- Refrigerator to keep samples cool before their transport – with a lock
- Packaging, adhesive tape, address labels, markers
- Rubbish bin (garbage can)
- Power points (electrical outlet)
- Internet access (wifi or internet cables)
- Communication system (radios)

→ Examples of DCS are provided below for more details.

5. Shipping of samples & Analysis

The organiser is responsible to cover the cost of the sample analysis performed in a World Anti-Doping Agency (WADA) accredited laboratory as well as the cost of the transport of the samples to the laboratory.

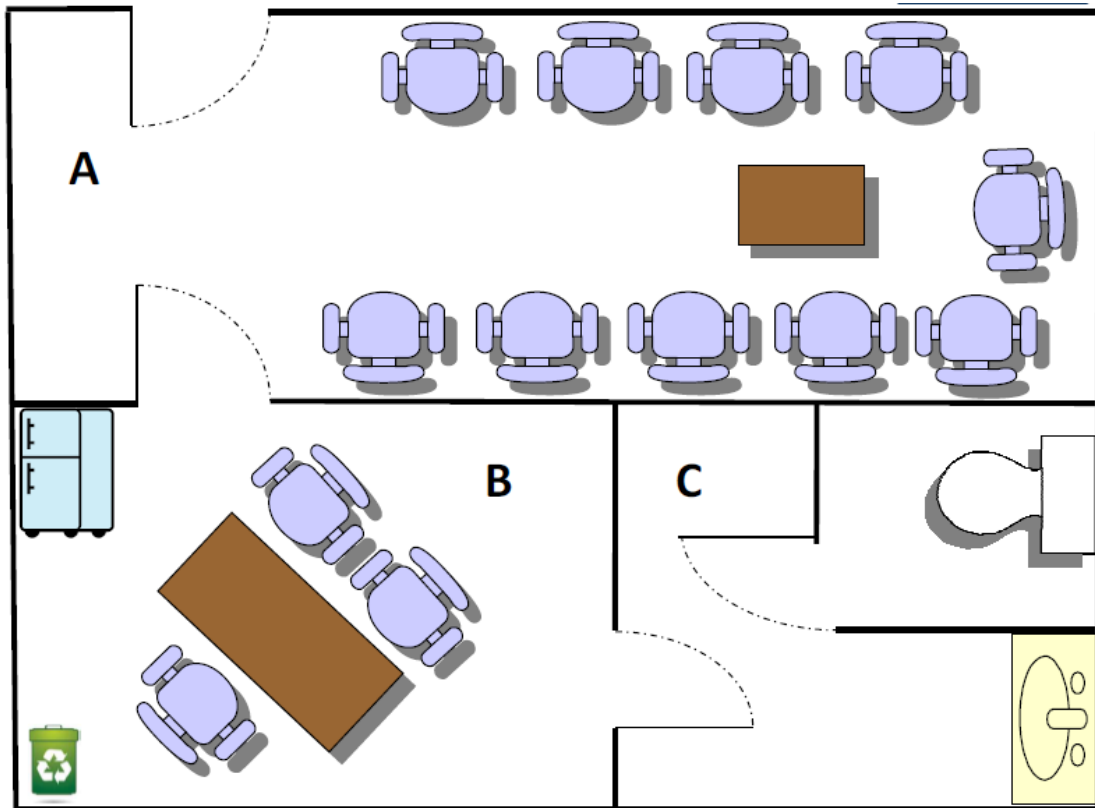
- Transport of samples: the organiser must prepare the appropriate documentation for the shipment (i.e. labels, customs invoice, sanctions documents, etc.) with a reliable courier company (DHL, FedEx, UPS, etc) and share these with the appointed SCP.
 - Note: It is strongly encouraged to coordinate this part well in advance, and with the support of the appointed SCP if needed.
- Custody: the appointed SCP is responsible to keep custody of the samples until handed over to the courier company and/or to the WADA accredited laboratory.
- List of WADA accredited laboratories: [link](#).
- Invoice address for the sample analysis: as per article 6.10 of the UCI Anti-Doping Rules, the costs of In-Competition Testing initiated and directed by the UCI shall be borne by the organiser of the Event. In this sense, please provide the ITA with the detailed invoice address that will be communicated to the laboratory.

