



Australian Government
Sport Integrity Australia



SPORT INTEGRITY
AUSTRALIA

Doping Control Station **Event Organisers** **Operational Set-up** **Guide**

For Major Events

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Background

In accordance with the *Sport Integrity Australia Act 2020 (Cth)*, Sport Integrity Australia (SIA) conducts anti-doping programs during sporting events which are consistent with the World Anti-Doping Code (the Code), International Standard for Testing and Investigations (ISTI), and the *Sport Integrity Australia Act 2020 (Cth)*.

In order to ensure the integrity of the collected samples SIA complies with all relevant aspects of legislation including:

- *Sport Integrity Australia Act 2020 (Cth)*
- *Sport Integrity Australia Regulations 2020 (Cth)*
- National Anti-Doping (NAD) scheme in Schedule 1
- World Anti-Doping Code (the Code)
- *WADA International Standard for Testing and Investigations (ISTI)*
- Other associated WADA International Standards

SIA, as the Australian Government Anti-Doping Agency has developed a Sample Collection Manual incorporating all relevant aspects of SIA's legislation, the mandatory requirements of the World Anti-Doping Code and International Standard for Testing and Investigations to ensure the Sample Collection processes delivered are World's best practice.

Compliance with the SIA Doping Control Station Operational Set-up guide will ensure the Event complies with all requirements and provides highest degree of integrity for the event and that of the sample collection.

The Doping Control Station (DCS) within the event is to be viewed as an operational workspace for SIA and as such should be constructed, maintained and secured in accordance with the current legislative and administrative requirements.

In addition to the legislative and administrative requirements the DCS is to comply with requirements for disability access and is to be maintained as a clean sterile work environment.

Access to the DCS is to be restricted to authorised personnel only, and as such, security arrangements need to be implemented for the duration of the function of the DCS. SIA conducts testing of Athletes at international, national and State competitions in Australia. The sample collection process must comply with all relevant SIA legislation, the Code and associated mandatory International Standards.

Event Organiser Responsibilities

The event organiser is responsible for the construction and composition of a suitable Doping Control Station (DCS), to ensure it meets the WADA and SIA policy requirements. The event organiser must work with their relevant SIA contact to ensure the appropriate set-up during the competition planning stage.

The Doping Control Station should be clean, ensure an Athlete's privacy and be used solely as a DCS for the duration of testing. It should comprise three separate (preferable connected) spaces: a waiting area, a processing room and a toilet.

As a general guide the DCS should:

- Be solely reserved for Doping Control purposes.
- Be secure and private and meet general WHS requirements.
- Have a **Waiting Area**, a separate **Doping Control Processing Room** and a **Collection Point** (toilet area).

Location of the Doping Control Station

The DCS should be a solid structure with lockable access points.

The positioning of the structure should be in an easily accessible area within the event and, where possible, private from the public. Alternatively if this is unobtainable then there must be a degree of privacy from the public.

The privacy and integrity of the Athletes, support personnel and officials is a priority and as such there should be no public vision into the waiting and sampling areas.

Access to the DCS must be discreet and where possible not part of the usual public access points.

The DCS where possible to be erected on a flat area.

It must be noted that equipment will be required to be brought in and out, possibly on a daily basis, and as such vehicle access will be required to the DCS during larger events. If vehicle access is not available then there should be suitable access for a trolley for multiple trips.

Set-up for a Doping Control Station

The DCS must be solely reserved for anti-doping sample collection and have connection to electricity.

General set-up:

- It should be suitably located in relation to the field of play or where Athletes will be notified.
 - For events being held at remote locations, the doping control station location may need to be further than what is usually considered suitable from the notification area but should be within a reasonable walking distance. Logistics should be worked through with Sport Integrity Australia prior to the event.
- It should be accessible to people with a physical impairment.
- It must be lockable and provide secure storage for samples and sample equipment.
- It should be erected on a flat area, where possible.
- It should be within close proximity to a car park or drop-off location. If not possible, a trolley should be made available as considerable equipment will be brought in and out.
- It must be reserved for doping control purposes for the duration of the sample collection session.
- Access should be restricted to authorised personnel only - security arrangements may need to be in place for the duration of the function of the DCS.
- It must have a 240 volt electricity supply available.
- It must meet the following minimum WHS requirements:
 - Exit doors are clearly marked and clear of obstructions.
 - Walkways are free of tripping and slipping hazards.
 - Adequate lighting.

An example of the preferred DCS set-up is shown below at *Appendix A*. Any variation from this set-up should be through consultation with SIA event coordinator prior to the event.

