



UK Anti-Doping Procedures Guide for Sport

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Introduction

In accordance with the UK National Anti-Doping Policy and the World Anti-Doping Code (the "Code"), the National Anti-Doping Organisation for the United Kingdom, UK Anti-Doping, has responsibility for delivering an anti-doping programme for sport in the United Kingdom, with elements including an education programme for Athletes and Athlete Support Personnel on their anti-doping rights and responsibilities, a mechanism for processing applications by Athletes for Therapeutic Use Exemptions (TUE), and Testing programmes for particular sports, both In-Competition and Out-of-Competition (the "UK National Anti-Doping Programme").

This UK Anti-Doping Procedures Guide for Sport (the "Guide") forms an integral part of that Programme by setting out the procedures by which UK Anti-Doping will discharge its functions with respect to processing applications for TUEs and appeals against TUE decisions (Section 1), as well as its Testing procedures (Section 2). The Guide also includes a section on Athlete Whereabouts requirements for purposes of Out-of-Competition Testing (Section 3), provides a template Parental Consent form for Testing (Section 4), and lists defined terms used in the Guide for ease of reference (Section 5).

The predecessor to this Guide shall remain in effect until 31 December 2009, when it shall be deemed withdrawn. This Guide shall come into force on 1 January 2010 and shall continue in force, as amended from time to time by UK Anti-Doping, until further notice.

Any deviation from any of the procedures set out in this Guide shall not invalidate any finding, procedure, decision or result unless the person seeking to rely on the deviation establishes that it casts material doubt on the reliability of that finding, procedure, decision or result, and that showing is not rebutted.

Section 1: Therapeutic Use Exemption (TUE)

- 1.1 The Code permits Athletes and their physicians to apply for permission to use, for therapeutic purposes, substances or methods on the Prohibited List, the use of which is otherwise prohibited.
- 1.2 The Code gives UK Anti-Doping discretion to determine at the national level (a) which Athletes have to obtain a TUE; and (b) whether they have to secure the TUE before using the substance or method in question, or alternatively whether they are able to apply for the TUE retroactively, i.e., only if required to submit a Sample.
- 1.3 In accordance with Article 4 of the UK Anti-Doping Rules (v 2.0) effective as of 14 December 2009, or its successor as published by UK Anti-Doping from time to time, (the "Anti-Doping Rules"), UK Anti-Doping has exercised that discretion as follows:
 - 1.3.1 Athletes who:
 - a) are designated by UK Anti-Doping for inclusion in the National Registered Testing Pool (NRTP); or
 - b) are designated by UK Anti-Doping for inclusion in the Domestic Pool as "National-Level Athletes"

must obtain a TUE in advance of use of any Prohibited Substance or Prohibited Method, in accordance with Section 1A of this Guide. The only exception to this is that a retrospective application is permitted for emergency use, in accordance with Section 1D.

- 1.3.2 Athletes who are designated by UK Anti-Doping for inclusion in the Domestic Pool but not categorised as "National-Level Athletes" must obtain a TUE in advance of the use of any Prohibited Substance or Prohibited Method, in accordance with Section 1A, with the following two exceptions:
 - a) Where an inhaled beta-2 agonist (specifically limited to formoterol and terbutaline) is used in the treatment of asthma (or its clinical variants), a TUE should be sought retrospectively in accordance with 1D5 to 1D9.
 - b) Where a Prohibited Substance or Prohibited Method is used in an emergency, a TUE may be sought after the substance or method has been administered, in accordance with 1D2 to 1D4.
- 1.3.3 Athletes who are not designated by UK Anti-Doping for inclusion in the NRTP or the Domestic Pool do not need to obtain a TUE in advance of the use of any Prohibited Substance or Prohibited Method, but instead should seek a TUE only retroactively, in accordance with 1D5 to 1D9.

Note: the foregoing is without prejudice to the right of an International Federation to impose its own TUE requirements in relation to Athletes under its jurisdiction. Athletes under the jurisdiction of an International Federation are responsible for identifying and complying with any TUE requirements imposed on them by the International Federation.

- 1.4 Notwithstanding 1.3:

- 1.4.1 Any Athlete in the NRTP or the Domestic Pool who uses:

- a) a glucocorticosteroid administered by non-systemic routes, namely intra-articular, periarticular, peritendinous, epidural, intradermal injections or inhaled routes;
- b) salbutamol and salmeterol by inhalation; or
- c) platelet-derived preparations (e.g. Platelet Rich Plasma, "blood spinning") administered by non-intramuscular routes;

does not need a TUE but instead must (a) submit a Declaration of Use; and (b) declare such use on the Sample Collection Form at the time of Testing in accordance with Section 1C.

- 1.4.2 Any Athlete not in the NRTP or the Domestic Pool who uses a substance listed in 1.4.1 is not required to submit a TUE or a Declaration of Use, but instead must declare such use on the Sample Collection Form at the time of Testing in accordance with 1C5.
- 1.5 The International Standard for Therapeutic Use Exemption (ISTUE) sets out the criteria that have to be met in order for a TUE to be granted. This Guide adopts and incorporates the ISTUE, as amended from time to time. In the case of any conflict between the Guide and the ISTUE, the ISTUE shall prevail.
- 1.6 For the management, review or appeal of a TUE application, an Athlete who applies for a TUE from UK Anti-Doping consents to his/her TUE application being processed according to the ISTUE, Article 4 of the Anti-Doping Rules, and Section 1 of this Guide, including:
- a) the disclosure by the Athlete's physician(s) of any further information required by UK Anti-Doping or the UK TUE Committee (TUEC) to process the Athlete's TUE application;
 - b) the communication by UK Anti-Doping of the information provided in support of the application to members of the UK TUEC and (as required) to other independent medical or scientific experts consulted by the UK TUEC; and
 - c) the communication of the approval or denial of the TUE application, including the details of any conditions or restrictions on such approval, and any supporting documentation or information, to the Athlete's National Governing Body, his/her International Federation, WADA and other Anti-Doping Organisations where applicable.
- 1.7 Should the Athlete wish to revoke the consent set out in the preceding paragraph, he/she must notify his/her National Governing Body, UK Anti-Doping and his/her physician(s) in writing of that fact. Upon such revocation of consent, the Athlete's application for a TUE (or for renewal of an existing TUE) will be deemed withdrawn and not granted.

