# APPENDIX 1A - PRE-CHAMPIONSHIP TD CONTACT LETTER TO SAMPLE COLLECTION AGENCY

***Instructions: As part of their responsibilities for supervising anti-doping testing at ISSF Championships, at least one month prior to the Championship, Technical Delegates (TD) need to establish contact with the Sample Collection Authority, usually a National Anti-Doping Organization (NADO), that will be doing the testing at the ISSF Championship where they will serve as TD. The text below is provided for TDs to use in making their initial contact with the NADO/Sample Collection Authority. Contact information for the NADO/Sample Collection Authority should be obtained from the Organizing Committee.***

Dear (NADO/SAMPLE COLLECTION AUTHORITY CONTACT PERSON):

Please allow me to introduce myself: I am (NAME OF TD), the International Shooting Sport Federation (ISSF) Technical Delegate (TD) entrusted with overseeing the doping control for the (NAME OF ISSF CHAMPIONSHIP) that will take place at (HOST CITY) on (DATES OF CHAMPIONSHIP). The Championship Organizing Committee has designated your NADO’s doping control team as the Sample Collection Authority for this Championship.

The purpose of my correspondence is to establish an initial contact with the individual who will be designated as Lead Doping Control Officer (Lead DCO, team leader) for this Championship and to establish a cooperative relationship with him/her before the Championship starts.

Based on experience, the ISSF considers it important for the TD to establish contact with the Lead DCO prior to the Championship so that the ISSF can clarify its doping control processes and policies and prevent complications or avoidable issues from occurring during the Championship.

The ISSF also recognizes that your Lead DCO may have little or no experience with the sport of shooting and therefore could benefit from receiving an explanation on how our sports functions, how the shooting venue for this Championship is laid out and what are the specific requirements of the ISSF Test Distribution Plan (TDP) for this Championship.

If you could direct this message to your appointed Lead DCO for the (NAME OF CHAMPIONSHIP) and kindly have him/her provide answers to the questions below, it would be greatly appreciated. If you have not elected a Lead DCO for our Championship yet, we ask that an authorized individual from your Sample Collection Authority provide the necessary answers and confirmations requested below:

Thank you for providing answers to the following questions and for replying directly to me at my email address (TD EMAIL ADDRESS):

1. Do you have any knowledge of the sport of shooting sport or have you served as Lead DCO at a shooting competition in the past?
* If you do not, I will gladly provide an explanation during our first meeting at the range.
1. Do you agree to the scheduling of short daily meetings to oversee all the doping controls that are to be conducted on each day?
* This can be either at the end of the day or in the morning whatever is suitable.
1. Please provide the name of manufacturer of your sample collection equipment and confirm that it meets the requirement of International Standard for Testing and Investigations (ISTI) Article 6.3.4.
2. Do you follow the requirements for notifying athletes outlined in ISTI Articles 5.4.1, 5.4.2 and 5.4.3? For Code compliance purposes, ISSF needs to ensure those requirements are documented and that athletes are always informed of these requirements when initial contact is made.
3. Does your Sample Collection Authority have specific policies regarding the testing of minors?
* Please be advised that ISSF has obtained all necessary parental consents for you to conduct sample collection on its minor athletes.
* Because we may need to test juniors below the age of 18 we need to be informed ahead of time if you have specific criteria and requirements (attendance of parents, representatives, chaperones, waivers, etc.) in this regard. Please confirm.
1. Do you have criteria in place for your DCO’s to validate the identity of an athlete selected to provide a sample? Please confirm
2. Do you have criteria in place for who may be authorized to be present during the sample collection session? Please confirm.
3. Please confirm that you will arrange for a courier service to ship samples to the WADA accredited laboratory.
4. Does your Sample Collection Authority retain doping control documentation? Will it send the required documentation to the ISSF after the Championship by post or email, or will you plan to turn all documentation over to me by hand as the TD?
* I need to know what your policy is with regards to documentation so that ISSF may receive the DCF’s as soon as possible after the Championship and upload them within 15 days in accordance with its ISTI obligations.
1. Will your Doping Control Team for this Championship have sufficient Chaperones? Or should the Championship Organizing Committee be asked to supply Chaperones?
* If your team provides Chaperones, how many do you anticipate you will provide?

Once I receive answers to the above, I will also provide you with an official Letter of Authorization which will formally delegate ISSF’s testing authority to your organization. ISSF’s asks your superiors to sign and return the Letter of Authorization to Doris Fischl at ISSF Headquarters (doris@issf-sports.org).

This Letter of Authorization will confirm that a delegation of testing agreement exists between ISSF and your NADO (or Sample Collection Authority) in accordance with the ISTI and authorizes the NADO or Sample Collection Authority to conduct testing on ISSF’S behalf. It is imperative that the Letter of Authorization be returned signed to the ISSF prior to the start of the Championship.

Finally, I would like to plan to schedule a preliminary meeting at the Championship venue (the range), most likely on the first official pre-event training day. We can then walk through the doping control facilities, provide any additional required clarifications on the TDP and range lay-out, and provide the Lead DCO (if not you) with the complete list of doping controls required during the Championship.

As a preliminary reference point, the relevant portion of our TDP outlines ISSF mandatory testing requirements in all events and includes a mix of target testing, random testing and mandatory testing (for Quota Places or other). A detailed explanation of such tests shall be provided to me, and by extension you to, prior to the Championship. Because these names are confidential I will only provide you with the list once the Championship begins.

Finally, I want to inform you ahead of time that we will ask your Lead DCO to fill out a short ***Lead DCO Post-Championship Report Form*** for the ISSF Anti-Doping Committee to be apprised of any irregularities in the testing and/or confirm that all testing was carried out in accordance with the TDP.

I and the ISSF thank you for your cooperation and collaboration in making the doping control testing at the (NAME OF CHAMPIONSHIP) as efficient as possible and look forward to your reply.

 (NAME OF TD)

(TD CONTACT INFORMATION)