



"Glory through sports"



SERVICES SPORTS CONTROL BOARD

ANTI-DOPING POLICY

BRONZE BOOK



ANTI-DOPING POLICY

2010



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FOREWORD

1. The Bronze Book in its first edition has bridged a long felt need for a hands on Anti-Doping Policy. The Policy has clearly spelt out the frame-work within which each sporting stake-holder is required to operate.
2. The SSCB's Anti-Doping Policy and Procedures have been carefully crafted to conform with and operationalise the World Anti-Doping Code and National Anti-Doping Policy within the Sporting environment of the Armed Forces.
3. The challenge in implementing this policy lies in ensuring adherence to ethical values in achieving sports goals and I am sure every effort shall be made by all concerned towards this end.

Place : New Delhi
Date : 15 Jun 2010



(UK Thapa)
Captain (IN)
Secretary
SSCB

PART - 1

SERVICES SPORTS CONTROL BOARD: **ANTI - DOPING POLICY**

Introduction

1. The use of drugs to enhance performance is as old as the very concept of organized sport. The simmering problem has assumed menacing proportions with the towering increase seen in the monetary and material benefits associated with success, as also, the desire to excel at any cost given the fierce nature of competition. For a few, this desire is so strong that they can experiment with and use performance enhancing substances even at the cost of endangering their life. Doping - is the perceived short cut to favorable results, at any level of competition. We in the Armed Forces being part of the same society and confronted with similar peer pressure are not immune to the problem. Doping practices are prohibited because they:-

- (a) Can artificially enhance performance thereby undermining fair competition.
- (b) Can adversely affect the health of athletes.
- (c) Are contrary to the very spirit of sport.

2. The country and the community expects that the athletes of the Armed Forces, the guardians of the frontiers will compete fairly and without the use of prohibited drugs or doping methods, thus living up to the high moral standards & impeccable integrity bestowed on them by their predecessors.

3. The Services Sports Control Board, a premier sporting organization of the country is committed to protect the health of the athletes of the Armed Forces, the spirit of sport and the reputation of the Armed Forces as a whole by discouraging the morally and ethically indefensible use of prohibited performance enhancing substances and methods in sport.

4. The Services Sports Control Board Anti Doping Policy exhorts each and every athlete and member of the Armed Forces fraternity to pledge compliance to the expectations and standards as expressed in the World Anti-Doping Code.

Aim

5. The aim of this policy is to promote and encourage ethical participation in sports and recreation in the three Services and to discourage the use of performance enhancing substances and methods.

Scope

6. An effective anti-doping framework for the Services necessitates a comprehensive approach involving education, prevention, detection and deterrence. It involves cooperation and coordination at all tiers of the organization.

7. To support and complement the education and information objectives of the World Anti-Doping Code, anti-doping related drug education programs for non-elite sports participants are required. There is a clear need to better engage and involve Fmn/Unit level sport in the fight against doping. This includes delivering an anti-doping policy and program response which not only is consistent with the World Anti Doping Code but is also understood and actively supported by our non-elite participants.

8. A policy of “zero tolerance” towards performance enhancing substances and methods used in sports is an integral aspect of the World Anti Doping Code. Yet, the adoption of strict testing and sanctioning regimen alone will not resolve the doping issue and a system designed primarily for international and national level competitors is not directly transferable to unit and formation level sport. There is an obvious need to educate and better inform young and aspiring athletes and all others involved in non-elite sport, Fmn and Unit level sporting activities to reinforce the positive values of sport including athletic achievement attained through fair and healthy means.

9. The purpose of this Anti-Doping Policy is to support and complement the countries national anti-doping framework, with programs to focus on education, awareness and promotion of anti-doping methods at the grass root level in the three Services.

General

10. The Services Sports Control Board's policy position is that the intra organizational Anti-Doping arrangements are to be supported by reinforcing compliance to the World Anti Doping Code.

11. It is not an expectation of this policy that international and national doping control programs be replicated at the non-elite unit and formation level of sport in each of the three Services. It is expected that national efforts of National Anti Doping Agency (NADA) will be complemented and supported in the Services through the provision of anti-doping policies, related information and education appropriate to Services, formation and unit level sport. The National Anti Doping Policy is available at **<http://sportal.nic.in/antidoping.pdf>**.

12. The focus in our environment should and will be on improving the understanding of anti-doping issues at the grass root level, fundamental to supporting the international and national strategies developed to fight the menace of performance enhancing substances and methods in sport.

13. Under the Services Sports Control Boards Anti-Doping policy, each and every athlete, athlete support personnel, commanders at every level and above all each and every member of the armed forces is expected to progressively adopt the Anti-Doping policies in consonance with the World Anti Doping Code in letter and spirit and to ensure, where appropriate, that the rules and practices of their fmn/unit, their members and affiliates conform with the provisions of this policy and the Code.

14. This policy does not require fmn / units to implement ancillary doping control processes to supplement or expand the current Services doping control schemes managed by SSCB or NADA.

15. The Code is designed primarily to harmonize and strengthen International and National Doping Control arrangements. This policy endeavors to extend the platform to the Armed Forces and all involved in anti-doping programs must comply with a rigorous framework of protocols and administrative requirements.

16. In most cases only professional athletes competing at the highest level in the Services, or athletes involved in high performance sport programs, will be directly involved in such Doping control arrangements.

17. The strict liability and tough sanctions inherent in the Code, and thus Code compliant policies, demand that all individuals involved in doping control are well educated on their roles and responsibilities and clearly understand the consequences arising from a violation of the anti-doping rules. Also, all personnel in a position of influence are also expected under this policy to educate the sporting community in general on the harm of doping to the ethical values of sport and the fall outs with regards to health as a consequence to the abuse.

18. **SSCB condemns the Use of Prohibited Substances and Methods** in sport. The use of Prohibited Substances and Methods is contrary to the ethics of sport and potentially harmful to the health of Athletes.

19. The only legitimate Use of Prohibited Substances and Methods is under the supervision of a physician for a clinically justified purpose to be ratified later by a valid TUE (Therapeutic Use Exemption) Certificate issued by NADA. All are advised to visit WADA website at <http://www.wada-ama.org/en/exemptions.ch2> to know more about TUE's.

20. SSCB aims to put an end to doping practices in sport by:-

- (a) Educating and informing pers about doping in sport issues and pure performance in sport.
- (b) Effecting and supporting the deterrence, detection and enforcement functions of NADA.
- (c) Promoting pure performance and celebrating the spirit of sport.