Section 1A: Process for applying for a TUE

1A1 Where, in accordance with clause 1.3, an Athlete is required to obtain a TUE from UK Anti-Doping in advance of use of a Prohibited Substance or Prohibited Method, he/she must make an application to UK Anti-Doping in accordance with this Section 1A. For the use of an inhaled beta-2 agonist (specifically limited to formoterol and terbutaline) to treat asthma (or its clinical variants), then the additional requirements set out in Section 1B of this Guide must also be met.

1A2 A TUE application:

- a) must be made using the correct form according to the specific requirements of your sport;
- b) must be completed legibly, fully and accurately, in English;
- c) should be submitted no less than twenty-one (21) days before the Athlete needs the approval (for instance, at least twenty-one (21) days prior to an Event in which the Athlete intends to compete);
- d) must be signed by the Athlete and by any physician(s) supporting the application, with all signatures provided within one (1) month of each other;
- e) must specify the Athlete's level of competition (e.g. National Registered Testing Pool), sport and, where appropriate, the discipline and any forthcoming competition/fixture for which they are applying for a TUE;
- f) must specify the dose, frequency, route and duration of the proposed administration of the Prohibited Substance or Prohibited Method;
- g) must include a detailed statement by an appropriately qualified physician explaining how the criteria set out in 1A8 can be met;
- h) must include a comprehensive medical history of the Athlete and the results of all clinical examinations, laboratory investigations and imaging studies relevant to the application;
- i) must list any previous and/or current requests for permission to use a Prohibited Substance or Prohibited Method, the Anti-Doping Organisation to whom that request was made, and the decision of that Anti-Doping Organisation;
- j) must provide accurate and up-to-date contact details for the Athlete and for each physician supporting the application, including in each case a current mailing or e-mail address and phone number; and
- k) must be sent to UK Anti-Doping either by mail to the following address, in an envelope clearly labelled "Private and Confidential";

TUE
UK Anti-Doping
Oceanic House
1a Cockspur Street, London SW1Y 5BG

or by e-mail to tue@ukad.org.uk
or by fax to 0800 2983362

- 1A3 Athletes should retain a complete copy of the application and enclosures sent to UK Anti-Doping, along with proof of the date of mailing/emailing/faxing.
- 1A4 Upon receipt of an application, UK Anti-Doping will use all reasonable endeavours to carry out an administrative review within three (3) working days. This will confirm that the application:
- a) is within UK Anti-Doping's jurisdiction. If not, i.e., if the applicant is an International-Level Athlete or is applying for a TUE in advance of an international Competition, UK Anti-Doping will forward the TUE application to the International Federation for consideration. Any consequent delay shall be at the risk of the Athlete, whose responsibility it is to make the application to the correct authority in the first place;
 - b) has been completed fully and accurately in accordance with paragraph 1A2 above; and
 - c) is accompanied by sufficient medical information to process the application.
- 1A5 If the application is incomplete and/or otherwise does not meet the necessary requirements, it will be returned to the Athlete with an explanation to that effect, and he/she shall be invited to re-apply in compliance with the necessary requirements. Any consequent delay shall be at the risk of the Athlete, whose responsibility it is to submit an accurate and complete application.
- 1A6 Once a complete application meeting all the necessary requirements has been submitted, UK Anti-Doping will forward it to three (3) members of the UK TUEC, one of whom will be designated as Chair. The Chair shall coordinate the responses of the UK TUEC and provide a final decision to UK Anti-Doping with respect to the application. The Chair shall also be responsible for requesting, where necessary, further specialist input to support the UK TUEC in making a final decision. Timeframes for the review of TUE applications are set out in this Section 1A.
- 1A7 The members of the UK TUEC shall meet the following criteria:
- a) each of them shall be a physician with experience in the care and treatment of Athletes and a sound knowledge of clinical sports and exercise medicine;
 - b) if the applicant Athlete has a Disability, at least one UK TUEC member must possess specific experience in relation to the care and treatment of Athletes with a Disability;
 - c) they must not have any official responsibility within the sport(s) in which the Athlete participates. At the discretion of the Chair, however, if sport-specific expertise is required a request can be made by the Chair to UK Anti-Doping, which at its discretion can either add a fourth member with such expertise to the UK TUEC or source a person to advise and provide the UK TUEC with such sport-specific expertise; and
 - d) they must declare that they do not have any conflict of interest or political responsibility in the NGB or sport in which the TUE application may apply.
- 1A8 The UK TUEC will review the application in accordance with the criteria set out in the ISTUE, specifically, the UK TUEC will only grant the TUE where each of the following criteria is met, which the Athlete must demonstrate in his/her application to the satisfaction of the UK TUEC:
- a) the Athlete would experience a significant impairment to health if the Prohibited Substance or Prohibited Method in question were to be withheld in the course of treating an acute or chronic medical condition;

