



ISSF

**DOPING CONTROL
HANDBOOK**

**FOR
ORGANIZING COMMITTEES
AND
TECHNICAL DELEGATES**

**THE ISSF DOPING CONTROL HANDBOOK
FOR ORGANIZING COMMITTEES AND TECHNICAL DELEGATES**

PURPOSE

This Handbook has been prepared as an educational tool to provide guidance to ISSF Championship Organizing Committees and ISSF Technical Delegates on how to properly conduct doping control tests and practically deal with various doping-control related issues that may arise during ISSF Championships.

This Handbook presents various hypothetical scenarios of “*what can happen in practice.*” It then offers a useful guide on how to deal with these scenarios, including who is responsible for doing what, if and when such issues arise.

The objectives of the Handbook are:

- ✓ To consolidate and remind each of you of your obligations with regards to testing,
- ✓ To prevent avoidable mistakes from occurring or reoccurring, and,
- ✓ To avoid the various negative ramifications that can derive from these mistakes.

This Handbook is designed to be a practical tool for all Organizing Committees and Technical Delegates,

- To efficiently deal with various doping control issues if and when they arise,
- To ensure that all processes and testing requirements are respected, and,
- To encourage greater cooperation and successful outcomes.

The ISSF’s valuable time, money and energy, as well as your own, should indeed be expended elsewhere than dealing with the aftermath of doping control related incidents.

You are encouraged to go to the WADA website at www.wada-ama.org and download their many resources - specifically those relating to doping control.

This will allow each of you to acquire additional knowledge on all matters related to doping control and anti-doping in general.

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1. Clarification of Roles and Responsibilities

The following provides a brief summary of roles and responsibilities with regards to the planning, overseeing and monitoring of doping control.

- The Championship Organizing Committee (OC) is responsible for choosing a WADA accredited laboratory and for appointing a Sample Collection Authority - as defined in the International Standard for Testing and Investigations (ISTI) and the OC's national laws - to conduct testing on ISSF's behalf.
- The Sample Collection Authority oversees and monitors doping control in compliance with the World Anti-Doping Code (WADC) and ISTI. The Sample Collection Authority employs qualified Doping Control Officers to perform doping control on behalf of ISSF.
- The Championship's Technical Delegate (TD), who is appointed by ISSF, is responsible for ensuring that all testing obligations under the Test Distribution Plan are carried out. These obligations include a variety of random, targeted and mandatory doping controls. The TD shall communicate this information to the Sample Collection Authority and their Doping Control Officer(s) and will coordinate and oversee the process in cooperation with the Lead Doping Control Officer.
- The Championship's Lead Doping Control Officer is the chief Doping Control Officer appointed by the sample collection authority to carry out all matters related to doping control at a specific Championship. The Lead Doping Control Officer is best qualified to deal with various practical and medical issues that can occur at the doping control station. The TD and Lead Doping Control Officer must coordinate their efforts on a daily basis to ensure that the Test Distribution Plan is respected, all selected athletes are tested, and doping control issues are quickly addressed and resolved.
- A Doping Control Officer (DCO) is an official who has been trained and certified by a National Anti-Doping Organization or the Sample Collection Authority with delegated responsibility for collecting doping control samples. The Doping Control Officer heads the doping control process.
- Although it is not directly involved in the testing process, the ISSF is always the Results Management Authority for all ISSF Championships. The ISSF is always represented at Championships by the TD or by the ISSF Medical Director (at WCH and OGs).

The Sample Collection Authority is solely responsible for ensuring that Doping Control Officer's are properly qualified and follow the rules. But it is important that OCs and TDs are aware of everyone's responsibilities, as well as all the correct procedures to follow because, ultimately, the TD is responsible for all the doping control in the course of the Championship.

Scenario 1: What may happen in practice?

Shared responsibilities can become confused and miscommunication can often create unnecessary incidents. This makes it especially important for all parties involved in the doping control process to coordinate and work together, while respecting their respective roles and responsibilities, so all processes run smoothly throughout the Championship.

Responsibility:

1. At least one month before the Championship, the TD should send a letter to the Sample Collection Authority and its Lead Doping Control Officer to establish contact and clarify some basic information regarding the Championship (see Appendix 1).
2. The TD should plan to meet the Lead Doping Control Officer upon arrival at the range and conduct a walk-through of the event site and doping control station. If the Lead Doping Control Officer and his team are not familiar with the sport of shooting, the TD should give them a brief explanation.
3. The Lead Doping Control Officer must ensure that he/she has enough sample collection personnel to conduct the sample collection sessions and as necessary the TD may need to brief/train his or her personnel on the ISSF Test Distribution Plan, the layout of the range and doping control station.
4. For out-of-competition testing, the Lead Doping Control Officer should review the Athlete whereabouts information provided by the TD to ensure when and where the Athlete can be reached and/or located for testing. Out-of-competition testing is normally done after training sessions or Pre-Event Training. Out-of-competition tests are always with “no advance notice”.