21. The **Services Anti Doping Authority (SADA)** shall comprise :-

Chairman	-	President, SSCB
Secretary	-	Secretary, SSCB
Members	-	Secretary, ASCB Secretary, AFSCB Secretary, INSCB
Anti Doping Officer	-	Jt Secy, SSCB
Technical Advisor	-	OC, AFSMC, Pune (Sports Medicine Specialist)
Doping Control Officer	-	As detailed by SSCB for particular event.

22. This Anti-Doping Policy applies to:-

- (a) Athletes
- (b) Athlete Support Personnel or Support Persons.
- (c) All members of the Armed Forces.
- (d) Any other person who has agreed to be bound by this Anti-Doping Policy.

23. The policies and minimum standards set forth in the Code and implemented in this Anti-Doping Policy represent the consensus of all the three Services with an interest in fair sport.

24. The persons identified at Para 22 are bound by this Anti-Doping Policy as a condition of their participation and/or involvement in the sport.

Role and Responsibilities of Athletes

25. The role and responsibilities of the Athletes are as under :-

- (a) Must be knowledgeable of and comply with all anti- doping policies and rules applicable to them. This includes, but may not be limited to: this Anti-Doping Policy; the Anti-Doping Policy of International Federation; and the National Anti-Doping Policy. The World Anti-Doping Code is available at **http://www.wada-ama.org/rtecontent/document/code_v2009_En.pdf** on the website of WADA and the information on National Anti Doping Policy on Ministry of Youth Affairs & Sports, Govt of India website at **<http://www.sportal.nic.in>**. All athletes are encouraged and advised to visit and acquaint themselves with the same.
- (b) Must read and understand the Prohibited List of WADA (World Anti Doping Agency) as it relates to them and amended from time to time; In this connection the athletes are advised to visit the World Anti Doping Agency website at **http://www.wada-ama.org/rtecontent/document/2009_Prohibited_List_ENG_Final_20_Sept_08.pdf** to keep themselves updated with **latest** list and the substances and methods prohibited there-in.
- (c) Must be available for Sample collection and provide accurate and up-to-date whereabouts information for this purpose when identified for inclusion in a Registered Testing Pool.
- (d) Must take full responsibility, in the context of anti-doping, for what they ingest and use.

(e) Must inform medical personnel of their obligations not to Use Prohibited Substances and Prohibited Methods and to take responsibility to make sure that any medical treatment received does not violate anti-doping policies and rules applicable to them.

(f) Must immediately refer information about possible Anti-Doping Rule Violations to SSCB or NADA; act in a discreet and confidential manner in discharging their obligations under this Policy.

(g) Must assist, cooperate and liaise with Anti-Doping Organizations in relation to the conduct of any investigation or hearing into an alleged Anti-Doping Rule Violation.

Role and Responsibilities of Athlete's Support Personnel

26. The role and responsibilities of the support personnel of the athletes are as under: -

(a) Be knowledgeable of and comply with all anti-doping policies and rules applicable to them or the Athletes whom they support. This includes, but may not be limited to, this Anti Doping Policy, the [IF] International Federations Anti-Doping Policy and the National Anti-Doping Policy.

(b) Support and assist Anti-Doping Organizations, to conduct Doping Control.

(c) Use their influence on Athletes' values and behavior to foster anti-doping attitudes.

(d) Immediately refer information about possible anti-doping rule violations to SSCB or NADA and shall

(i) Assist, cooperate and liaise with Anti-Doping Organizations in relation to the conduct of any investigation or hearing into an alleged Anti-Doping Rule Violation;

(ii) Act in a discreet and confidential manner in discharging their obligations under this Policy.

27. **Definition of Doping** - Article 1

28. **Anti-Doping Rule Violations** - Article 2

29. **Proof of Doping** - Article 3

30. **The Prohibited List** - Article 4

Of the **World Anti Doping Code** as amended from time to time refers. Visit [http:// www. wada-ama.org](http://www.wada-ama.org) for details.

Testing (Article 5 of the World Anti Doping Code Refers)

31. **Authority to Test.** All Athletes subjected to these policies of doping control agree to submit to In-Competition testing and Out-of-Competition testing (at any time or place, with or without advance notice) by or under the aegis of the SSCB, National Anti Doping Agency or any other Anti Doping Organization detailed for the purpose.

32. **Testing Standards.** Testing will be conducted by SSCB in conformity with the WADA International Standard for Testing as directed by the NADA. However, tests may also be ordered & conducted by NADA or any other Anti Doping Organization detailed for the purpose, if deemed necessary.

Requirement of Athlete's whereabouts

(Article 14.3 Of The World Anti Doping Code Refers)

33. SSCB requires all Athletes identified for inclusion in a Registered Testing Pool to provide accurate information of their whereabouts to SSCB, NADA and relevant authority/ies in accordance with the Code, the [IF] Anti-Doping Policy, and this Anti-Doping Policy, and to keep this information updated at all times.

34. The ultimate responsibility for providing whereabouts information rests with each Athlete. However, SSCB shall use its best efforts to assist NADA in obtaining whereabouts information as requested.

35. **International level Athletes** The following shall apply to International athletes :-

(a) Each Athlete in the International Federation Registered Testing Pool shall provide whereabouts information in accordance with the applicable requirements as determined by the Federations or NADA.

(b) Each Athlete in the Registered Testing Pool shall also provide whereabouts information to SSCB.

(c) An Athlete who fails to satisfy the above requirements can be construed to have committed an Anti-Doping Rule Violation.

36. **National level athletes** SSCB shall establish a Services Registered Testing Pool of those Athletes who are required to provide accurate and upto date whereabouts information in consultation with ASCB, AFSCB and INSCB. This pool shall

include International Level Athletes from the Services as well as other National level Athletes.

Selection of Athletes for Testing

(Article 5 of the World Anti Doping Code Refers)

37. Where required, Athletes shall be selected for Testing In-Competition in accordance with the applicable rules. **A Test Distribution Plan will be drawn by the Jury of the championship in question, in strict confidentiality. It is directed that 60% of the athletes selected shall be from the medalists at the championship, selected randomly and 40% from the other competitors but distributed equally among the three Services.** The plan will be communicated to the DCO (Dope Control Officer) detailed for a particular event by the Jury duly printed, signed and sealed in an envelope-before the commencement of the championship.

