



**ISSF**

# **DOPING CONTROL HANDBOOK**

**FOR  
ORGANIZING COMMITTEES  
AND  
TECHNICAL DELEGATES**

## PURPOSE

This Handbook has been prepared as an educational working tool. Its purpose is to provide guidance to ISSF Championship Organizing Committees and ISSF Technical Delegates on how to properly conduct doping control tests and 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
- 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](http://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.**

## TABLE OF CONTENTS

1.	Clarification of Roles and Responsibilities .....	4
2.	The Test Distribution Plan: Understand it, respect it & implement it.....	6
3.	TDP selections must always be tested.....	8
4.	Testing requirements. Dealing with World Records, Quota places & coin flips.....	9
5.	The TD and Lead DCO Post Championship Reports .....	11
6.	Testing of Minors .....	12
7.	Insufficient Volume .....	13
	International Standard for Testing and Investigations: .....	14
	Annex F - Urine Samples - Insufficient Volume.....	14
8.	Suitable Specific Gravity for Analysis Not Obtained (PH level incorrect).....	15
	International Standard for Testing and Investigations .....	16
	Annex G - Urine Samples that do not meet the requirement for Suitable Specific Gravity for Analysis.....	16
9.	Delays in Transmitting Doping Control Documentation to ISSF .....	18
10.	Acronym Lexicon .....	19
	APPENDIX 1A - PRE-CHAMPIONSHIP TD CONTACT LETTER TO SAMPLE COLLECTION AGENCY .....	20
	APPENDIX 1B - ISSF AUTHORIZATION LETTER .....	23
	APPENDIX 2 - DOPING CONTROL TESTING PLAN .....	25
	APPENDIX 3 - POST CHAMPIONSHIP SAMPLE COLLECTION AGENCY/LEAD DCO DOPING CONTROL REPORT.....	26
	APPENDIX 4 - POST CHAMPIONSHIP TD DOPING CONTROL REPORT .....	28

# 1. Clarification of Roles and Responsibilities

The following provides a 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 Agency - 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 Agency oversees and monitors doping control in compliance with the World Anti-Doping Code (WADC) and ISTI. The Sample Collection Agency 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 Agency 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 (Lead DCO) is the chief Doping Control Officer appointed by the Sample Collection Agency 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 daily 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 Agency 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 Testing and Results Management Authority for all ISSF Championships, ISSF authorizes the Sample Collection Agency to conduct testing on its behalf. The ISSF is always represented at Championships by the TD or by the ISSF Medical Director (at WCH and OGs).

*The Sample Collection Agency is solely responsible for ensuring that Doping Control Officer's are properly qualified and follow the International Standard for Testing and Investigations. 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 during the ISSF 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. All processes must run smoothly throughout the Championship.

*Responsibility:*

1. At least one month before the Championship, the TD **must** send a letter to the Sample Collection Agency to establish contact and clarify some basic information regarding the Championship (Appendix 1A). The TD **must** later provide the Sample Collection Agency with a copy of an official ISSF Authorization Letter (Appendix 1B).
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 DCO is not familiar with the sport of shooting, the TD should give a brief explanation.
3. The Lead DCO 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 TDP, the layout of the range and doping control station.
4. For out-of-competition testing, the Lead DCO 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 and sometimes at the Athlete's hotel. Out-of-competition tests are always with "no advance notice". Instructions will be provided to the Lead DCO regarding specific ISSF notification criteria or other.

**Summary Checklist:**

- ✓ **TD must contact the Sample Collection Agency one month ahead of the Championship and inform them of their responsibilities under the ISSF TDP and coordinate all testing for the Championship. (Appendix 1A).**
- ✓ **TD must prepare and send the ISSF Authorization Letter (See Appendix 1B) once all confirmations are received from the Lead DCO. ISSF must be copied on email.**
- ✓ **TD should prepare the testing plan as soon as informed of the target tests to assist in coordinating testing with the Lead DCO. (See Appendix 2)**
- ✓ **TD should work closely and communicate frequently with the Lead DCO throughout the Championship.**
- ✓ **Both the Lead DCO 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 always kept in strict confidence to respects every Athlete's privacy rights.**

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

Fundamental concepts:

- ✓ All doping controls conducted during ISSF Championships must comply with and be regulated by the annual ISSF Test Distribution Plan (TDP).
- ✓ 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 TDP outlines three types of doping controls that take place during ISSF Championships: 1) in-competition testing, 2) in competition 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 independent 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 (TDP) 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 TDP as well as the list of Athletes to be target tested as selected by the Independent Testing Intelligence Officer are tested.