- b) the therapeutic use of the Prohibited Substance or Prohibited Method in question would produce no additional enhancement of performance other than that which might be anticipated by a return to a state of normal health following the treatment of a legitimate medical condition. The use of any Prohibited Substance or Prohibited Method to increase "low-normal" levels of any endogenous hormone is not considered an acceptable therapeutic intervention;
 - c) there is no reasonable therapeutic alternative to the use of the otherwise Prohibited Substance or Prohibited Method; and
 - d) the necessity for the use of the otherwise Prohibited Substance or Prohibited Method cannot be a consequence, wholly or in part, of the Athlete's prior non-therapeutic use of any substance from the Prohibited List.
- 1A9 The UK TUEC must reach its decision unanimously for a TUE to be granted.
- 1A10 The UK TUEC will make its decision as soon as reasonably practicable following their receipt of the application as detailed in 1A4. In normal circumstances, this should be within seven (7) days of receipt of all relevant documentation. UK Anti-Doping will then notify the athlete of the decision, by his/her preferred means (as identified in the TUE application).
- 1A11 The UK TUEC may require further information before a decision can be reached. In such instances UK Anti-Doping may stipulate a deadline for submission of such further information. Where it considers it appropriate to seek further medical or scientific opinion or information in relation to the application from the Athlete's physician or from a third party, the UK TUEC shall do so as quickly as is practicable. The identity of the Athlete will not be disclosed to any third party.
- 1A12 If the UK TUEC grants the TUE, it shall detail in its decision (a) the duration of the exemption granted; and (b) any conditions or requirements associated with the TUE that the Athlete must satisfy.
- 1A13 If there is a change to the dose, frequency, route or duration of the administration of the Prohibited Substance or Prohibited Method where a TUE has been granted, the TUE will no longer be valid and the Athlete must apply for a new TUE immediately.
- 1A14 If the UK TUEC denies the TUE or imposes any conditions or requirements on this grant, it shall state its reasons for doing so in the decision itself. A TUE granted by the UK TUEC may be cancelled if the Athlete does not promptly comply with any requirements or conditions imposed by the UK TUEC upon approval of the TUE.
- 1A15 On expiry of the term of a TUE granted by the UK TUEC, an Athlete who wishes to continue to use the Prohibited Substance or Prohibited Method in question must again apply for a TUE in accordance with Section 1A of this Guide. It is the Athlete's responsibility to monitor the expiry of their TUE and to reapply accordingly. UK Anti-Doping does not take responsibility for reminding the Athlete.
- 1A16 UK Anti-Doping will send details of the UK TUEC decision to the Athlete. UK Anti-Doping will make available a copy of the decision via the Anti-Doping Administration and Management System (ADAMS).
- 1A17 If the UK TUEC denies the TUE application then at the same time as UK Anti-Doping sends a copy of the decision to the Athlete, it shall also advise him/her of the right to appeal the decision in accordance with Code Article 13.4 and Section 1E of this Guide.

1A18 Each UK TUEC member shall keep all matters relating to the TUE application strictly confidential at all times, during and after the application.

Section 1B: TUE applications for the use of inhaled beta-2 agonists to treat asthma

- 1B1 Where an Athlete is required to obtain a TUE from UK Anti-Doping in advance of use of an inhaled beta-2 agonist (specifically limited to formoterol and terbutaline) to treat asthma (or its clinical variants), then a TUE application must be made in accordance with Section 1A of this Guide, but must also satisfy the additional requirements set out in this Section 1B.
- 1B2 The medical file that accompanies the TUE application must include:
- a) a complete medical history;
 - b) a comprehensive report of the clinical examination with specific focus on the respiratory system;
 - c) a report of spirometry with the measure of the Forced Expiratory Volume in 1 second (FEV1);
 - d) if airway obstruction is present, the spirometry will be repeated after the inhalation of a short acting beta-2 agonist to demonstrate the reversibility of bronchoconstriction;
 - e) in the absence of a reversible airway obstruction, a bronchial provocation test is required to establish the presence of airway hyper-responsiveness; and
 - f) the exact name, speciality, and contact details (including address, telephone, e-mail, fax) of the examining physician.

Section 1C: Declaration of Use process

1C1 Any Athlete in the National Registered Testing Pool (NRTP) or the Domestic Pool who uses:

- a) a glucocorticosteroid administered by non-systemic routes, namely intra-articular, periarticular, peritendinous, epidural, intradermal injections or inhaled routes;
- b) salbutamol and salmeterol by inhalation; and/or
- c) platelet-derived preparations (e.g. Platelet Rich Plasma, "blood spinning") administered by non-intramuscular routes;

does not need a TUE but instead must meet all the requirements set out in 1C3, 1C4 and 1C5 below.

1C2 Any Athlete not in the NRTP or the Domestic Pool who uses a substance listed in 1C1 is not required to submit a TUE but instead must meet only the requirement set out in 1C5 below.

1C3 For the use of substances listed in 1C1 a Declaration of Use should be submitted. Athletes must submit a Declaration of Use via ADAMS (the Anti-Doping Administration and Management System) at www.myadams.co.uk or via UK Anti-Doping's Online Declaration Form at www.ukad.org.uk.

1C4 The Declaration of Use must specify the Athlete's name, the diagnosis, the name of the substance, the dose undertaken, the route of administration, the frequency of use and the name and contact details of the prescribing physician.

1C5 The use of the substances listed in 1C1 by Athletes listed in 1C1 and 1C2, administered within four (4) weeks of Sample Collection, should be declared on the Sample Collection Form at the time of Testing.