38. **AFSMC, Pune will function as the Dope Control Node of SSCB.** The centre will plan, organize and administer Doping Control; as well as arrange for educating athletes and athlete support personnel on suitable occasions. ***The OC (Sports Medicine Specialist) of Armed Forces Sports Medicine Centre, Pune will be the Anti Doping Officer (ADO) of Services Sports Control Board and the Technical Advisor on all doping related matters to the Board*** and is entrusted with the duty of coordinating all doping control activities in the Armed Forces.

39. **Notwithstanding any regulations, SSCB &/Or NADA may test any Athlete, Anytime, Anywhere.**

Analysis of Samples

(Article 6 of the World Anti Doping Code Refers)

40. Doping Control Samples collected shall be analyzed at accredited laboratories in accordance with the International Standards as outlined in the Code in consonance with the National Anti Doping Policy and directions of the National Anti Doping Agency (NADA).

Investigation

41. **All investigations into alleged Anti Doping Rule Violations will be conducted by the National Anti Doping Agency (NADA).** All pers subject to this Anti-Doping Policy must assist, cooperate, and liaise with NADA in relation to any investigation into an alleged Anti-Doping Rule Violation. They must also act in a discreet and confidential manner in discharging their obligations under this Policy.

Result Management

(Article 7 of the World Anti Doping Code Refers).

42. Results shall be managed by NADA in accordance with their Code:-

- (a) The results will be communicated by the laboratory to NADA.
- (b) NADA will then notify the athletes with an adverse analytical finding, after preliminary investigations preclude any deviation from the standard amounting to an invalidation of the testing procedure.
- (c) The athlete will have to communicate his/her willingness to witness the “B” sample testing at the

laboratory either in person or through a representative or else a written waiver.

(d) NADA will then notify the athlete with the violation & ask him/her to present themselves in front of the independent hearing panel constituted and in chair for that period.

(e) The independent hearing panel shall hear the case and decide upon the sanctions. The sanctions will then be communicated by the NADA to the athlete, concerned National Federation and SSCB. SSCB will ensure that the sanctions are applied through the respective Sports Control Boards of the three Services.

(f) The athlete has a right to appeal against the sanctions to the independent appeals committee of the NADA constituted and in chair for the period.

43. **SSCB** shall recognize any determination or finding by NADA or another Anti-Doping Organization that an Anti-Doping Rule Violation may have occurred and shall monitor the administration of sanctions imposed.

Mutual Recognition

(Article 15.4 of the World Anti Doping Code Refers)

44. Any decision of an Anti-Doping Organization regarding a violation of the World Anti Doping Code, this Anti-Doping Policy or the National Anti Doping Policy shall be recognized.

Amendment & Interpretation of the Anti Doping Policy

45. This Anti-Doping Policy may be amended from time to time by SSCB. This policy and the sample collection

procedures are available on SSCB website at <http://www.sscbindia.nic.in>. All are encouraged, invited & advised to acquaint themselves.

46. This Anti-Doping Policy should be interpreted as an independent and autonomous text and not by reference to existing law or statutes.

47. This Anti-Doping Policy has been adopted pursuant to the applicable provisions of the World Anti Doping Code and shall be interpreted in a manner that is consistent with applicable provisions of the Code & the National Anti Doping Policy.

48. Minor irregularities in the application of this Anti-Doping Policy which cannot reasonably be considered to have affected the determination of an Anti-Doping Rule Violation will not affect such determination.

Conclusion

49. The Armed Forces in our country are viewed as a disciplined, dedicated, upright & an honest organizational entity. Similar expectations hence are entrusted with our athletes too, being part of the same fraternity. It is imperative that our athletes become role models of best practices in competitive sport. To ensure the same, there was a need felt to place deterrents to discourage the use of performance enhancing substances; hence this policy came into being. Also, the athletes need to be educated to be aware of the regulations and the prohibited list to weed out the unfortunate event of using banned substances inadvertently, as the final & ultimate responsibility rests with the athlete only.

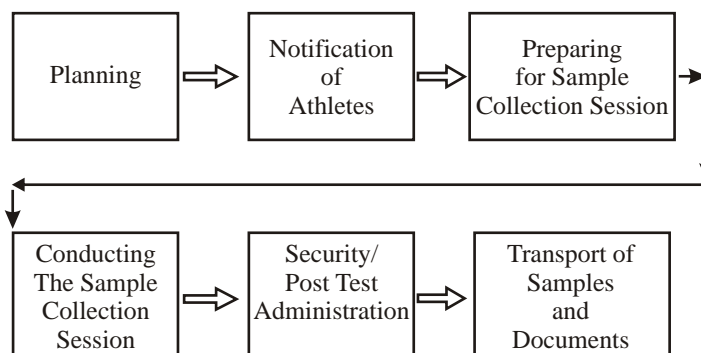
PART II

POLICIES AND PROCEDURES FOR SAMPLE COLLECTION

Introduction

1. The World Anti Doping Code, the International Standards and the Models of Best Practices all indicate towards and have guidelines for sample collection and subsequent actions in the doping control process, both for In-competition and Out of competition testing. Based on the above, the following instructions / guidelines have been prepared which include on site preparation, sample collection and post-test administration. This process begins with the arrival of the DCO (Dope Control Officer) and his/her team at the doping control station and ends with dispatch of the sample to the laboratory. The sole objective is to plan for smooth, fair, transparent and effective testing and to maintain the integrity & identity of the sample, from notification of the Athlete to their transportation for analysis.

2. The International standard for testing includes planning, notification of athlete, preparing for and conducting sample collection, security/post test administration and transport of Samples.



PLANNING

Objective

3. To prepare and implement an effective dope control process.

General

4. Planning starts with establishing criteria for selecting the athletes for testing by including them in a Registered Testing Pool, identifying those who are not part of the pool yet have to be tested because of a random selection or as part of target testing programme and ends with identifying athletes for a particular Sample Collection Session.

5. The activities are of gathering information, compiling, assimilating, maintaining, evaluating, monitoring, and modifying the test distribution plan from time to time.

The Registered Testing Pool

6. The testing pool will be as per the Anti Doping Policy of SSCB.
7. The Registered testing Pool shall be updated and reviewed regularly to reflect changes in the athlete's competing levels, performance and incriminating information so as to enable an addition to or removal from the pool, as deemed appropriate.

