# APPENDIX 1B – LETTER OF UNDERSTANDING

This letter must be remitted to the Lead DCO without exception and returned signed to the ISSF. It is a mandatory requirement for ISSF to maintain compliance with the World Anti-Doping Code and ISTI .

**INSTRUCTIONS:**

* Once you have received all the mandatory answers to your template letter at Appendix 1A please forward to Doris
* Then you can prepare the Letter of Understanding, OR, you can ask Doris to prepare it for you.

If you wish to do it yourself:

* Paste and Copy the template Letter of Understanding at Appendix 1B into a new File Document
* Please insert the relevant words in each highlighted section of the Letter, save it in Word.
	+ If you require any assistance with this, please contact Doris ASAP.
* Send to Doris to have her insert a signature on behalf of ISSF. She will then send you a PDF version of the letter to be sent to the NADO or sample collection agency.
* Once the letter is ready and saved in PDF, please email the letter to the Sample Collection Agency / Lead DCO. They will have to sign and return a copy to Doris.
* You must copy Doris on this email correspondence so that she may have a copy of the letter on file and so that they may simply respond to all with the signed Letter. In case they do not send it back to her, she will contact them directly prior to the Competition. If you have any questions, please contact Doris ASAP

If you prefer that Doris prepare and send you the Letter of Understanding

* Once you forward Doris the Sample Collection Agency’s answers to the initial letter you will have sent them (Appendix 1A), she will prepare the Letter of Understanding and have it signed. (Appendix 1B)
* She will then Letter of Understanding to you along with your testing instructions in the week or so before your Competition.
* Then you will send a copy of the Letter of Understanding by email to the Lead DCO so that they can send back a signed copy to Doris prior to the first day of testing at the Competition.



***LETTER OF UNDERSTANDING***

***Delegation of Testing Authority from the International Shooting Sport Federation***

Please be advised that in accordance with Article 5 of the ISSF Anti-Doping Rules, and as per International Standard for Testing and Investigations (ISTI) Article 5.3.3, as the Testing Authority for this ISSF (INSERT NAME OF COMPETITION), ISSF hereby delegates and authorizes (INSERT NAME OF SAMPLE COLLECTION AGENCY/NADO) and its Sample Collection Personnel to conduct testing on behalf of the ISSF during (NAME OF COMPETITION) from (INSERT EXACT DATES OF CHAMPONSHIPS) and also possibly Out-of-Competition on request.

ISSF has obtained all necessary consent forms from its Athletes holding ISSF ID’s, including parental consents for minors.

An ISSF Technical Delegate will be on site throughout the Competition to address any issues and to ensure that the ISSF Test Distribution Plan is properly carried out.

The (INSERT NAME OF SAMPLE COLLECTION AGENCY/NADO) has provided the necessary confirmations to ISSF regarding its respect of all aspects of the ISTI and the ISSF Anti-Doping Rules, including but not limited to:

* + - * Use of certified DCO’s
			* Full compliance with ISTI protocols for In-Competition and Out-of-Competition testing
			* Use of proper sample collection equipment
			* Criteria for notification & verifying identity of Athletes
			* Criteria for whom may be present during doping control
			* Testing of Minors
			* Use of proper Doping Control Forms

It is understood that all doping control processes shall be carried out in strict conformity with the ISTI and the ISSF Anti-Doping Rules and that all doping control documentation and processes shall be treated with utmost confidentiality in accordance with the International Standard for the Protection of Privacy and Personal Information.

Signed on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of ISSF Doris Fischl, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of (NADO/SAMPLE COLLECTION AGENCY)

(print name) \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please return signed copy to doris@issf-sports.org)