Summary Checklist:

- ✓ **TD must contact the Sample Collection Authority and Lead DCO one month ahead of the Championship to coordinate testing, inform them of their responsibilities under the ISSF Test Distribution Plan and coordinate all testing for the Championship. (See Appendix 1).**
- ✓ **TD should prepare the testing plan as soon as informed of the target and out-of-competition tests to assist in coordinating testing with the Lead Doping Control Officer. (See Appendix 2)**
- ✓ **TD should work closely and communicate frequently with the Lead Doping Control Officer throughout the Championship.**
- ✓ **Both the Lead Doping Control Officer and TD must fill out Post Championship Reports to confirm that all doping controls were properly conducted and to report back generally on all doping control throughout the Championship. (Appendices 3 and 4).**
- ✓ **All doping control information must be kept in strict confidence at all times to respects very Athlete’s privacy rights.**

2. The Test Distribution Plan: Understand it, respect it & implement it

Fundamental concepts:

- ✓ All doping controls conducted in the course of ISSF Championships must comply with and be regulated by the annual ISSF Test Distribution Plan.
- ✓ Although the TD is always free to select additional Athletes for testing on behalf of the OC, the Test Distribution Plan specifies the minimum amount of doping controls that must be conducted at all ISSF Championships.
- ✓ The Test Distribution Plan (TDP) outlines three types of doping controls that take place in the course of ISSF Championships: 1) in-competition testing, 2) target testing (always with no advance notice) and 3) out-of-competition target testing (always with no advance notice).
- ✓ All TDP doping controls with regards to medalists, finalists, world records, random and target tests are mandatory. The TDP must be strictly respected and followed.
- ✓ After the entry deadline has passed and the list of Athletes entered in a specific ISSF Championship is available, the ISSF will send the TD a Testing Plan reminding the TD of his general testing obligations and providing the TD with a list of Athletes the ISSF Testing Intelligence Officer has chosen to be target tested in and/or out-of-competition. These Athletes **must** be tested.

Scenario 2: What may happen in practice?

The Test Distribution Plan outlines a combination of in-competition and out-of-competition tests as well as random and targeted tests all of which must be undertaken in accordance with ISSF requirements.

The TD and/or Lead Doping Control Officer are to ensure that both the Athletes to be tested as instructed by the Test Distribution Plan as well as the list of Athletes to be target tested as selected by the Testing Intelligence Officer are tested.

However, this often does not happen. Selected Athletes are often not tested. Either not enough Athletes are tested, or the Athletes tested are not those that the ISSF Testing Intelligence Officer had selected for target-testing, or the tested Athletes were not selected by the TD in accordance with the Test Distribution Plan, or random substitutions are made for no apparent reason, etc.

If the TD prepares a Doping Control Testing Plan (Appendix 2) identifying the tests to be conducted and when they are to be conducted and clearly explains this plan to the Lead Doping Control Officer, these failures can be avoided.

Responsibility:

- ISSF has the responsibility to appoint competent TDs who are aware of their responsibilities under the Test Distribution Plan and the ISSF Anti-Doping Rules.
- The OC must appoint a Sample Collection Authority to conduct the testing.
- The OC must provide the Sample Collection Authority with a functional Doping Control Station with a waiting room, chairs, a refrigerator and a private toilet where doping control urine samples can be taken.
- The TD must clearly communicate Test Distribution Plan responsibilities and coordinate testing with the Sample Collection Authority's Lead Doping Control Officer ahead of time so that no mix ups occur.
- The TD must contact the Sample Collection Authority one month prior to the Championship by sending the Appendix 1 Letter Template. This letter establishes communication between the TD and Lead Doping Control Officer and clarifies some key matters of concern prior the Championship.
- The TD must prepare a detailed Doping Control Testing Plan for the Championship.
- The Sample Collection Authority (or OC when required) should provide for an adequate number of chaperones corresponding to the expected number and gender of shooters to be tested.
- TDs and Lead Doping Control Officers should schedule short daily meetings before/after each training and competition day at the doping control station to coordinate their activities for that day/next day and to ensure that all doping controls are carried out as planned.
- All testing must be carried out in accordance with the ISSF Test Distribution Plan. The Lead Doping Control Officer and TD must report back to ISSF.