Responsibility

8. *A Doping Control Officer (DCO) is the person nominated*

& also qualified to be in charge of the collection session of the athlete's sample. The DCO detailed by the SSCB for an event will be responsible for the following:-

- (a) Organize and brief sample collection personnel involved.
- (b) Ensure that chaperones are briefed extensively on their duties.
- (c) Organize equipment including all relevant documents & stationary.
- (d) Assess facilities at the dope control station and seek rectification.
- (e) Detail chaperones to serve a notification and escort the athlete.
- (f) Ensure that the athlete's rights and responsibilities are explained.
- (g) Explain to or arrange to explain the process of sample collection.
- (h) Coordinate collection of blood samples, if necessary.
- (j) Complete and verify the relevant paper work.
- (k) Enquire about the chain of custody of collected samples and related documents.
- (l) Hand over collected samples to the Org Authority for dispatch to the laboratory.

Chaperone

9. A chaperone is a person nominated by the DCO to notify the athlete about his/her selection to undergo a dope

sampling session and to escort the athlete to the Dope Control Station under direct observation at all times. The duties of the Chaperone will be as follows:-

- (a) Notify the athlete in person, as instructed by the DCO.
- (b) Escort the athlete from notification until arrival at the Doping Control Station.
- (c) Complete the relevant section of the doping control documentation as instructed by the DCO.
- (d) To keep the athlete under direct observation at all times and to report any deviations to the DCO.

Athlete

10. The responsibilities and actions of the athlete upon notification for the Dope test will be as under:-

- (a) Request the presence of a 'Representative', if desired.
- (b) Report for dope test as soon as possible and within the specified time frame.
- (c) Be escorted on notification to sample collection point.
- (d) Be familiar with the sample collection process.
- (e) Be responsible at all times for his/her own samples from provision to final sealing.
- (f) Observe the procedure and ensure that there are no irregularities.
- (g) Declare, if under any medications as specified on the doping control form.

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- (h) Make comments relating to the sample collection process on the doping control form, if so desired to point out irregularities if any or otherwise.
 - (j) Sign documents as requested by the DCO after verifying.

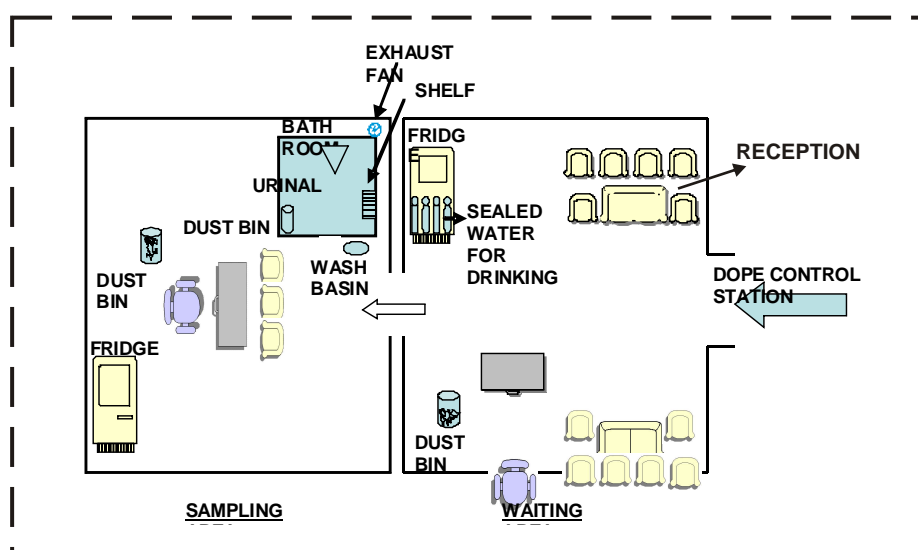
Doping Control Station

11. ***The minimum requirements to be met to enable use of a facility as a Doping Control Station are privacy and sole-use. If the facility does not offer the athlete privacy and/or is intended to be used for purpose other than doping control whilst sample collection is being carried out, the DCO may decide not to proceed with testing. The reasons for such a decision must be documented.***

12. For In-competition testing, the Doping Control Station should:-

- (a) Be solely reserved for doping control purpose.
- (b) Maintain athlete's privacy and confidentiality.
- (c) Be accessible, only to authorized personnel.
- (d) Be secure enough to store sample collection equipment.
- (e) Should have a waiting area with chairs and a separate administration area with a table and chairs for completion of paperwork. There should be attached toilet facilities for sample collection, which should ideally consist of cubicles large enough for the Witnessing Officer and the Athlete.
- (f) Include facilities to allow the Athlete to wash his/her hands.

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- (h) Be large enough to accommodate the athletes, their representatives and sample collection personnel.
- (h) Be conveniently located in relation to the field of play or other location where athletes will be notified.
- (j) **A representative sketch roughly drawing the minimal requirements to be met while ear marking a facility as a Dope Control Station for a particular event is shown below:-**



Preparation for Necessary Equipment

13. The DCO shall ensure that equipments supplied are adequate for the Sample Collection Session. The type of equipment may vary but as a guideline will include:-

- (a) Sealed sterile urine collection vessels in qty so as to offer a choice to the athlete.
- (b) Partial sampling kit.

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- (c) Equipment for measuring pH and specific gravity.
 - (d) Sealed tamper proof kits for A and B samples.
 - (e) Sealed tamper proof transport containers (if applicable).
 - (f) Secure transport bags, packing material etc.
 - (g) All doping control documents, including doping control forms, athlete notification forms, supplementary report forms, chain of custody forms.
 - (h) Disposable gloves.
 - (j) Facility for washing hands and a soap.
 - (k) Paper towels.
 - (l) Garbage bins for disposal.
 - (m) Sealed, bottled drinking water
 - (n) Human Courier to deliver samples at the National Dope Testing Laboratory at New Delhi.

14. *The above will be made available to the DCO by the organizing unit/the unit where the said tests are being conducted.*

Requirements for Collecting Information on the Whereabouts of Athletes for the Purpose of Out-of-Competition Testing

15. The SSCB assisted by the three Boards (ASCB, INSCB & AFSCB) will:-

- (a) Collect, maintain, and monitor sufficient information about the training schedules of athletes to ensure that Sample Collection can be planned and

conducted at “No Advance Notice” for all athletes included in the Registered Testing Pool or otherwise.

(b) When athletes fail to provide accurate and timely information about their whereabouts, take appropriate action to ensure that the information stays up to date and complete.