1C6 For the avoidance of doubt, this Section 1C does not apply to the use of:

- a) glucocorticosteroids administered by systemic routes, namely oral, intravenous, intramuscular and rectal;
- b) salbutamol or salmeterol administered by routes other than inhalation;
- c) platelet-derived preparations (e.g. Platelet Rich Plasma, "blood spinning") administered by an intramuscular route.

An Athlete must obtain a TUE for such use, in accordance with Section 1A.

Section 1D: Emergency or Retroactive TUE applications

1D1 Where applicable, in accordance with Section 1.3, the following requirements will apply.

Emergency TUE Applications

1D2 An emergency TUE application will be considered by the UK TUEC where:

- a) emergency treatment or treatment of an acute medical condition was necessary; or
- b) due to exceptional circumstances, there was insufficient time or opportunity for the Athlete to submit, or for the UK TUEC to consider, an application prior to Sample Collection.

1D3 Emergency TUE applications must be submitted to UK Anti-Doping as soon as possible, and in any event within five (5) working days of commencing treatment in the case of 1D2a) or of Sample Collection in the case of 1D2b). UK Anti-Doping may extend this deadline if the Athlete provides compelling reasons why it should do so.

1D4 Emergency TUE applications will be denied if the conditions set out in Section 1A of this Guide are not met.

Retroactive TUE Applications

1D5 For the avoidance of doubt, 1D5 to 1D9 only apply to an Athlete who is not required to obtain a TUE for use of a Prohibited Substance or Prohibited Method in advance of such use (detailed in Sections 1.3.2 and 1.3.3 of this Guide).

1D6 An Athlete must apply for a Retroactive TUE for the use of a Prohibited Substance or Prohibited Method within ten (10) working days of the Sample Collection unless 1D7 applies. UK Anti-Doping may extend this deadline if the Athlete provides good reasons why it should do so.

1D7 An application for a Retroactive TUE for inhaled beta-2 agonists (specifically limited to formoterol and terbutaline) need only be submitted if an Adverse Analytical Finding is returned. This application must be made within five (5) working days of the Adverse Analytical Finding being returned. Athletes are still expected to notify UK Anti-Doping within ten (10) working days of Sample Collection, but no TUE application need be submitted unless an Adverse Analytical Finding is returned.

1D8 Any Retroactive TUE application must be made in accordance with Section 1A of this Guide.

1D9 Athletes should ensure, with the assistance of their medical practitioner, that they can meet the conditions set out in Section 1A of this Guide prior to using a Prohibited Substance or Prohibited Method.

Section 1E: Process for appealing a denial or conditional grant of a TUE

1E1 An Athlete who wishes to appeal a decision of the UK TUEC must lodge written notice of the appeal with UK Anti-Doping, specifying the grounds of the appeal, within ten (10) working days of the date of receipt of the decision in question.

1E2 The notice should be sent to UK Anti-Doping at the following address, in an envelope clearly labelled "Private and Confidential":

TUE Appeal
UK Anti-Doping
Oceanic House
1a Cockspur Street
London SW1Y 5BG

or by e-mail to tue@ukad.org.uk

or by fax to 0800 298 3362.

1E3 UK Anti-Doping will pass the notice of appeal, along with the complete file of the original application, to the UK TUE Appeal Panel.

1E4 The UK TUE Appeal Panel will be made up of three (3) members meeting the criteria set out at clause 1A7, but who were not involved in the decision being appealed.

1E5 The UK TUE Appeal Panel will review the application, including the medical information provided, in accordance with the criteria set out in the ISTUE, and without being bound in any way by the decision being appealed.

1E6 The UK TUE Appeal Panel must make its decision unanimously for a TUE to be granted.

1E7 The UK TUE Appeal Panel will make its decision as soon as reasonably practicable. In normal circumstances, this will be within thirty (30) days of receipt of all relevant documentation. Where the Athlete requests an urgent review, the UK TUE Appeal Panel will make its decision within ten (10) working days of receipt of all relevant documentation.

1E8 The UK TUE Appeal Panel will follow the same procedure as outlined in 1A11 to 1A16 of this Guide.

1E9 The right of appeal set out in this Section 1E shall be without prejudice to:

a) the right of an Athlete in the National Registered Testing Pool to request that WADA review the denial of a TUE in accordance with Code Article 4.4;

b) the right of the Athlete to appeal the decision of the UK TUE Appeal Panel to the World Anti-Doping Agency's TUE Committee or to the Court of Arbitration for Sport (CAS); and

c) the right of UK Anti-Doping and/or the National Governing Body to appeal to CAS against any decision made by WADA or the UK TUE Appeal Panel with respect to a TUE application originally submitted to the UK TUEC.

1E10 Where a decision of the UK TUE Appeal Panel is appealed to CAS or to WADA's TUE Committee, that decision shall remain in full force and effect unless and until overturned or amended on appeal.

Section 2: Testing

- 2.1 The Sample Collection procedures outlined in Section 2 of this Guide apply to Testing conducted by UK Anti-Doping and shall be carried out in accordance with the International Standard for Testing (IST) in force at the time of Testing, as determined by the World Anti-Doping Code. Sample Collection procedures by other Anti-Doping Organisations may vary from country to country; however, Sample Collection procedures should meet the IST and therefore, the principles for Testing and the rights of the Athlete as outlined in this Guide should be upheld.
- 2.2 In the case of any conflict between this Guide and the IST, the IST shall prevail.