6. General Information

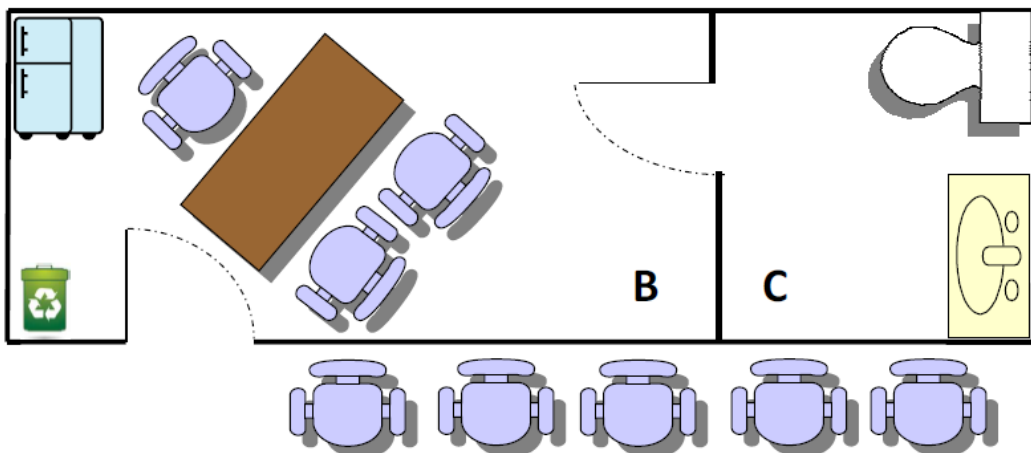
- The ITA will also notify the Organiser's National Federation. The National Federation is however responsible for assisting the organiser with the organisation of the logistics of the post-competition controls, and therefore of the above-mentioned obligations. We therefore suggest that you contact your National Federation.
- Controls will be conducted according to the UCI Anti-Doping Rules and ITA procedures and instructions.
- The riders selected for the controls will be notified by a chaperone (or another sample collection personnel) and shall report immediately to the DCS unless there are valid reasons for a delay; the notified rider shall always remain within sight of the chaperone from the first point of contact with the chaperone until the completion of the sample collection procedure. If the award ceremony takes place immediately after the event, a rider required to go to the award ceremony will be escorted first to the award ceremony area, then to the press conference and finally to the DCS.
- Any changes related to the localisation of the riders participating in the race (hotel name, address and telephone numbers) must be communicated to the UCI and ITA SCP as soon as possible.

Should you require further information please do not hesitate to contact us:
International Testing Agency (ITA) / Tel : +41 21 612 12 12 / cycling.testing@ita.sport

DOPING CONTROL STATION PLAN



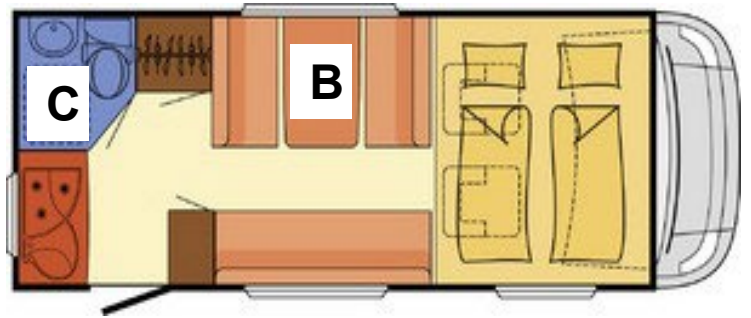
A: Waiting Room
B: Processing Room *
C: Lavatory *



* When more than one SCP is designated - 2 B (processing rooms) and 2 C (lavatories) are necessary

DOPING CONTROL STATION PLAN

Camper Van



- A: Waiting Room**
- B: Processing Room ***
- C: Lavatory***



A

* When more than one SCP is designated - 2 B (processing rooms) and 2 C (lavatories) are necessary

DOPING CONTROL STATION PLAN

Truck



- A: Waiting Room**
- B: Processing Room***
- C: Lavatory***



A



B

C

* When more than one SCP is designated - 2 B (processing rooms) and 2 C (lavatories) are necessary