16. As a minimum, the following information on the whereabouts of the athletes shall be collected:-

- (a) No, Rank and Name
- (b) Parent unit
- (c) Unit presently posted to/attached
- (d) Sport/discipline
- (e) Home address
- (f) Contact phone numbers
- (g) Training times and venues
- (h) Training camps
- (j) Travel plans
- (k) Competition schedule

Test Planning

17. The SSCB shall, as a minimum, evaluate the potential risk & the possible doping pattern for each sporting discipline based on:-

- (a) Physical demands of the sport and possible performance enhancing effect that doping may elicit.

-
- (b) Available doping analysis statistics.
 - (c) Available research on doping trends.
 - (d) Training periods and Competition Season.
 - (e) Available inputs on athletes based on performance or intelligence.

18. SSCB shall allocate the number of samples to be collected for each sport/discipline, including out-of-competition tests to achieve effective deterrence.

19. SSCB shall review and if necessary, update, on a regular basis, the testing plan in order to incorporate new information.

20. SSCB shall maintain test planning data. Such data shall be used to assist in determining whether modification to the plan is necessary. This information shall include as a minimum:-

(a) **For Each Test**

- (i) The sport/discipline.
- (ii) The Service represented by the Athlete.
- (iii) The type of sample Collected (No Advance Notice, Out-of-Competition, In-Competition or Advance Notice).
- (iv) The date of Sample Collection.
- (v) The unit/place where it was collected.

(b) **In Addition, For Each Case of Positive Test**

- (i) Dates of Sample collection and analysis.
- (ii) Class of substances found.

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- (iii) Actual substance found/detected.
 - (iv) Whether 'B' sample tested, if yes, the findings.
 - (v) Sanctions imposed on the individual by NADA or WADA, if any.

Requirements for Selection of Athletes

21. In accordance with the SSCB Anti Doping Policy on the number of samples to be collected / allocated to each sport/discipline, the Jury of a given championship will select Athletes for sample collection on available inputs and pre-designated criteria.

22. As a minimum, the following should be considered when selecting an athlete for dope test:-

- (a) Sudden withdrawal or absence from expected competition.
- (b) Behavior indicating a negative suspicious trait.
- (c) Sudden major improvements in performance.
- (d) Athlete's sport performance history.
- (e) Details of past doping control tests performed.
- (f) Athlete's reinstatement after a period of ineligibility.
- (g) Reliable information from a third party.
- (h) Medal winners.

23. **Following the selection of an Athlete for Sample collection (Test Distribution Plan), a communication in strict confidentiality will be sent by the Jury to the DCO detailed for a particular event.** Prior to the notification of the Athlete, the DCO shall ensure that names of the selected

athletes are disclosed only on need to know basis until they are officially notified by the chaperone.

NOTIFICATION OF ATHLETES

Objective

24. To ensure that the selected Athlete is notified, the rights of the Athlete are maintained, there are no opportunities to manipulate the sample and the notification is documented.

General

25. Notification of Athletes starts when the DCO initiates the notification of the selected Athletes and ends when the Athlete arrives at the Doping Control Station or when the Athlete's possible failure to comply is brought to the attention of the DCO.

26. The main activities are:-
- (a) Appointment of Chaperones and other Sample Collection Personnel.
 - (b) Locating the Athlete and confirming his/her identity.
 - (c) Informing the athlete that he/she has been selected to provide a Sample and of his/her rights and responsibilities.
 - (d) Continuously chaperoning the Athlete from the time of notification to the arrival at the designated Doping Control Station.
 - (e) Documenting the notification.

Doping Control Notification

27. While filling the notification the following will be ensured:-

- (a) The **DCO** shall complete the information on the type of test, date, location and time of test.
- (b) The **DCO** shall complete the in-competition testing box, if applicable.
- (c) The **Athlete** will be notified and asked to sign the receipt of notification.
- (d) The **DCO/Chaperone** shall record and inform the Athletes as to what time they must report to the Doping Control Station.
- (e) If the athlete refuses to provide a sample, the **Athlete** will be asked to write the reasons in the comments box and sign the form.

Requirements Prior to Notification of Athlete

28. No advance notice shall be given to the athlete for Out-of Competition Sample Collection, whenever possible.

29. To conduct or assist with sample collection sessions, the SSCB shall nominate and authorize Sample Collection Personnel who have been trained for their assigned responsibilities and who do not have a conflict of interest in the outcome of the sample collection.

30. Sample Collection Personnel shall have official identification that is provided and controlled by the SSCB. The minimum identification required is an official document naming the detailed personnel.

31. The Chaperone, as applicable, shall establish the location of the selected Athlete and plan the approach and timing of notification, taking into consideration the specific circumstances of the Sport/Competition and the situation.

32. When notifying the athlete, reasonable attempts will be made to ensure that the message is received by athlete and a record of the same will be maintained.

33. If the Athlete cannot be contacted after having made reasonable attempts, the DCO shall institute Appx 'A' "Investigating a possible failure to comply".

34. SSCB shall not re-schedule or change a Sample Collection from 'No Advance Notice' to 'Advance Notice' except where an unexpected situation forces the need for same. Any such decision shall be recorded.

Requirement for Notification of Athlete

35. When initial contact is made, the chaperone shall:-

- (a) Ensure that the Athlete is requested to undergo a Sample collection.
- (b) Indicate the authority under which the Sample Collection is to be conducted.
- (c) Indicate the type of Sample Collection and any condition that needs to be adhered, prior to the sample collection.
- (d) Inform the Athlete about his rights, including the right to:-
 - (i) Have a representative.
 - (ii) Ask for additional information about the

sample collection process.

(iii) Request a delay in reporting to the Doping Control Station for valid reasons.

(e) Inform the Athlete about his responsibilities, including the requirement to: -

(i) Remain within sight of the DCO/Chaperone at all times from the first moment of in-person notification by the DCO/Chaperone until the completion of the sample collection procedure.

(ii) Comply with sample collection procedure and the possible consequences of failure to comply.

(iii) Report to the Doping Control Station, unless delayed for valid reasons, as soon as possible and within 60 minutes of notification for a No advance Notice Sample Collection and within 24 hours of receipt of notification for an Advance Notice Sample Collection.

(f) Indicate the location of the Doping Control Station to the athlete.

36. When in-person contact is made, the Chaperone shall:-

(a) From this time until the Athlete leaves the Doping Control Station at the end of his/her Sample Collection Session, keep the Athlete under observation at all times.

(b) Identify him/herself to the Athlete using their relevant official identification card/document.

(c) Confirm the Athlete's identity. Any failure to confirm the identity of the Athlete shall be documented. In such cases, the DCO responsible for conducting the Sample Collection Session shall decide whether it is appropriate to report the situation in accordance with Appx 'A' Investigating a possible failure to comply.