However, this does not always happen. Testing Intelligence Officer-selected Athletes are often not tested; or not enough Athletes are tested; or the tested Athletes were not selected by the TD in accordance with the Test Distribution Plan; or incorrect substitutions are made for no apparent reason, etc.

If the TD respects the TDP and 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 shortcomings 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 Agency to conduct the testing.
- The OC must provide the Sample Collection Agency with a functional Doping Control Station with a waiting room, chairs, a refrigerator and two private toilets where doping control urine samples can be taken.
- The TD must clearly communicate Test Distribution Plan responsibilities and coordinate testing with the Sample Collection Agency's Lead Doping Control Officer ahead of time so that no mix ups occur.
- The TD must contact the Sample Collection Agency one month prior to the Championship by sending the Appendix 1A Letter Template. This letter establishes communication between the TD and Lead Doping Control Officer and clarifies some key matters of concern prior the Championship.
- Once the Sample Collection Agency's Lead DCO has provided all necessary confirmations the TD must send them the ISSF Authorization Letter at Appendix 1B.
- The TD must prepare a detailed Doping Control Testing Plan for the Championship.
- The Sample Collection Agency (or OC) should provide for an adequate number of chaperones corresponding to the expected number and gender of shooters to be tested.
- TDs and Lead DCO 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 1A). If assistance is required to resolve issues arising further to communicating Appendix 1A to the Sample Collection Agency- the TD is to contact ISSF Headquarters prior to sending the Appendix 1B letter.**
- ✓ **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 Agency 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 refuses to submit to doping control, or worst yet, the athlete on from whom the sample is collected is not really the person he or she says.

Result: The selected Athlete does not get tested. This scenario absolutely must be avoided.

*What the Rules say:*

As per International Standard for Testing and Investigations (ISTI) 5.3.4, the Testing Authority or the Sample Collection Agency shall establish criteria to validate the identity of an athlete selected to provide a sample. This ensures the selected athlete is the athlete who is notified. The TD or OC must ensure that the Sample Collection Authority has criteria in place to validate the athlete's identity. If not, TD must promptly inform ISSF to address this.

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 considering any instructions of the TD.

*Responsibility:*

- The Lead Doping Control Officer or other Doping Control Officer must verify the identity of every athlete they test and may at their discretion consider any reasonable request for permission to delay reporting to the Doping Control Station following acceptance of notification, and/or to leave the Doping Control Station temporarily after arrival. The Athlete must be continuously chaperoned and kept under direct observation during the delay. The procedure must follow the WADA ISTI and the Urine Sample Collection Guidelines.

<https://www.wada-ama.org/en/resources/world-anti-doping-program/guidelines-urine-sample-collection>

## 4. Testing requirements. Dealing with World Records, Quota places & coin flips

*Scenario 4. Testing can get confusing when duplicate testing and substitutions are made*

### General:

If an Athlete is both targeted and/or randomly selected for a test in one event and then randomly selected for a second test in another event in the same Championship, a coin flip will be conducted to determine if a second test should be taken on this same Athlete or another. But a test must be done either way.

- If the coin flip determines the Athlete should **not** be tested a second time, then either
  - i. another Athlete must be selected randomly or
  - ii. an Athlete on the list of Independent Testing Intelligence Officer (TIO) alternates provided can be selected to satisfy the testing requirement.

*Responsibility: The TD must ensure minimum TDP requirements are always met.*

*The following provides guidelines for TDs to follow*

### TIO Target Tests:

- In no circumstance can a target test be substituted.
- Any athlete on the TIO target test list **must be tested**.