Waiting Area

The DCS waiting room must:

- Have a covered and walled waiting room or area which is not visible to the public.
- Be large enough to accommodate Athletes, support personnel, the Doping Control Officer (DCO) and Chaperones, with suitable seating (as DCO/Chaperone must remain with the Athlete once he/she is notified of testing).
- Have suitable seating available to accommodate all Athletes/support personnel/DCOs and Chaperones.
- Have disabled access to allow for testing Athletes with impairments.

Doping Control Processing Room

The Doping Control Processing Room (DCPR) is to be located within the DCS complex and must be separate from the waiting room/area. The DCPR is to be located as near as practicable to the Collection Point (toilets) being utilised for the sample collection. The DCPR is to have a table and chairs to accommodate the DCO, the Athlete and any official or Athlete representative that will be present for the sample collection process.

At minimum the DCPR must:

- Have one table and three chairs.
- Be secure and private.
- Have disabled access, when testing Athletes with a physical impairment.
- Include a comfortable chair and a table for Blood Collection.

Collection Point

A collection point will be required for the DCO to collect the sample from the Athletes. The collection point should be either a permanent toilet or portable toilet adjacent to, or within the DCS complex.

The Collection Point is a work place for the purposes of the anti-doping program and as such should:

- Be solely for the use of SIA, for the collection of samples.
- Provide complete privacy and security for the Athlete and SIA staff. There should be no visibility to other individuals within the DCS or the general public. The event organisers will need to provide privacy screens if the placement of the collection points do not provide such privacy.
- Be clean and have access to hand washing facilities.
- The collection point must have disabled access when testing Athletes with a physical impairment. The disabled collection points must be of sufficient size to accommodate an Athlete, their wheelchair, and an anti-doping Chaperone.

Other requirements and considerations

Equipment and supplies

The event organiser is responsible for providing the following:

- Refrigerator or an esky (if an esky is provided, then an ice supply must be maintained)
- Non-carbonated tamper proof sealed water – supplied drinks **MUST NOT** contain caffeine, alcohol or any type of supplement. The amount of water required should be a minimum of 4 bottles per test subject.
- Sanitary bins, Toilet paper, Rubbish bins
- Hand washing facility and paper towel for each hand washing point.
- Maintenance and daily cleaning and resupply of consumables (including sealed water) used at the collection point

Parking and Access

SIA sample collection personnel are required to bring large quantities of equipment in and out of the DCS prior to and during the event. Suitable parking for **one vehicle** will be required in close proximity to the DCS site to maintain the security and chain of custody of the collected samples. This may include special access to the event prior to any road closures.

Accreditation and Identification

All SIA staff working at the event will carry and display Official SIA photographic identification. SIA field staff (DCOs and Chaperones) will be in official SIA uniforms during the event.

If further event specific accreditation is required for SIA staff to access restricted areas including the 'field of play', then SIA will provide the event organiser with details on the SIA staff requiring access to enable these accreditations to be obtained.

Event schedule and competitors list

SIA will require a schedule of events and a finalised competitor list prior to the commencement of the event.

The event schedule and competitor list will provide SIA with the information to enable pre planning selection of Athletes to be tested and the best time and location to locate the required Athletes.

Specific information that would be required by SIA for this purpose would include;

1. Start and finish times for each scheduled event
2. Heats and final times
3. Athlete details of date of birth, and Athlete identification number
4. Athlete registration times (if applicable)
5. Athlete briefing times and locations (if applicable)
6. Athlete accommodation locations (if applicable)
7. Athlete training venues and schedules (if applicable)

Any updates to these lists should be provided to the SIA DCO as they occur, to ensure the timing of notification of Athletes is done with minimal disruption to the Athlete's scheduled program.

Security

Access to the DCS is to be restricted to authorised personnel only, and as such, security arrangements need to be implemented for the duration of the testing. The DCS must be secured and lockable for the duration of the event and after the final event each day (for multi day events).

At times, the sample collection process may require SIA staff to remain in the DCS after the event has concluded and the venue is closed. To ensure SIA personnel are not inadvertently locked in:

- The event/facilities Security staff should be made aware of SIA staff activities.
- The contact details of event/facilities security should be provided to the DCO to ensure they are not inadvertently locked in, or in case of an emergency.

Event contacts

SIA will require suitable contacts during the planning, construction and delivery stages of the anti-doping program. The contact should have the appropriate authority to make and authorise any decisions or changes.

SIA will also require the contact details for the Event Manager and for the on-site event manager on the event days. Please ensure you provide these to the Sports Operations Officer or your SIA contact.

Your cooperation in this matter will ensure that SIA and the Event comply with all required policies and procedures to deliver both a successful event and anti-doping program.

Appendices

Appendix A - Ideal Doping Control Station Set-up