(d) The Chaperone shall then have the Athlete sign a form to acknowledge and accept the notification. If the Athlete refuses to sign that he/she has been notified or evades the notification, the Chaperone shall inform the Athlete of the consequence of failing to comply and the Chaperone shall immediately report all relevant facts to the DCO. The DCO shall document the facts and report the circumstances to SSCB. The DCO shall then follow the steps prescribed at Appx 'A'. Investigating a possible failure to comply.

(e) The DCO shall consider any reasonable request by the Athlete to delay reporting to the Doping Control Station beyond 60 minutes of acknowledgement and acceptance of notification and approve or reject such requests as appropriate, in accordance with The World Anti Doping Code.

37. The DCO shall document the reasons for any such delay that may require further investigation by the National Anti Doping Agency (NADA).

38. A DCO may accept a request from an Athlete to delay reporting to the Doping Control Station beyond 60 mins, and/or once the athletes arrives at the Doping Control Station and wishes to leave, if the Athlete can be continuously chaperoned during the delay and if the request relates to the following activities :-

- (a) Participation in a victory ceremony.
- (b) Fulfillment of media commitments
- (c) Competing in further competitions
- (d) Performing a warm down
- (e) Obtaining necessary medical treatment
- (f) Locating a representative and/or an interpreter.

39. The DCO shall document the reason for delay in reporting to the Doping Control Station and/or reason for leaving the Doping Control Station once arrived that may require further investigation by the NADA.

40. A DCO can reject a request for delay from an Athlete, if it is not possible for the athlete to be continuously chaperoned.

41. When an Athlete is given an advance notice for sample collection and does not report to the Doping Control Station at the designated time, the DCO shall use his/her judgment whether to attempt to contact the Athlete again or not. As a minimum, the DCO shall wait 30 minutes after the appointed time before departing. If the Athlete still has not reported by the time the DCO departs, the DCO shall follow the instructions of Appx 'A'. Investigating a possible failure to comply.

42. If the Athlete reports to the Doping Control Station after the minimum waiting time and prior to the DCO's departure, the DCO shall decide upon whether to process a possible failure to comply. If possible, the DCO shall proceed with collecting the sample and shall document the details of delay in reporting to the Doping Control Station.

43. If, while keeping the Athlete under observation, Sample Collection Personnel observe any matter with a potential to compromise the test, the circumstances shall be reported to and documented by the DCO. If deemed appropriate by the DCO, he shall follow the requirements of Appx 'A'. "Investigating a possible failure to comply".

PREPARING FOR A SAMPLE COLLECTION SESSION

Objective

44. To prepare for the Sample Collection Session in a manner so as to ensure that the session can be conducted efficiently and effectively.

General

45. Preparing for the Sample Collection Session, starts with obtaining relevant information for effective conduct of the session and ends when it is confirmed that the Sample Collection Equipment & facility conforms to the specified criteria.

46. The main activities are :-

- (a) Collecting details regarding the Sample Collection Session
- (b) Nominating personnel who may be authorized to be present during a sample collection session
- (c) Ensuring that the Doping Control Station meets the minimum specified criteria.
- (d) Ensuring that sample collection equipment issued by SSCB is satisfactory.

**Requirement for Preparing for the
Sample Collection Session**

47. The SSCB shall provide all the information necessary to the DCO detailed so as to ensure that the Sample Collection Session can be conducted effectively.

48. The DCO shall use a Doping Control Station which, as a minimum, ensures the Athlete's privacy and is used solely as a Doping Control Station for the duration of the Sample Collection Session. The DCO shall record any significant deviations from these criteria.

49. In addition to the Sample Collection Personnel, the following may be present during a sample collection session:-

- (a) A representative and/or interpreter of the athlete.
- (b) An independent observer/witness.

50. The DCO shall only use sample collection equipments that are authorized by the SSCB, which as a minimum, shall meet the following criteria:-

- (a) Have a unique numbering system incorporated into all bottles, containers, tubes or any other item used to seal the athlete's sample.
- (b) Have a sealing system that is tamper proof.
- (c) The identity of the Athlete is not evident from the equipment itself.
- (d) All equipment is sealed prior to its use by the Athlete.

CONDUCTING THE SAMPLE COLLECTION SESSION

Objective

51. To conduct the Sample Collection Session in a manner that ensures, integrity, security and identity of the Sample and respects the privacy of the Athlete.

General

52. The Sample Collection Session starts with defining overall responsibility for the conduct of the Sample Collection Session and ends once the Sample collection documentation is complete.

53. The main activities are:-

- (a) Preparing for collecting the Sample.
- (b) Collecting the Sample (Appx 'B').
- (c) Documenting the Sample collection.

Requirements Prior to Sample Collection

54. The Anti Doping Officer, SSCB (ADO) shall be responsible for coordinating doping control in the armed forces, however the DCO will be responsible for a particular sampling session.

55. The DCO shall ensure that the Athlete is informed of his/her rights and responsibilities.

56. The DCO shall provide the Athlete with the opportunity to hydrate.

57. The Athlete shall only leave the Doping Control Station with approval of the DCO and under continuous observation. The DCO shall consider any reasonable request by the Athlete to leave the Doping Control Station, as specified in Para 36 above, until the Athlete is able to provide a Sample.

58. If the DCO gives approval for the Athlete to leave the Doping Control Station, the DCO shall agree with the Athlete on:-

- (a) The purpose of the Athlete leaving the Doping Control Station.
- (b) The time of return upon completion of an agreed activity.
- (c) The DCO shall document this information and the actual time of the Athlete's departure and return.

Requirement for Sample Collection

59. The DCO shall collect the Sample from the Athlete according to the protocol for the specific type of Sample collection. For collection of urine samples refer Appx 'B'.

- (a) Any behavior by the Athlete or persons associated with the Athlete or anomalies with potential to compromise the Sample collection shall be recorded. If appropriate, DCO, shall institute Appx 'A'. Investigating a possible failure to comply.
- (b) If there are doubts as to the origin or authenticity of

the Sample, the Athlete shall be asked to provide an additional Sample. If the Athlete refuses to provide an additional Sample, the DCO shall institute Appx 'A' Investigating a possible failure to comply.

(c) The DCO shall provide the Athlete with the opportunity to document any concerns he/she may have about how the session was conducted.