### OG Quota Place tests

- Athletes who gain OG Quota Places and who have not been selected randomly from all medalists or randomly from all finalists **must be tested**.
- If an OG Quota place test is also one of the TIO picks, only one test is required.
- One OG Quota Place test can serve as substitute for one of the random tests if that specific athlete was in fact the athlete randomly chosen by the TD.
- No more than one random test can be substituted by a Quota Place test.
- At least one of the random test must be taken either from Event medalists or finalists.

### World Record tests:

- In all circumstances where there are World Records(WRs) set, the athletes **must be tested**.
- If the WR is set by an athlete who is also a TIO pick in the same event, then only one test is required.
- In that case, the two random tests (from finalists and medalists) are still required to be taken.
- As with OG quota places, substituting one of the random tests for the WR test is allowed. But, only one substitution can be done (whether for a WR or OG Quota places)

- At least one of the random test must be taken either from Event medalists or finalists.

*For example: See also handout on substitutions and mandatory testing*

- ✓ If the WR is set by an athlete in the qualifying round. TD must test the athlete if he does not become a medalist or finalist. The other 2 random tests from medalists and finalists remain the same. The TIO picks must be tested (if the WR athlete is also a TIO pick only one test is needed).
- ✓ If the WR is set by one athlete who ends up being the random finalist or medalist, you can substitute one of the random tests with the WR (if the same athlete is truly randomly chosen).
- ✓ If a WR is set by two athletes who end up being chosen randomly as finalists or medalists and who are not TIO picks.
  - ✓ Both athletes **MUST** be tested.
  - Only of these tests can be a substitution for one of the random tests,
- Remember: No more the one random test can be substituted by a WR or Quota Place. At least one random test must be taken in each Event.

### **Summary Checklist**

- ✓ **TIO target test selections must ALWAYS be tested and cannot substitute a random finalist or medalist test.**
  - **If the TIO selection is picked as one of the random tests, a coin flip is done to decide if this test will be:**
    - **a. a second test collected from the same athlete (if competing in 2 events)**
    - or
    - **b. if the TD is to randomly select another athlete for the test**
  - **Athletes who set World Records must ALWAYS be tested.**
- ✓ **Athletes who gain Quota Places must ALWAYS be tested**
- ✓ **If an Athlete selected for TIO target testing breaks a WR or gains Quota Place, only one test is necessary on this athlete.**
- ✓ **If an Athlete in the finals sets a WR and is not a TIO selection, the WR can replace one of the random tests but the other random test must always be done because in all cases only one substitution can be made.**
- ✓ **One random test must always be taken per event in addition to any substitution that may occur because of WR or Quota Place tests.**

## 5. The TD and Lead DCO Post Championship Reports

*Scenario 5. What must 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 during the Championship.

*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 during a Championship in relation to testing.
- The TD and/or the Sample Collection Agency 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 Agency does not retain them).
- All information collected during 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.

## 6. Testing of Minors

*Scenario 5: What can happen in practice?*

During Junior Championships or Junior/Youth events, Athletes who are legally regarded as “Minors” (persons under a specified age) must be tested.

These minor Athletes and their legal guardians have provided and signed the necessary consent forms by way of the ISSF Athlete Declaration to obtain an ISSF ID and compete at the international-level.

However, some Sample Collection Agencies may have further regulations about testing Minors that differ from those of the ISSF or other National Anti-Doping Organizations.

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

*Responsibility:*

- The Athlete who is a Minor must always be tested when selected for doping control.
- To obtain an ISSF ID, all Athletes who participate in ISSF Championships have signed the Athlete Declaration agreeing to submit to doping control. If the Athlete is a Minor, the Declaration requires the identification and signature of a legal representative. Thereby, consent is given.
- All Sample Collection Agencies must be informed ahead of time when Minors may be tested. Conversely, prior to the Championship, by way of the Pre -Championship template letter, the TD must inquire about any Sample Collection Agency’s rules which may restrict the testing of Minors ahead of time to ensure that all mandatory testing takes place (See Appendix 1A).
- 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 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 whole of the process should follow the *International Standard for Testing and Investigations Annex C: Modifications for athlete who are minors*.

## 7. 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 until the adequate amount of urine is collected.

A sufficient sample must be provided regardless of how long this may take, unless the TD deems it reasonable to stop under the circumstances (never before 4 attempts).