Summary Checklist:

- ✓ **TDs must inform the Lead DCO of ISSF expectations and the ISSF Test Distribution Plan ahead of time (Appendix 1). If assistance is required to resolve issues arising further to communicating Appendix 1 to the Sample Collection Authority- the TD is to contact ISSF Headquarters.**
- ✓ **The TD and the Lead DCO shall hold daily meetings both to coordinate which random finalists and medalists shall be selected for testing and to ensure that all athletes listed on the Doping Control Testing Plan (Appendix 2) are tested.**
- ✓ **Post Championship reports (see Appendices 3 and 4) providing overviews of the Championship's doping control procedures must be completed by both the Lead DCO and the TD. The TD and/or the Sample Collection Authority must send both completed reports to the ISSF at the end of the Championship.**

3. TDP selections must always be tested

Scenario 3: What may happen in practice?

An Athlete is selected for a target test and is notified with no advance notice (as required) that he or she has been selected for doping control. Then, the Athlete claims he or she does not have time to submit to the test, or the Athlete claims he or she does not have to test, or the Athlete refuses to submit to doping control.

Result: The Athlete does not get tested.

This scenario absolutely must be avoided.

What the Rules say:

2015 World Anti-Doping Code Article 5.2 specifies that “*Any Athlete may be required to provide a Sample at any time and at any place by any Anti-Doping Organization with Testing jurisdiction over him or her*”.

Article 23.1.2 of the 2016 ISSF Anti-Doping Rules states that one of the Roles and Responsibilities of Athletes is to “*be available for Sample collection at all times*”.

Delayed reporting to the Doping Control Station should only be permitted for the following activities:

- Participation in a victory ceremony;
- Fulfilment of media commitments;
- Competing in further events;
- Changing from competition clothing and securing arms and equipment;
- Obtaining necessary medical treatment;
- Locating a representative and/or interpreter;
- Obtaining photo identification; or
- Any other reasonable circumstances, as determined by the Lead Doping Control Officer taking into account any instructions of the TD.

Responsibility:

- The Lead Doping Control Officer or other Doping Control Officer may at his/her discretion consider any reasonable third party request or any request by the Athlete for permission to delay reporting to the Doping Control Station following acknowledgment and acceptance of notification, and/or to leave the Doping Control Station temporarily after arrival, and may grant such permission if the Athlete can be continuously chaperoned and kept under direct observation during the delay. The whole procedure must follow the WADA International Standard for Testing and Investigations.

4. The TD and Lead DCO Post Championship Reports

Scenario 4. What may happen in practice?

Following a Championship, ISSF expects to receive a summary of the in-competition and out-of-competition doping controls that took place in the course of the Championship.

Yet, often, if ISSF receives any reports at all they are lacking in fundamental information.

Responsibility:

The fulfillment of this requirement is crucial. The ISSF Testing Intelligence Officer dedicates time and effort in selecting athletes to be tested in accordance with the Test Distribution Plan and the ISSF anti-doping administrator equally dedicates time and effort in maintaining spreadsheets and anti-doping logs to monitor the Test Distribution Plan.

Timely receipt of both post Championship Reports are of utmost importance to the ISSF Anti-Doping Program.

- The TD is responsible for completing a thorough ***TD Post Championship Report*** (Appendix 4) and promptly sending this report to the ISSF at the end of a Championship.
- The Lead Doping Control Officer is responsible for completing the ***Lead DCO Post Championship Report*** (Appendix 3) and shall be so informed of this responsibility by the TD.
- When completing these reports, the Lead Doping Control Officer and TD must inform ISSF when testing was not carried out according to the Test Distribution Plan and explain why.
- The TD must inform ISSF when selected Athletes are substituted for other Athletes for testing or of any case where the selected Athlete was not available for testing.
- The Lead Doping Control Officer and TD must inform ISSF of any noteworthy incidents that took place in the course of a Championship in relation to testing.
- The TD and/or the Sample Collection Authority must promptly send both reports to ISSF as soon as possible after the end of an ISSF Championship with all the original doping control forms (when the Sample Collection Authority does not retain them).
- All information collected in the course of doping control and testing must be collected and maintained in utmost confidentiality. Every Athlete has a right to protection of their personal information and ISSF fully respects these rights.