60. In conducting the Sample Collection Session the following information shall be recorded as a minimum:-

- (a) Date, time and type of notification (No Advance Notice, Advance notice, In-Competition or Out-of Competition).
- (b) Date and time of Sample collection.
- (c) No, Rank, Name and unit of the Athlete.
- (d) Date of Birth of the Athlete.
- (e) Gender of the Athlete.
- (f) Athlete's unit address and telephone number.
- (g) Athlete's sport and discipline.
- (h) The Sample code number.
- (j) The name and signature of the Officer who witnessed the sample collection.
- (k) The name and signature of the Blood Collection Official, who collected the blood sample, where applicable.
- (l) Required laboratory information on the Sample.
- (m) Medication and supplements taken and recent blood transfusion details, if applicable, within the time frame specified by the laboratory as declared by the Athlete.

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- (n) Any irregularities in the procedure.
 - (o) Athlete's comments or concerns regarding the conduct of the session, if provided.
 - (p) Name and signature of the Athlete.
 - (q) Name and signature of the Athlete's representative, if applicable.
 - (r) The name and signature of the DCO.

Doping Control Form

61. The Doping Control Form will be completed diligently & meticulously.

Overview

62. The Doping Control Form has been produced with the aim to standardize documentation and simplify the doping control process both for the personnel collecting samples and the athletes.

General Comments

63. The following should be kept in mind while filling the form:-

- (a) The 24 hour clock must be used for indicating the time e.g. eight thirty in the morning (8:30am) is 08:30 and eight thirty in the evening (8:30pm) is 20:30.
- (b) Write clearly in block capitals and press hard to ensure all carbon copies are legible.
- (c) If there is insufficient space on any part of the form, a Supplementary Report Form may be used.

(d) Any deviation from the standard procedure must be noted on the Supplementary Report Form or the DCO Report Form.

(e) The DCO will draw a clear line through any part of the form which is not applicable, including unused boxes for sample ID.

Disposal of Various Copies of the Doping Control Form

64. The distribution of copies of Doping Control Form will be done as under :-

(a) The **DCO** shall provide the **Athlete with** the designated Pink (Copy 2) of the form for his/her record.

(b) The **DCO** shall place the bottom of the Copy 3 (Yellow) of the form (Sections 2 and 3 only with section 3 blanked out) with the samples to go to the laboratory. **This perforation is difficult to see, it is crucial that section 1 on the Yellow (Copy 3) is separated from section 2 & 3 and that no information on the athlete is sent.**

(c) The **DCO** shall return the original (white) to SSCB and Copy 1 (Green) to The National Anti Doping Agency (NADA).

Supplementary Report Form

65. The following actions will be taken for the Supplementary Report Form, if required:-

(a) The Supplementary Report Form is to be used to record comments regarding the sample collection process or if there is insufficient space on the Doping Control form/ the DCO Report Form.

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- (b) The Supplementary Report Form is normally completed by the DCO, the athlete or the Representative of the athlete.
 - (c) The form must be signed by the DCO as well as the person completing the form.
 - (d) Each Supplementary Report Form has a unique pre-printed number. This number must be recorded on the Doping Control Form or on the DCO Report Form, so that, the two can be linked.
 - (e) Write clearly in block capitals and press hard to ensure all copies are legible.

SECURITY/POST TEST ADMINISTRATION

Objective

66. To ensure that all Samples collected at the Doping Control Station and documents are securely stored prior to the departure from the Doping Control Station.

General

67. Post test administration begins when the Athlete has left the Doping Control Station after providing his/her Sample/s and ends with preparing the collected Samples and documents for transportation.

Requirement for Security/Post Test Administration

68. *The DCO will hand over the all sealed Samples to the Organizing Authority and will satisfy himself/herself that they are stored in a manner that protects their integrity, identity and security, prior to dispatch to the laboratory.*

69. Without exception, all Samples collected shall be sent for analysis to the designated, accredited laboratory as per directions of SSCB & NADA by the Organizing Unit through a human courier.

TRANSPORT OF SAMPLES AND DOCUMENTS

Objective

70. To ensure that Samples and related documents are sent to the laboratory in a proper condition for the necessary analysis.

71. To ensure that the Sample Collection Session documents are sent by the DCO to SSCB & NADA in a secure and timely manner.

General

72. Transportation starts when the sealed Samples and documents leave the Doping Control Station and ends with the confirmed receipt of the Samples and Sample collection documents at their intended destinations.

73. The main activities are arranging for the secure transportation of Samples and related documents to the Laboratory, SSCB and NADA.

Requirements for Transport of Samples and Documentation

74. *The Organizing Authority shall appoint an official who will be responsible for collecting and delivering the Samples and documents to the assigned laboratory.* The documents will be mailed as 'Confidential' to SSCB & NADA by the DCO through the Organizing Authority and strict adherence to the protocol for the same will be ensured.

75. Forms should be filled by the DCO/Designated Official of the Organizing Authority and the Laboratory to confirm the dispatch & receipt of Samples.

76. Documents identifying the Athlete shall not be included with the Samples or documents being sent to the laboratory.

77. Chain of custody shall be checked by SSCB/NADA so as to ascertain if receipt of either the Samples with accompanying documents by the laboratory or Sample collection documents fwd to SSCB & NADA are not confirmed at their intended destination or a Sample's integrity or identity may have been compromised during transport. Should the preceding be noted with concern, NADA shall consider whether the Sample should be voided.

Conclusion

78. SSCB sample collection and analysis procedures detailed above are consistent with the:-

- (a) World Anti-Doping Code (The Code)
- (b) International Standard for Testing
- (c) National Anti Doping Policy
- (d) Services Sports Control Board Anti-Doping Policy

Appendix 'A'

*{(Refer Para 33, 36 (c) & (d),
43, 59 (a), (b) of Part II }*

**INVESTIGATING A POSSIBLE FAILURE
TO COMPLY**

Objective

1. The objective is to ensure that any matters occurring before, during or after a Sample Collection Session that may have lead to a determination of a failure to comply are assessed, documented and acted upon.

General

2. It begins when the NADA/SSCB/ADO/DCO become aware of a matter with the potential to compromise an Athlete's test and ends when the DCO takes appropriate follow-up action based on the outcome of its investigation into the possible failure to comply.

3. The DCO is responsible for ensuring that:-

(a) Any matter with the potential to compromise an Athlete's test are assessed to determine if a possible failure to comply has occurred

(b) All relevant information, including information from the immediate surroundings when applicable, is obtained as soon as possible or when practicable to ensure that all knowledge of the matter can be reported and be presented as possible evidence.