*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. **(See Annex F International Standard for Testing and Investigations attached on the next page).**

### **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.**
- ✓ **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.**
- ✓ **If the process is being dragged out, at one point, reason takes over. If at that time the TD has at least 4 partial samples then the TD and Lead DCO may elect to suspend the sample collection sessions and send all samples to the laboratory in accordance with Annex F of the International Standard for Testing and Investigations.**

# International Standard for Testing and Investigations:

## Annex F - Urine Samples - Insufficient Volume

### F.1 Objective

To ensure that where a Suitable Volume of Urine for Analysis is not provided, appropriate procedures are followed.

### F.2 Scope

The procedure begins with informing the Athlete that the Sample that he/she has provided is not of Suitable Volume of Urine for Analysis and ends with the Athlete's provision of a Sample of sufficient volume.

### F.3 Responsibility

The DCO has the responsibility for declaring the Sample volume insufficient and for collecting the additional Sample(s) to obtain a combined Sample of sufficient volume.

### F.4 Requirements

F.4.1 If the Sample collected is of insufficient volume, the DCO shall inform the Athlete that a further Sample shall be collected to meet the Suitable Volume of Urine for Analysis requirements.

F.4.2 The DCO shall instruct the Athlete to select partial Sample Collection Equipment in accordance with Article D.4.4.

F.4.3 The DCO shall then instruct the Athlete to open the relevant equipment, pour the insufficient Sample into the new container (unless the Sample Collection Agency's procedures permit retention of the insufficient Sample in the original collection vessel) and seal it as directed by the DCO. The DCO shall check, in full view of the Athlete, that the container (or original collection vessel, if applicable) has been properly sealed.

F.4.4 The DCO and the Athlete shall check that the equipment code number and the volume and identity of the insufficient Sample are recorded accurately by the DCO on the Doping Control form. Either the Athlete or the DCO shall retain control of the sealed partial Sample.

F.4.5 While waiting to provide an additional Sample, the Athlete shall remain under continuous observation and be given the opportunity to hydrate.

F.4.6 When the Athlete is able to provide an additional Sample, the procedures for collection of the Sample shall be repeated as prescribed in Annex D – Collection of Urine Samples until a sufficient volume of urine will be provided by combining the initial and additional Sample(s).

F.4.7 When the DCO is satisfied that the requirements for Suitable Volume of Urine for Analysis have been met, the DCO and Athlete shall check the integrity of the seal(s) on the container(s) containing the previously provided partial Sample(s). Any irregularity with the integrity of the seal(s) will be recorded by the DCO and investigated according to Annex A – Investigating a Possible Failure to Comply.

F.4.8 The DCO shall then direct the Athlete to break the seal(s) and combine the Samples, ensuring that additional Samples are added in the order they were collected to the original

partial Sample until, as a minimum, the requirement for Suitable Volume of Urine for Analysis is met.

F.4.9 The DCO and the Athlete shall then continue with Article D.4.12 or Article D.4.14 as appropriate.

F.4.10 The DCO shall check the residual urine in accordance with Article D.4.16 to ensure that it meets the requirement for Suitable Specific Gravity for Analysis.

F.4.11 Urine should only be discarded when both the A and B bottles have been filled to capacity in accordance with Article D.4.14 and the residual urine has been checked in accordance with Article F.4.10. The Suitable Volume of Urine for Analysis shall be viewed as an absolute minimum.

## 8. 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 analyze. 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 analyzed and be deemed valid.

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

*Responsibility:*

- The Sample Collection Agency 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 DCO is responsible for collecting additional Samples until a suitable Sample is obtained according. **(See Annex G of the *International Standard for Testing and Investigations* attached on the next page).**
- The DCO 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 can provide an additional Sample, the DCO 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 DCO 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 DCO.

- The DCO shall, on behalf of ISSF, send to the laboratory for analysis all Samples which were collected, irrespective of whether 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.
  
- ✓ *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).*

## International Standard for Testing and Investigations

### Annex G - Urine Samples that do not meet the requirement for Suitable Specific Gravity for Analysis

#### G.1 Objective

To ensure that when the urine Sample does not meet the requirement for Suitable Specific Gravity for Analysis, appropriate procedures are followed.