5. Testing of Minors

Scenario 5: What can happen in practice?

In the course of Junior Championships or Junior events, there are Junior Athletes who are legally regarded as “Minors” (persons under a specified age) who must be tested. However, some Sample Collection Authorities may have further regulations with regard to testing Minors that differ from those of the ISSF or other National Anti-Doping Organisations.

It is possible for a Lead Doping Control Officer to refuse to test a Minor who should be tested because doing so would be a breach of the Sample Collection Authority’s internal policies. This must be avoided at all cost as it results in negative repercussions as well as time and cost expenditures.

Responsibility:

- All Athletes who participate in ISSF Championships must submit an ***ISSF Athlete Declaration*** in which they affirm, “*I agree to submit to the doping control tests, to accept the results of such tests.*” If the Athlete is a Minor, the declaration requires the identification and signature of a legal representative.
- By virtue of participation, all Athletes who compete in ISSF Championships agree to undergo doping control. This means all Sample Collection Authorities must be informed ahead of time that Minors may be tested. Conversely, prior to the Championship, the TD must inquire about any Sample Collection Authority’s rules which may restrict the testing of Minors.
- The TD must obtain clarifications on the Sample Collection Authority’s policy for the testing of Minors ahead of time to ensure that all mandatory testing takes place (See Appendix 1). If problems arise in this regard, call ISSF Headquarters.
- Athletes who are Minors should be notified that they have been selected for doping control in the presence of an adult, and they may choose to be accompanied by a representative throughout the entire Sample Collection Session.
- The Lead Doping Control Officer considers the appropriate course of action when no adult is present at the Testing of an Athlete who is a Minor and shall accommodate the Athlete in locating a representative in order to proceed with Testing.
- Even if the Minor declines a representative, the Lead Doping Control Officer, Doping Control Officer or Chaperone, as applicable, shall select a third party to be present during notification of and/or collection of the Sample from the Athlete. This should be clearly documented by the Lead Doping Control Officer or Doping Control Officer. This does not invalidate the test, but must be recorded.
- The Athlete who is a Minor must always be tested when selected for doping control.

6. Insufficient Volume

Scenario 6: What may happen in practice?

An Athlete who submits to doping control may not be sufficiently hydrated. As a result, the sample provided is not sufficient to meet the minimum required volume to be suitable for analysis. (There must be sufficient urine for adequate A and B samples).

If this happens, under no circumstance should the Athlete be allowed to leave the doping control station.

A sufficient sample must be provided regardless of how long this may take.

Responsibility:

- The responsible Doping Control Officer shall verify, in full view of the Athlete that the Suitable Volume of Urine for Analysis has been provided.
- Where the volume of urine provided by the Athlete is insufficient, the Doping Control Officer shall follow the Partial Sample Collection Procedure set out in Annex F of the WADA International Standard for Testing and Investigations.

Summary Checklist:

- ✓ **If an Athlete provides less than 90 mL of urine then the International Standard for Testing and Investigations partial sample process must be initiated. (See Annex F ISTI).**
- ✓ **The Doping Control Officer maintains custody of the partial sample and instructs the Athlete to select a new collection vessel and to begin combining the samples, starting with the first partial sample provided and each subsequent sample**
- ✓ **If the combined sample is still below the minimum required volume of urine (i.e. 90 mL) then the procedure should be repeated by combining the initial and additional sample(s) until the minimum of 90 mL is obtained.**
- ✓ **Once the required volume (i.e. 90 mL) of urine is provided, the Doping Control Officer proceeds to the Urine Sample Processing Procedure**

7. Suitable Specific Gravity for Analysis not Obtained (PH level incorrect)

Scenario 7: What may happen in practice?

The sample provided by an Athlete is too thin or diluted and as a result does not meet the required chemical level suitable for analysis. This renders it very difficult if not impossible for a laboratory to properly analyse. In other words, the urine Sample does not meet the requirement of Suitable Specific Gravity for Analysis.

When the Doping Control Officer tests the urine and sees that this is the case, proper procedures must be followed to ensure that the Sample will be able to be analysed and may be deemed valid.

If a Sample is sent to the laboratory and does not meet the suitable level of specific gravity, the Sample is basically useless. Its collection will be a waste of time and money.