Section 2A: Sample Collection procedures

The following procedures outlined in Section 2A apply to the collection of urine and blood Samples. Specific procedures for urine and blood are detailed in:

- a) Section 2B: Urine Sample Collection procedure
- b) Section 2C: Blood Sample Collection procedure

Requirements prior to notification of Athletes

- 2A1 Other than by exception, Out-of-Competition Testing shall be conducted on a No Advance Notice basis.
- 2A2 To conduct or assist with a Sample Collection session, UK Anti-Doping shall appoint and authorise Doping Control Staff who have been trained for their assigned responsibilities, who do not have a conflict of interest in the outcome of the Sample Collection session and who are not under the age of 18 years.
- 2A3 All Doping Control Staff shall have official authorisation documentation that is provided and controlled by UK Anti-Doping. In addition to this, Doping Control Staff shall also carry an official identification card, provided and controlled by UK Anti-Doping, that names UK Anti-Doping as the appointing authority with, as a minimum, the Doping Control Staff member's name, photograph and expiry date of the identification card.
- 2A4 UK Anti-Doping or a member of Doping Control Staff as applicable, shall consider whether a third party is required to be present during notification of the Athlete, including when the Athlete is a Minor (as provided for in Section 2E), where required by reason of an Athlete's Disability (as provided for in Section 2F), or in situations where an interpreter is required (as provided for in Section 2G). When a third party is the first person notified, the DCO or Chaperone shall record this and the test may be reported as a short notice test by UK Anti-Doping.
- 2A5 UK Anti-Doping shall not reschedule or change a Sample Collection session from No Advance Notice to short notice unless unforeseen circumstances on the day are such as to require advance notice of the Sample Collection session to be given. Any such decision shall be recorded on the Doping Control documentation.

Notification of Athletes

- 2A6 The notification of Athletes starts when a member of Doping Control Staff or authorised representative of UK Anti-Doping initiates the notification of the selected Athlete and ends when the chaperoned Athlete arrives at the Doping Control Station or when the Athlete's refusal or possible Failure to Comply is communicated by the Athlete to a member of Doping Control Staff.
- 2A7 An Athlete selected for Testing must provide, on demand, proof of his/her identity satisfactory to the Doping Control Staff. This should be photographic identification where available.
- 2A8 When initial contact is made and the identity of the Athlete is confirmed, the Doping Control Staff shall ensure that the Athlete (and/or a third party if required) is informed:
 - a) that the Athlete is required to undergo Sample Collection;
 - b) of the authority under which the Sample Collection session is to be conducted;

- c) of the type of Sample Collection, i.e. blood or urine, and any conditions that need to be adhered to prior to Sample Collection, such as:
 - i) in the event of a urine Sample, the Sample provided by the Athlete to the Doping Control Officer (DCO) should be the first urine passed by the Athlete following notification;
 - d) of the Athlete's rights, including the right to:
 - i) have a representative and, if required and available, an interpreter as provided for in Section 2G of this Guide;
 - ii) ask for additional information about the Sample Collection process;
 - iii) request a delay in reporting to the Doping Control Station for valid reasons, as approved by the Lead DCO and in accordance with 2A10, 2A17 and 2A18 below;
 - iv) in the case of an Athlete with a Disability, request that modifications be made to the procedure as provided for in Section 2F of this Guide and as approved by the DCO; and
 - v) for urine Sample Collection, have Sample Provision observed by a DCO of the same gender.
 - e) of the Athlete's responsibilities, including the requirement to:
 - i) remain within direct sight of the Doping Control Staff at all times from the point of in-person notification by the Doping Control Staff until the completion of the Sample Collection session;
 - ii) comply with the requirements of Sample Collection throughout, given that a refusal or Failure to Comply may be treated as an Anti-Doping Rule Violation under the applicable anti-doping rules;
 - iii) report immediately to the Doping Control Station, unless, upon request by the Athlete and at the discretion of Doping Control Staff, permission is given to delay reporting in accordance with 2A10, 2A17 and 2A18 (throughout which time the Athlete must be chaperoned); and
 - iv) produce verifiable identification. This should be photographic identification but in the absence of such identification, other means may be used. Doping Control Staff must be satisfied that the identity of the Athlete has been validated.
 - f) of the location of the Doping Control Station.
- 2A9 The Athlete shall sign the Sample Collection Form to acknowledge notification of Testing. Doping Control Staff shall provide the Athlete with a copy of the notification section of the Sample Collection Form. If the Athlete refuses to sign to confirm that he/she has been notified or seeks to evade notification, the Doping Control Staff shall seek to inform the Athlete of the consequences of a refusal or Failure to Comply, and the Chaperone or DCO shall immediately report all relevant facts to the Lead DCO. Wherever possible, the DCO shall continue to collect a Sample. In any event, the Lead DCO shall document the facts and report the circumstances to UK Anti-Doping. The Lead DCO and UK Anti-Doping shall follow the steps prescribed in Section 2D of this Guide.
- 2A10 The DCO or Chaperone shall consider any reasonable request by the Athlete to delay reporting to the Doping Control Station and/or to leave the Doping Control Station

temporarily after arrival, to enable the Athlete to complete one or more of the following, provided that the Athlete can be continuously chaperoned and kept under direct observation during the activity:

For In-Competition Testing, to

- a) locate a representative and/or interpreter;
- b) warm down;
- c) obtain warm or dry clothing;
- d) participate in a victory ceremony;
- e) compete in further Competitions;
- f) fulfil media commitments;
- g) obtain photo identification;
- h) obtain necessary medical treatment; or
- i) any other exceptional reason which may be justified.