#### G.2 Scope

The procedure begins with the DCO informing the Athlete that a further Sample is required and ends with the collection of a Sample that meets the requirements for Suitable Specific Gravity for Analysis, or appropriate follow up action by the Testing Authority if required.

#### G.3 Responsibility

The Sample Collection Agency is responsible for establishing 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 DCO is responsible for collecting additional Samples until a suitable Sample is obtained.

#### G.4 Requirements

G.4.1 The DCO shall determine that the requirements for Suitable Specific Gravity for Analysis have not been met.

G.4.2 The DCO shall inform the Athlete that he/she is required to provide a further Sample.

G.4.3 While waiting to provide a further Sample, the Athlete shall remain under continuous observation.

G.4.4 The Athlete shall 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 Code Article 2.5 (Tampering or Attempted Tampering with any part of Doping Control).

G.4.5 When the Athlete is able to provide an additional Sample, the DCO shall repeat the procedures for Sample collection set out in Annex D – Collection of Urine Samples.

G.4.6 The DCO should continue to collect additional Samples until the requirement for Suitable Specific Gravity for Analysis is met, or until the DCO 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 accordingly by the DCO.

[Comment to G.4.6: It is the responsibility of the Athlete to provide a Sample with a Suitable Specific Gravity for Analysis. Sample Collection Personnel shall advise the Athlete and Athlete Support Personnel as appropriate of this requirement at the time of Notification in order to discourage excessive hydration prior to the provision of the Athlete's first sample. If his/her first Sample is too dilute, he/she shall be advised to not hydrate any further until a Sample with a Suitable Specific Gravity for Analysis is provided. The DCO should wait as long as necessary to collect such a Sample. The Testing Authority may specify procedures to be followed by the DCO in determining whether exceptional circumstances exist that make it impossible to continue with the Sample Collection Session.]

G.4.7 The DCO shall record that the Samples collected belong to a single Athlete and the order in which the Samples were provided.

G.4.8 The DCO shall then continue with the Sample Collection Session in accordance with Article D.4.17.

G.4.9 If it is determined that none of the Samples collected from the Athlete meets the requirement for Suitable Specific Gravity for Analysis and the DCO determines that for logistical reasons it is impossible to continue with the Sample Collection Session, the DCO may end the Sample Collection Session.

G.4.10 The DCO shall 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.

G.4.11 When two Samples are collected from an Athlete, during the same Sample Collection Session, both Samples shall be analyzed by the Laboratory. In cases where three or more Samples are collected during the same Sample Collection Session, the Laboratory shall prioritize and analyze the first and last Samples collected. The Laboratory, in conjunction with the Testing Authority, may determine if the other Samples need to be analyzed.

## 9. Delays in Transmitting Doping Control Documentation to ISSF

*Scenario 8: What may happen in practice?*

After analyzing 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 the doping control session to ISSF is of utmost importance.
- Every Sample Collection Agency may have different policies regarding documentation. The TD is responsible for determining what that policy is prior to the Championship. (See Appendix 1)
- Unless the Sample Collection Agency'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 Agency 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 Agency's policy regarding doping control documentation (See Appendix 1A).**

**All the information collected during 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 - Appendix 3 and Lead DCO Post Championship Report - Appendix 4*)**
- ✓ **Doping Control Forms & Supplementary Report Form(s) – if not retained by the Lead Doping Control Officer to be sent by the Sample Collection Agency 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 Agency to ISSF.**

## 10. 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://www.wada-ama.org/sites/default/files/resources/files/2016-09-30\\_-\\_isti\\_final\\_january\\_2017.pdf](https://www.wada-ama.org/sites/default/files/resources/files/2016-09-30_-_isti_final_january_2017.pdf)

NADO: National Anti-Doping Organization

SCA: Sample Collection Agency

TD: Technical Delegate

TDP: Test Distribution Plan

TIO: Testing Intelligence Officer: ISSF's independent testing officer

WADA: World Anti-Doping Agency

## 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 Agency, 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 Agency. Contact information for the NADO/Sample Collection Agency should be obtained from the Organizing Committee.***

Dear (NADO/SAMPLE COLLECTION AGENCY 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 Agency 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 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 Agency 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.