Responsibility:

- The Sample Collection Authority is responsible for following procedures to ensure that a suitable Sample is collected. If the original Sample collected does not meet the requirement for Suitable Specific Gravity for Analysis, the Doping Control Officer is responsible for collecting additional Samples until a suitable Sample is obtained according with Annex G of the International Standard for Testing and Investigations.
- The Doping Control Officer shall inform the Athlete that he/she is required to provide a further Sample. And while waiting to provide a further Sample, the Athlete shall remain under continuous observation.
- When the Athlete is able to provide an additional Sample, the Doping Control Officer shall repeat the procedures for Sample collection and should continue to collect additional Samples until the requirement for Suitable Specific Gravity for Analysis is met, or until the Doping Control Officer determines that there are exceptional circumstances which mean that for logistical reasons it is impossible to continue with the Sample Collection Session. Such exceptional circumstances shall be documented by the Doping Control Officer.
- The Doping Control Officer shall, on behalf of ISSF, send to the laboratory for analysis all Samples which were collected, irrespective of whether or not they meet the requirement for Suitable Specific Gravity for Analysis. It will then be up to the laboratory to determine, in conjunction with ISSF, which Samples shall be analyzed.

Please note that the Athlete should be advised not to hydrate excessively, since this may delay the production of a suitable Sample. In appropriate circumstances, excessive hydration may be pursued as a violation of Article 2.5 of the ISSF Anti-Doping Rules (Tampering or Attempted Tampering with any part of Doping Control).

8. Delays in Transmitting Doping Control Documentation to ISSF

Scenario 8: What may happen in practice?

After analysing the samples received following testing at an ISSF Championship, a laboratory reports back to ISSF on an adverse analytical finding by providing the sample code number of the positive test in question. However, because ISSF has not yet received the doping control forms from the TD, the ISSF cannot determine to whom the positive doping sample belongs. This results in delays to the results management process.

Responsibility:

- Promptly returning completed sample collection documentation from sample collection sessions to ISSF is of utmost importance.
- Every Sample Collection Authority may have different policies with regard to documentation. The TD is responsible for determining what that policy is prior to the Championship. (See Appendix 1)
- Unless the Sample Collection Authority's policy is to retain the documentation and forward copies to the ISSF, the TD is responsible for promptly shipping all copies of completed sample collection documentation to ISSF.
- The TD shall send the TD and Lead Doping Control Officer's Post Championship reports as well as all doping control forms (if the Sample Collection Authority has not retained them) and other documentation to the ISSF headquarters by registered mail or courier service within 48 hours of the end of the Championship.

Summary Checklist:

The TD must inquire about the Sample Collection Authority's policy regarding doping control documentation.

All the information collected in the course of doping control must be kept confidential.

The documentation package sent to the ISSF must include:

- ✓ **The 2 post Championship reports (*Post Championship TD Doping Control Report and Lead DCO Post Championship Report*)**
- ✓ **Doping Control Forms & Supplementary Report Form(s) – if not retained by the Lead Doping Control Officer to be sent by the Sample Collection Authority to ISSF.**
- ✓ **Doping Control Officer Report Form (1 per mission/Championship) – if not retained by the Lead DCO to be sent by the Sample Collection Authority to ISSF.**

9. Acronym Lexicon

Lead DCO: Lead Doping Control Officer (formally referred to as Anti-Doping Chief)

DCO: Doping Control Officer

OC: Organizing Committee

IF: International Federation

ISSF: International Shooting Sport Federation

ISTI: International Standard for Testing and Investigations

The ISTI can be downloaded at:

<https://wada-main-prod.s3.amazonaws.com/resources/files/WADA-2015-ISTI-Final-EN.pdf>

NADO: National Anti-Doping Organization

SCA: Sample Collection Authority

TD: Technical Delegate

TDP: Test Distribution Plan

TIO: Testing Intelligence Officer

WADA: World Anti-Doping Agency

APPENDIX 1

PRE-CHAMPIONSHIP TD CONTACT LETTER TO SAMPLE COLLECTION AUTHORITY

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 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 should be obtained from the Organizing Committee.

Dear (NADO 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 COMPETITION). 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 competition so that both your NADO and 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 would 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.

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 or have you served as Lead DCO at a shooting competition in the past?
 - If not I will gladly provide an explanation during our first meeting at the range.
2. 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.

3. Does your NADO have specific policies regarding the testing of minors?
 - We may need to test juniors below the age of 18 and therefore need to be informed ahead of time if you have specific requirements (attendance of parents, representatives, chaperones, waivers, etc.) in this regard. Please forward any applicable regulations.
4. Do you plan to use your own Doping Control Forms (DCF's) or should the ISSF provide its own DCFs?
5. Will your NADO make arrangements for the courier service that ships samples to the WADA accredited laboratory or should the Championship Organizing Committee make arrangements for shipping?
6. Does your NADO retain doping control documentation and will it send the required documentation to the ISSF after the Championship, or will you plan to turn all documentation over to me as the TD after the last competition?
 - 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 Event.
7. 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?

