

## *UCI Anti-Doping Procedural Guideline 4.0*

# Coordinating and Training Chaperones

## Purpose

The purpose of this procedure is to describe the process for ensuring that chaperones are properly coordinated and are trained to fulfill their responsibilities during a sample collection session.

## Actions

### Before arrival at the sample collection site

The Doping Control Officer (DCO) should:

- Liaise with the event organiser or National Anti-Doping Organisation to ensure that Chaperones are informed of the requirement to be present at the Doping Control Station for the briefing session at a specified time on the day of the event.
- Liaise with the event organiser to ensure Chaperones have accreditation which provides access to the finish line and all other venue zones.

### Upon arrival at the sample collection site

Upon arrival at the doping control station, the Doping Control Officer should:

1. Specifically ask the Chaperones if they have any conflict of interest, such as involvement with any Rider who might be tested. If so, alternative Chaperones should be found.
2. Ensure that all Chaperones have a watch, and all sample collection staff should synchronize their watches.
3. Distribute the clipboards, the bibs, and the laminated instructions in the appropriate language.
4. Review UCI Procedural Guideline 2.0 with the Chaperones. The explanation should also include the purpose of the Chaperone role, and what to do if problems are encountered. The DCO should make it clear that a Chaperone should always ask for assistance from the DCO if they are not sure how to proceed at any time.
5. Demonstrate the notification procedure by means of role-play and observe the Chaperone practice at least once, and point out mistakes as well as providing praise.

## UCI Anti-Doping Procedural Guidelines

6. Inform the Chaperones that any strange behavior by Riders, such as ingestion of unknown substances, or evasion, should be discretely reported to the DCO upon arrival at the Doping Control Station.
7. Encourage questions from the Chaperones.
8. Assign Chaperones to Riders of the same gender.
9. Require Chaperones to sign the Chaperone Agreement Form which should as a minimum require a commitment to confidentiality and outline a code of conduct.
10. Provide the Chaperones, where possible, with an opportunity to assess the location and plan the approach and timing of notification, taking into account the specific circumstances of the session.
11. Provide guidelines as to the Chaperone's responsibilities after the Rider has arrived at the Doping Control Station (i.e. whether they are free to leave, or have further responsibilities).

**Note:** As a minimum, the chaperone briefing session should ensure that the Chaperone can undertake each of the activities in the following checklist:

### Rider Notification Checklist

- Discretely notify the Rider that he/she has been selected for doping control.
- During notification, must explain to the Rider that he/she must remain in sight of the Chaperone at all times until the sample collection process is complete
- Complete the notification section of the Anti-doping Form, including having the Rider read and sign the form.
- Inform the Rider that he/she will require their UCI licence or another form of identification at the doping control station and can be accompanied by a representative.
- Instruct the Rider to report to the doping control station within 30 minutes of notification unless special arrangements are made
- Establish whether the Rider has any activities they must complete prior to reporting to the doping control station (e.g. medal ceremony, media commitments, medical treatment, compete in another event, cool down, obtain an interpreter/representative/clothing/identification).
- Insist that the Rider must remain chaperoned from notification to the completion of the testing procedure, including during any of the above activities.

## UCI Anti-Doping Procedural Guidelines

- During media commitments or medal ceremonies, the Chaperone must ensure that his/she is not visible so that it is obvious that the Rider has been selected for doping control.
- Document any occasion where the Chaperone loses sight of the Rider or should the Rider refuse to stay with the Chaperone.