(c) Appropriate documentation is completed to report any possible failure to comply.

4. Sample Collection Personnel are responsible for reporting to the DCO any matter with the potential to comprise a test and the DCO is responsible for reporting such matters to the NADA & SSCB.

Requirements

5. Any matter with the potential to comprise the test shall be reported as soon as possible.

6. If the matter has a potential to compromise the test, the Athlete shall be notified, if possible:-

(a) Of the possible consequences

(b) That a possible failure to comply will be investigated by the NADA and appropriate follow-up action will be taken.

7. The necessary information about the possible failure to comply shall be obtained from all relevant sources as soon as possible and recorded.

8. If possible, the Athlete's Sample Collection Session shall be completed.

9. The outcome of investigation into the possible failure to comply will be communicated to SSCB by the NADA and will be considered for future planning, reference and testing.

APPENDIX 'B'

*{(Refer Para 53 (b),
59 of Part II)}*

COLLECTION OF URINE SAMPLES

Objective

1. To collect an Athlete's urine Sample in a manner that ensures:-
 - (a) Consistency with relevant principles of internationally recognized standard precautions in healthcare settings so that the health and safety of the Athlete and Sample Collection Personnel are not compromised.
 - (b) The Sample is of a quality and quantity that meets laboratory guidelines.
 - (c) The Sample is clearly and accurately identified.
 - (d) The Sample is securely sealed.

General

2. The collection of a urine Sample begins with ensuring that Athlete is informed of the Sample collection requirements and ends with discarding any residual urine remaining at the end of the Athlete's Sample Collection Session.

Responsibility

3. The DCO is responsible for ensuring that each sample is properly collected, identified and sealed. The DCO/Witnessing

Officer is responsible for directly witnessing the voiding of the urine sample.

Requirements

4. The DCO shall ensure that the Athlete is informed of the requirements of the Sample collection.
5. He shall inspect the equipment to ensure that it will not affect the identity or integrity of the Sample.
6. The DCO shall instruct the Athlete to select a collection vessel.
7. After the Athlete selects a collection vessel and other sample collection equipment that directly holds the urine Sample, the DCO will instruct the Athlete to check that all seals on the selected equipment are intact and the equipment has not been tampered with. If the Athlete is not satisfied with the selected equipment, he/she may select another. If the Athlete is not satisfied with any of the equipment available for the selection, this shall be recorded by the DCO. If the DCO does not agree with the Athlete's opinion that all of the equipment available for the selection is unsatisfactory, the DCO shall instruct the Athlete to proceed with the Sample Collection Session. If the DCO agrees with the reasons put forward by the Athlete that all of the equipment available for the selection is unsatisfactory, the DCO shall terminate the collection of the Athlete's urine Sample and this shall be recorded by the DCO.
8. The Athlete shall retain control of the collection vessel until the Sample is sealed.

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9. The DCO/Witnessing Officer who witnesses the voiding of the Sample shall be of the same gender as the Athlete providing the Sample.
 10. The DCO/Witnessing Officer and the Athlete shall proceed to an area of privacy to collect a Sample.
 11. The DCO/Witnessing Officer shall witness the Sample leaving the Athlete's body and record the witnessing in writing.
 12. The DCO shall use the relevant laboratory's specifications to verify, in full view of the Athlete, that the volume of the urine Sample satisfies the laboratory's requirements for analysis.
 13. Where the volume of urine is insufficient, the DCO shall conduct a partial Sample collection procedure as prescribed in Annexure to Appx 'B' Urine Samples Insufficient Volume.
 14. The DCO shall instruct the Athlete to select a Sample Collection kit containing A and B sample bottles.
 15. Once a Sample collection kit has been selected, the Athlete shall check that all code numbers match and that this code number is recorded accurately by the DCO.
 16. If the Athlete or DCO find that the numbers are not the same, the DCO shall instruct the Athlete to choose another kit and the DCO shall record the matter.
 17. The Athlete shall pour the relevant laboratory's prescribed minimum volume of urine into the B bottle and then fill the A bottle as much as possible.

18. The Athlete shall seal the bottles as directed by the DCO. The DCO shall visually check, that the bottles have been properly sealed.

19. The DCO shall use the relevant laboratory's guidelines for pH and specific gravity to test the residual urine in the collection vessel to determine if the Sample is likely to meet the laboratory guidelines.

20. The DCO shall ensure any residual urine that will not be sent for analysis, is discarded in full view of the Athlete.

Annexure to Appendix 'B'
(Refere Para 13 of Appx 'B')

URINE SAMPLES : INSUFFICIENT VOLUME

Objective

1. To ensure that, where an insufficient volume of urine is provided by the athlete, appropriate procedures are followed.

Scope

2. The procedure begins with informing the Athlete that the Sample is of insufficient volume and ends with the provision of a Sample of sufficient volume.

Responsibility

3. The DCO has the responsibility for declaring the Sample volume insufficient and of collecting the additional Sample/s to obtain a combined Sample of sufficient volume.

Requirements

4. If the Sample collected is of insufficient volume, the DCO shall inform the Athlete that a further Sample shall be collected to meet the relevant laboratory's volume requirements.
5. The DCO shall instruct the Athlete to select partial Sample Collection Equipment.
6. The DCO shall then instruct the Athlete to open the relevant equipment, pour the insufficient Sample into the

container and seal it as directed by the DCO. The DCO shall visually check, in full view of the Athlete, that the container has been properly sealed.

7. The Athlete shall check that the equipment code numbers, the volume and identity of the insufficient Sample are recorded accurately by the DCO. The sealed partial Sample is now held in full view of the DCO & the Athlete.

8. While waiting to provide an additional Sample, the Athlete shall remain under continuous observation and be given the opportunity to hydrate.

9. When the Athlete is able to provide an additional Sample, the procedures for collection of the Sample shall be repeated as prescribed in Appx 'B' . Collection of urine Samples until a sufficient volume of urine is available by combining the initial and additional Sample/s.

10. When the DCO is satisfied that a sufficient volume of urine has been provided, the DCO and Athlete shall check the integrity of the seal/s on the partial Sample container/s containing the previously provided insufficient Sample/s. Any irregularity with the integrity of the seal/s will be recorded by the DCO and investigated according to Appx 'A' . Investigating a possible failure to comply.

11. The DCO shall then direct the Athlete to break the seal/s and combine the Samples, ensuring that additional Samples are added sequentially to the first Sample collected until the required volume is met.