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. 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.
  
4. 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.
  
5. Does your Sample Collection Agency 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.
  
5. Do you have criteria in place for your DCO's to validate the identity of an athlete selected to provide a sample? Please confirm
  
6. Do you have criteria in place for who may be authorized to be present during the sample collection session? Please confirm.
  
7. Please confirm that you will arrange for a courier service to ship samples to the WADA accredited laboratory.
  
8. Does your Sample Collection Agency 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.
  
9. 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 Authorization Letter from ISSF authorizing you to conduct testing on ISSF's behalf. If I do not have the opportunity to email it to you ahead of time I will give it to you on person when we meet.

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 which outlines ISSF mandatory testing requirements is as follows:

In each event (competition) of the Championship:

- One random test selected from all medalists.
- One random test selected from all finalists.
- One target test in each Team event (to be determined by ISSF Testing Intelligence Officer)

Additional required target tests shall be determined by the ISSF independent Testing Intelligence Officer and 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-Event 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)

## APPENDIX 1B - ISSF AUTHORIZATION LETTER

This letter must be remitted to the Lead DCO without exception. It is a mandatory requirement.

### DIRECTIONS:

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

If you wish to do it yourself:

- Paste and Copy the template ISSF Authorization Letter at Appendix 1B into a new File Document
- Please insert the relevant words in each highlighted section in the Authorization Letter below
- ✓ Please do not send the Authorization Letter in Word. You MUST save it in PDF first
- ✓ If you require any assistance with this, please contact Doris ASAP.
- ✓ Once the letter is ready and saved in PDF, please email the letter to the Sample Collection Agency / Lead DCO.
- ✓ You must copy Doris on this email correspondence so that she may have a copy of the letter on file.
- ✓ If you are going to remit the Authorization Letter by hand to the Sample Collection Agency/ Lead DCO at the start of the Championship, please also send a copy of the letter by email to Doris.

If you have any questions, please contact Doris ASAP

### If you prefer that Doris prepare and send you the Authorization Letter

- 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 Authorization letter (Appendix 1B)
- She will then send the Authorization Letter to you along with your testing instructions in the week or so before your Championship
- Then you will send a copy of the Authorization Letter by email to the Lead DCO or bring him/her a copy of the Authorization Letter on the first day of the Championship



**Re:                    Official Authorization Letter for Sample Collection Agency to conduct testing on behalf of the ISSF**

Please be advised that in accordance with article 5 of the International Shooting Sport Federation Anti-Doping Rules, and as per International Standard for Testing and Investigations (ISTI) Article 5.3.3, as the Testing Authority for this (INSERT NAME OF CHAMPIONSHIP) ISSF Championship, ISSF hereby authorizes (INSERT NAME OF SAMPLE COLLECTION AGENCY) and its Sample Collection Personnel to conduct testing on its behalf during this ISSF Championship from (INSERT EXACT DATES OF CHAMPONSHIPS).

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 Championship to address any issues and to ensure that the ISSF Test Distribution Plan is properly carried out.

The (INSERT NAME OF SAMPLE COLLECTION AGENCY) has provided the necessary confirmations to ISSF regarding its respect of all aspect of the ISTI, including but not limited to:

- Use of certified DCO's
- Full respect of all ISTI protocols
- 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

All doping control processes shall be carried out in strict conformity with the International Standard for Testing and Investigations and the ISSF Anti-Doping Rules and all doping control documentation shall be treated with utmost confidentiality in accordance with the International Standard for the Protection of Privacy and Personal 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	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**

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

## APPENDIX 3 - POST CHAMPIONSHIP SAMPLE COLLECTION AGENCY/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 Agency'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 Agency 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.

i. Name of ISSF Championship and location:

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

*\* You MUST fill in the attached overview*

iii. Were all the Athletes named on the list provided to you by the Testing Intelligence Officer tested? (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:

iv. Did any extraordinary incidents occur during testing?

YES

NO

If yes, please inform ISSF ASAP

v. 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