

ORGANISER'S GUIDE

Doping Controls on UCI International Events (World Cups and other classes)

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 Personnels (SCPs)

The ITA will appoint **1 to 3 Sample Collection Personnels (SCPs)** to conduct doping controls on the event. (A SCP trainee may be added on some events, in this case, the costs will be covered by the ITA).

Accommodation & Transport for the SCP

The ITA will be responsible for the costs 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 LOC.

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 (lunch and/or dinner) shall be provided 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 where riders are potentially present 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 seek assistance from the ITA.
- Signposts “Doping Control Station” for direction from finish line and award ceremony to doping control station. A rider must be able to find the doping control station on their own.

4. Doping Control Station (DCS)

The DCS shall be equipped in such a way to facilitate the running of the controls without disrupting sporting program; hence, be located close to the finish line (max. 800m) and shall be clearly signposted. **Privacy** of the riders shall be respected. The LOC 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 rider can complete and sign the necessary forms) and lavatories for the passing of the sample:

1. Waiting room (20-25m²):

- Ventilation or open window
- Comfortable seats (10)
- Rubbish bin (garbage can)
- Sealed and refrigerated drinks – Mineral water, soft drinks
- 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 rooms (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 (Wi-Fi)
- Communication system (radios)

➔ *Examples of DCS are provided below for more details.*

The ITA remains at the disposal of the LOC to discuss the available options for the setup of the DCS, approving the most suitable. Particular importance will be given to ensure the efficiency of the doping control process and a positive experience for the athletes. Each option can be tailored to the event's scale, location, and competition schedule, ensuring compliance with antidoping standards and prioritizing athlete well-being.

5. Shipping of samples & Analysis

The LOC is responsible for 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 LOC 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: Further details may be discussed and confirmed in due time with the ITA.
- 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.

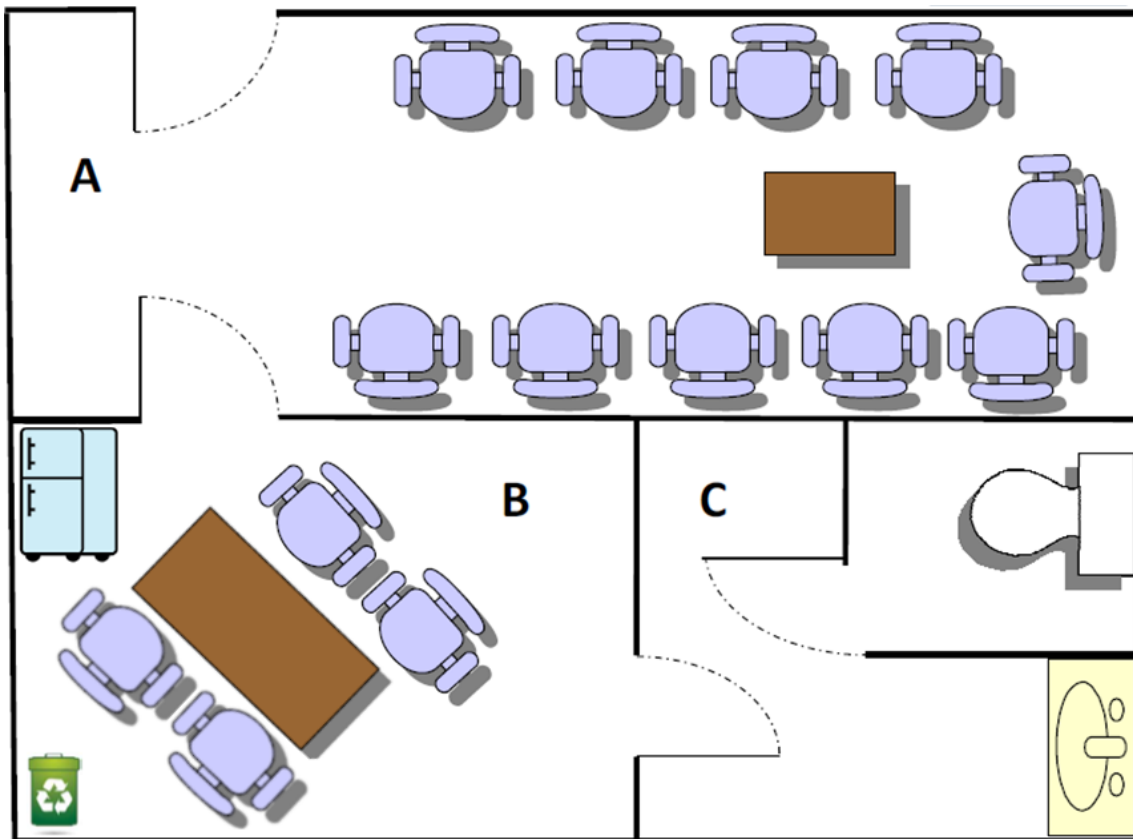
6. General Information

- The ITA will also notify the LOC's National Federation. The National Federation is however responsible for assisting the LOC with 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.