For Out-of-Competition Testing, to

- a) locate a representative and/or interpreter;
- b) complete a training session;
- c) obtain warm or dry clothing;
- d) obtain photo identification;
- e) obtain necessary medical treatment; or
- f) any other exceptional reason which may be justified.

The DCO shall document the reasons for any such delay, in case they require further investigation by UK Anti-Doping.

The DCO shall reject a request for delay from an Athlete if it is not possible for the Athlete to be continuously chaperoned and kept under direct observation.

Preparing for the Sample Collection session

2A11 UK Anti-Doping shall be responsible for the overall conduct of the Sample Collection process, with specific responsibilities delegated to the Doping Control Staff.

2A12 The Lead DCO shall seek to ensure that the Doping Control Station used, as a minimum, ensures the Athlete's privacy, provides a high standard of cleanliness and, wherever possible, is used solely for Sample Collection for the duration of the Sample Collection session. The Doping Control Station for blood Sample Collection may be shared with the facility used for urine Sample Collection. The DCO shall record any significant deviations from these criteria.

2A13 The Lead DCO shall decide who, in addition to the Doping Control Staff, may be present during the Sample Collection session. As a minimum, the following people may be present for the duration of the Sample Collection session with the exception of where the Athlete is providing a urine sample unless requested to do so by the Athlete:

- a) the Athlete's representative and/or interpreter;
- b) in the case of urine Sample Collection, a Minor's representative as provided for in Section 2E of this Guide, to observe the DCO when the Minor is passing a urine Sample, but without the representative directly observing the passing of the Sample unless requested to do so by the Minor;

- c) in the case of urine Sample Collection, the DCO's representative where the Athlete is a Minor, to observe the DCO, but without the representative directly observing the passing of the urine Sample;
 - d) the representative of an Athlete with a Disability, as provided for in Section 2E of this Guide;
 - e) a WADA Independent Observer; and
 - f) a UK Anti-Doping Authorised Observer under the UK National Anti-Doping Programme.
- 2A14 The DCO shall only use Sample Collection Equipment that is authorised by UK Anti-Doping, which shall, as a minimum:
- a) have a unique numbering system incorporated into all bottles, containers, tubes or any other item used to seal the Athlete's Sample;
 - b) have a sealing system that is tamper-evident;
 - c) ensure the equipment does not reveal the identity of the Athlete; and
 - d) be intact and sealed in tamper-evident packaging.

Conducting a Sample Collection session

- 2A15 The Doping Control Staff shall ensure that the Athlete was informed of his/her rights and responsibilities at the time of notification as specified in paragraphs 2A8 (d) and (e) above.
- 2A16 At an event, sealed drinks may be provided by the NGB or event organiser. Athletes that choose to consume other drinks or food do so at their own risk.
- 2A17 The DCO shall consider any reasonable request by the Athlete to leave the Doping Control Station, in accordance with 2A10, until the Athlete is able to provide a Sample. The Athlete shall only leave the Doping Control Station if he/she can be continuously chaperoned and with the approval of the Lead DCO.
- 2A18 If the Lead DCO gives approval for the Athlete to leave the Doping Control Station, the Lead DCO will agree with the Athlete:
- a) the purpose of the Athlete leaving the Doping Control Station;
 - b) that the Athlete must remain under direct observation at all times;
 - c) the time of return (or return upon completion of an agreed activity); and
 - d) where the Athlete has been notified for urine Sample Collection, that the Athlete shall not pass urine until he/she returns to the Doping Control Station.
- 2A19 The DCO shall document this information, the actual time of the Athlete's departure and return, and any other relevant details.
- 2A20 The DCO shall collect the Sample from the Athlete according to the procedures set out in Section 2B (Urine) or Section 2C (Blood).
- 2A21 Any anomalies or behaviour by the Athlete and/or Persons associated with the Athlete that might compromise the Sample Collection session shall be recorded.

- 2A22 If there are doubts as to the origin or authenticity of the Sample or the suitability of the Sample is in question, the Athlete shall be asked to provide an additional Sample. The reason(s) for such doubts shall be recorded. If the Athlete refuses to provide an additional Sample, the DCO shall follow the procedures set out in Section 2D of this Guide.
- 2A23 The DCO shall provide the Athlete with the opportunity to document any concerns he/she may have about how the Sample Collection session has been conducted.
- 2A24 In conducting a Sample Collection session (blood or urine), the following information shall be recorded as a minimum:
- a) date, time and type of notification (No Advance Notice, short notice, In-Competition or Out-of-Competition);
 - b) arrival time at the Doping Control Station;
 - c) date and time of Sample provision;
 - d) the name of the Athlete;
 - e) the date of birth of the Athlete;
 - f) the gender of the Athlete;
 - g) identification used to verify the identity of the Athlete;
 - h) the Athlete's sport and discipline;
 - i) the Sample code number and Mission Order (MO) number;
 - j) the name and signature of the person who notified the Athlete;
 - k) the name and signature of the Athlete to confirm notification;
 - l) a declaration by the Athlete of any medication, supplements and recent blood transfusions taken within seven (7) days of Sample Collection;
 - m) comments by or concerns of the Athlete regarding the conduct of the Sample Collection session;
 - n) consent by the Athlete, if given, for the use of the Sample(s) for research purposes;
 - o) consent by the Athlete for the processing of test data in ADAMS;
 - p) the name and signature of the Athlete on completion of the Sample Collection session;
 - q) the name and signature of the Athlete's representative (if applicable); and
 - r) the name and signature of the witnessing DCO.
- 2A25 The following additional information shall be recorded at a urine Sample Collection session only:
- a) the name of the Athlete's coach and general practitioner/sports medicine practitioner;
 - b) where applicable, a declaration by the Athlete of the use of the following taken within one (1) month of Sample Collection:
 - i. a glucocorticosteroid administered by non-systemic routes, namely intra-articular, periarticular, peritendinous, epidural, intradermal injections or inhaled routes;
 - ii. salbutamol and salmeterol by inhalation; and/or
 - iii. platelet-derived preparations (e.g. Platelet Rich Plasma, "blood spinning") administered by non-intramuscular routes;
 - c) in the event of any partial Samples – partial Sample code number, volume and signature of the Athlete and initials of the witnessing DCO;
 - d) total Sample volume collected;
 - e) specific gravity reading on Sample/s collected;
- 2A26 The following additional information shall be recorded at a blood Sample Collection session only:
- a) the name and signature of UK Anti-Doping Blood Collection Officer who collected the blood Sample;
 - b) where applicable, whether the athlete had prior to Sample Collection:

- i. performed exercise two (2) hours before;
- ii. donated blood in the previous three (3) months;
- iii. been at altitude or used altitude simulation techniques in the previous two (2) weeks.

Requirements for security and post test administration

2A27 The DCO shall ensure that any sealed Sample is stored in a manner that protects its integrity, identity and security prior to transport from the Doping Control Station. The storage arrangements and monitoring of the secure storage of the Sample must be recorded on the Doping Control documentation, and should detail the location of the Sample, the security arrangements for that location and who has access to the Sample until the Sample is sent to the Laboratory.

2A28 The NADO shall provide instructions for the type of analysis to be conducted, where required, to the laboratory to which the Sample is sent.

Requirements for transport of Samples and documentation

2A29 UK Anti-Doping shall ensure that Samples and Doping Control documentation are transported to the laboratory in a manner that protects their integrity, identity and security.

2A30 The Samples and Doping Control documentation sent to the laboratory shall not identify the Athlete.

Section 2B: Urine Sample Collection procedure

Selection of the Sample Collection vessel

- 2B1 The DCO shall be responsible for ensuring that each Sample is properly collected, sealed and documented. The Athlete shall be given a choice of at least three (3) Sample Collection vessels, from which he/she must select one and then he/she and the DCO shall check that the vessel chosen is clean and the seal is intact.
- 2B2 If either the Athlete or DCO is not satisfied with the Sample Collection vessel, the Athlete shall make another selection. If the Athlete is not satisfied with any of the Sample Collection vessels, and the DCO does not agree with the Athlete's opinion that none of the available vessels are satisfactory, the DCO shall instruct the Athlete to proceed with the test and the Athlete's views will be recorded on the Sample Collection Form by the Athlete and/or the DCO. If the Athlete fails to proceed, the DCO shall follow the procedures set out in Section 2D of this Guide.
- 2B3 If the DCO and the Athlete agree that none of the Sample Collection vessels are satisfactory, the DCO shall terminate the Sample Collection session and record the reasons on the Doping Control documentation.
- 2B4 Once selected, the Sample Collection vessel shall be handled only by the Athlete until the Sample is sealed. The DCO shall determine whether the Athlete's request for somebody other than the Athlete to handle the vessel is reasonable. The decision of the DCO is final and should be recorded along with the reason on the Doping Control documentation.

Sample provision

- 2B5 The DCO witnessing urine Sample provision shall be of the same gender as the Athlete providing the Sample.
- 2B6 The DCO shall escort the Athlete to the Sample Collection area. The Athlete will carry his/her own Sample Collection vessel at all times. The Athlete will be requested to wash his/her hands thoroughly or to wear gloves during Sample provision.
- 2B7 Once in the privacy of the Sample Collection area, the Athlete must remove all clothing between the waist and mid-thigh, in order that the DCO has an unobstructed view of the passing of the urine Sample. Sleeves should be rolled up so that the Athlete's arms and hands are also clearly visible.
- 2B8 The DCO shall directly observe the Athlete when providing the Sample, adjusting his/her position so as to have a clear view of the entire Sample leaving the Athlete's body.
- 2B9 Once a Sample has been collected the DCO shall escort the Athlete, who shall carry his/her own Sample, back to the processing area. If the Sample satisfies applicable volume requirements (minimum 90mls) the DCO and Athlete shall proceed to divide and seal the Sample. If the Athlete has provided a partial Sample and is unable to provide any more urine for the time being, the Sample Collection vessel containing the Sample shall be sealed with a lid by the Athlete and the procedure in 2B13 to 2B25 will be followed.
- 2B10 If an Athlete wishes to wash his/her hands after providing the Sample, the Sample should at this time be placed in a safe and secure location, in full view of both the Athlete and the DCO.
- 2B11 If the DCO observes any unusual behaviour by the Athlete while witnessing the provision of the Sample, this should be reported to the Lead DCO as soon as possible and fully documented. If there are doubts as to the origin or authenticity of the Sample or the

suitability of the Sample is in question, the Athlete shall be asked to provide an additional Sample.

2B12 The DCO shall sign the Sample Collection Form to verify that he/she witnessed Sample provision in accordance with these procedures.

Partial Sample

2B13 In the event that an Athlete is unable to provide the required volume of urine (minimum 90mls), the DCO shall adhere to the following partial Sample procedure.