We will plan to schedule a preliminary meeting at the Championship venue (the range), most likely on the Official 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 with the complete list of doping controls required during the course of the Event.

As a preliminary reference point, the relevant portion of our TDP which outlines ISSF mandatory testing requirements is as follows:

In each event (competition) of the Championship:

- One random selected from all medalists.
- One random selected from all finalists.
- If the same Athlete is chosen both in the random selection from the finalists and in the random selection from all the medalists, an alternative Athlete from the medalists or finalists, as applicable, must be selected for testing.
- All Athletes who establish, break, or tie World Records. If it is a team, only one member of the team will be tested based on a random selection.
- If one Athlete is both targeted and randomly selected for a second test in another Competition of the Event, a coin flip will be conducted to determine if another test should be taken or not on this same Athlete.

Out of the entire pool of Athletes entered in the entire Championship

- Any additional required target tests shall be determined by the ISSF Testing Intelligence Officer and a detailed explanation of such tests shall be provided to me 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*** in order 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)

APPENDIX 2

DOPING CONTROL TESTING PLAN

Instructions: The Doping Control Testing Plan is to be prepared by the ISSF Championship Technical Delegate (TD) and provided to the Lead DCO during their initial meeting at the Championship venue. The plan identifies each doping test that must be conducted during the Championship and gives detailed information regarding each test in the format illustrated below.

Date of Test	Athlete to be tested	NOC of Athlete	Event (when testing is to be done)	Event Phase	Time of Event Phase	Purpose of Test	Test OK
				PET Qualification Final		Target Test Out-of-Competition Test Random Medalist Random Finalist Olympic Quota Winner World Record	

Instructions for TD: The Template for the Doping Control Testing Plan is posted on the ISSF website and can be downloaded by following this sequence:

- <http://www.issf-sports.org/>
- The ISSF > Rules > Amendments and Interpretation > General – Doping Control >
- *Doping Control Testing Plan Template*

Detailed instructions for preparing the plan are included with the Doping Control Testing Plan Template.

APPENDIX 3

POST CHAMPIONSHIP SAMPLE COLLECTION AUTHORITY/LEAD DCO DOPING CONTROL REPORT

*Each item below **must** be included in the Post Championship Lead Doping Control Officer Report which **must** be remitted by the Sample Collection Authority's Lead DCO to the ISSF TD as soon as possible following the completion of an ISSF Championship.*

1. Name and Contact Information of the Sample Collection Authority and Lead DCO:

2. Name and Contact Information of the Doping Control Officer(s):

3. Please offer a short review of the Doping Control Facilities:

4. Number of Tests conducted:

In-Competition:

Out-of-Competition:

5. Number of samples collected and shipped:

6. Courier Used for Shipping and Waybill No:

7. Name of laboratory where samples were shipped:

8. Doping Control Forms and Doping Control Documentation were (check one):

Given to ISSF TD along with this report

Other (please explain):

9. Any missed tests or failures to comply?

10. Any problems with specific gravity?

Please provide a summary or attach a detailed complementary report

11. Additional Comments:

Name

Signature

Date

APPENDIX 4

POST CHAMPIONSHIP TD DOPING CONTROL REPORT

*Each item below **must** be included in the Post Championship TD Doping Control Report which **must** be sent to the ISSF by the TD as soon as possible following the completion of an ISSF Championship.*

1. Name of ISSF Championship and location:

2. Name and description of each athlete tested and why:

** You MUST fill in the attached overview*

3. Were any Athletes not tested in accordance with the list provided to you by the Testing Intelligence Officer? (check one)

YES

NO

If not, provide the names of the Athlete(s) and a detailed explanation as to why he/she/they were not tested:

4. Did any extraordinary incidents occur in the course of testing?

YES

NO

If yes, please inform ISSF ASAP

5. TD Contact information:

Your completed envelope should include (please check to verify):

- A completed Lead DCO Post Championship Doping Control Report
- A completed TD Post Championship Doping Control Report
- All the Championship doping control forms and doping control documentation

**Please send this envelope
by registered mail or
courier service to:**

**Franz Schreiber, ISSF Secretary General
ISSF Headquarters
Bavariaring 21 80336 München GERMANY**

Name

Signature

Date