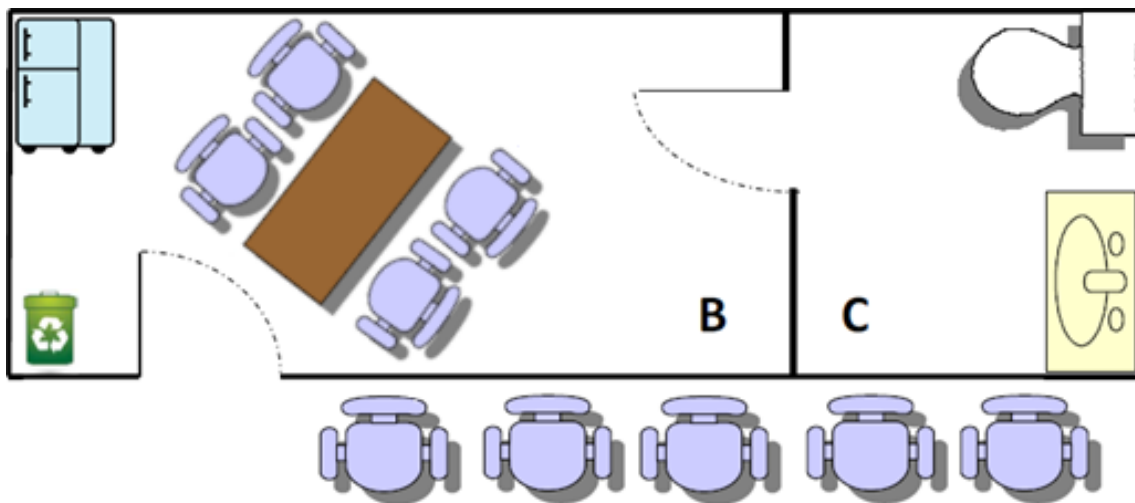
- The riders selected for the controls will be notified by a chaperone and shall report immediately to the DCS unless there are valid reasons for a delay; the notified rider shall always remain within sight of the chaperone from the first point of contact with the chaperone until the completion of the 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.
- On World Cups, participating teams are required to provide accommodation information (including room numbers) of all participating riders. Any changes related to the accommodation of the riders must be communicated to the UCI and ITA SCP as soon as possible.
- ITA will contact the LOC well in advance to coordinate all the above requirements and confirm the details.

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



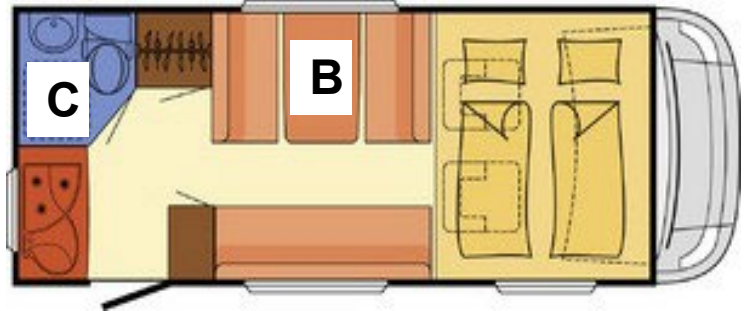
A: Waiting Room
B: Processing Room*
C: Lavatory*



* 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*

UCI ORGANISER CHECKLIST ITA Doping Controls

| The organiser has to provide the following: | Provided Yes / No |
|---|----------------------|
| 1. For the Sample Collection Personnel (SCP) | |
| - Pick-up to and from the airport or train station | |
| - Single hotel room with breakfast | |
| - Independent mean of transportation during the event | |
| - when applicable, dedicated cars | |
| 2. Shipment of Samples to a WADA accredited laboratory | |
| - Arranged with a reliable courier company | |
| - Customs or authorisation paperwork prepared | |
| - Information agreed with appointed SCP/ITA | |
| - Invoicing address for the lab analysis shared with ITA | |
| 3. Accreditation | |
| all SCP including chaperones are provided with accreditations, to access all areas of the venue where riders are potentially present without any restrictions | |
| 4. Staff - Additional Sample Collection Personnel | |
| - Sample collection witness (male and/or female as confirmed by ITA) | |
| - Chaperones (number and gender as confirmed by ITA) | |
| - Assistant: a designated contact person from the LOC | |
| 5. Doping Control Equipment | |
| - Doping control kits (amount as confirmed by ITA) | |
| - Signposts "Doping Control Station" from finish line to DCS | |
| 6. Doping Control Station | |
| - Adequate set-up as approved by the SCP/ITA | |
| - Privacy of the athlete is respected | |
| 1. Waiting room (20-25m²): | |
| - Ventilation or open window | |
| - Comfortable seats (10) | |
| - Rubbish bin (garbage can) | |
| - Sealed and refrigerated drinks – Mineral water, soft drinks | |
| - Heating (if applicable) | |
| - TV or monitor (to follow the race situation and see results) | |
| 2. Lavatories/toilets (at least 2): | |
| - Large enough to accommodate two persons | |
| - Equipped with running water, soap, hand towels and light | |

UCI ORGANISER CHECKLIST ITA Doping Controls

| | |
|--|------------------------------|
| The organiser has to provide the following: | Provided Yes / No |
|--|------------------------------|

| 3. Processing Areas - Administration room (1 or 2) | |
|---|---|
| - Ventilation or open window | |
| - One table and four chairs (in each room) | |
| - One refrigerator to store samples - with a lock | |
| - Packaging, adhesive tape, address labels, markers | |
| - Rubbish bin (garbage can) | |
| - Power points (electrical outlet) | |
| - Internet access (Wi-Fi) | |
| - Communication system (radios) | - |