2B14 The DCO shall record on the Sample Collection Form the volume of the partial Sample and the lid number of the Sample Collection vessel in which it is stored. The Athlete shall sign the Sample Collection Form to confirm that the Sample Collection vessel is secured and that the DCO has accurately recorded the volume of the partial Sample and the lid number of the Sample Collection vessel. The Athlete shall place the sealed Sample Collection vessel in the area designated for partial Sample storage.

2B15 The DCO shall retain control of the sealed partial Sample and advise the Athlete of the security arrangements. The Athlete has the right to be satisfied with the security arrangements for their partial Sample. The DCO shall ensure that the partial Sample is securely stored under continuous observation or locked away in a secure area.

2B16 The Athlete shall return to the waiting area and shall remain under observation until he/she is ready to provide a further Sample.

2B17 When the Athlete is ready to provide more urine, the Sample Collection process shall recommence.

2B18 To ensure continuity of the process and for the comfort of the Athlete, the DCO shall be the same DCO as for the initial attempt. However, a change of DCO is permitted where necessary at the discretion of the Lead DCO and provided that the change in DCO in no way affects the integrity of the process. A change in DCO shall be documented.

2B19 The Athlete shall select a new Sample Collection vessel in accordance with 2B1 to 2B4.

2B20 The Athlete shall then repeat the process for providing a Sample in accordance with 2B5 to 2B10.

2B21 The Athlete shall take the new Sample Collection vessel and the Sample Collection vessel containing the initial partial Sample to the processing area and the Athlete will be asked to confirm that the lid number of the Sample Collection vessel containing the initial partial Sample is the same as the lid number recorded in accordance with 2B14.

2B22 The Athlete will be requested to wear gloves prior to combining the two Samples.

2B23 The Athlete shall combine the two Samples by pouring the second Sample into the Sample Collection vessel containing the initial partial Sample until the required volume of urine is met (90mls).

2B24 If the cumulative volume of urine of the combined Samples is still insufficient, the Sample Collection vessel containing the combined Samples will be resealed with a new numbered lid. The process detailed in 2B1 to 2B10 will be repeated until the DCO is satisfied that the Athlete has provided the required volume of urine (90mls).

2B25 Once the required volume of urine has been collected, the DCO and Athlete shall proceed to divide and seal the Sample.

Dividing and sealing the urine Sample

- 2B26 From a choice of not less than three (3) Sample bottle kits consisting of an A-Sample and B-Sample bottle, the Athlete shall select a Sample bottle kit in which the Sample is to be sealed.
- 2B27 The Athlete and DCO shall check the Sample bottles to ensure the seals are intact and that the equipment has not been tampered with. If either the Athlete or the DCO is not satisfied with the Sample bottles, the Athlete shall make another selection.
- 2B28 If the Athlete is not satisfied with any of the Sample bottle kits and the DCO does not agree with the Athlete's opinion that all of the available Sample bottle kits are unsatisfactory, the DCO shall instruct the Athlete to proceed with the Sample Collection session and record his/her views on the Doping Control documentation. If the Athlete fails to proceed, the DCO shall follow the procedures set out in Section 2D of this Guide.
- 2B29 If the DCO and the Athlete agree that none of the Sample bottle kits are satisfactory, the DCO shall terminate the Sample Collection session and record the reasons on the Doping Control documentation.
- 2B30 The Athlete will be requested to wear gloves prior to handling the Sample Collection kit.
- 2B31 On proceeding, the Athlete and the DCO shall check the Sample bottles to ensure that all the numbers recorded on the A-Sample and B-Sample bottles correspond.
- 2B32 If the numbers do not correspond, the DCO shall instruct the Athlete to select another Sample bottle kit. The DCO shall document this on the Doping Control documentation.
- 2B33 The Athlete shall pour the volume of urine specified by the DCO into the A-Sample bottle and seal it. If sufficient urine has been provided, then the DCO shall instruct the Athlete to fill the A-Sample bottle to capacity as per the equipment manufacturer and laboratory's instructions.
- 2B34 The Athlete shall pour the required amount of the urine into the B-Sample bottle and seal it.
- 2B35 A residual amount of urine should be retained in the Sample Collection vessel to be used in determining whether the Sample meets the Suitable Specific Gravity for Analysis.
- 2B36 Both the DCO and the Athlete shall check that the Sample bottles are securely sealed.
- 2B37 The DCO shall record the Sample bottle numbers and the time of sealing the Sample on the Sample Collection Form. The Athlete and the DCO shall check the Sample Collection Form to ensure that the DCO has accurately recorded the Sample bottle numbers.
- 2B38 The DCO shall confirm that the Sample meets the Suitable Specific Gravity for Analysis by testing the residual volume of urine remaining in the Sample Collection vessel. A reading of 1.005 or higher is deemed suitable for analysis if recorded on a refractometer. A reading of 1.010 or higher is deemed suitable for analysis if recorded by a 'Labstix' strip.
- 2B39 The DCO shall ensure that any residual urine that will not be sent for analysis is discarded by the Athlete in full view of the DCO and only after both the A-Sample and B-Sample bottles have been filled to capacity (as per the recommendation of the equipment manufacturer).

Urine Samples not meeting laboratory requirements for analysis

- 2B40 If the Sample does not meet the Suitable Specific Gravity for Analysis, the DCO shall inform the Athlete that he/she is required to provide an additional Sample.
- 2B41 While waiting to provide an additional Sample, the Athlete shall remain under continuous observation by a DCO or Chaperone. The Athlete should be advised that if they choose to hydrate excessively, this may produce a Sample that does not meet the Suitable Specific Gravity for Analysis. In such cases, the Athlete will be required to provide additional Samples until a suitable Sample is provided.
- 2B42 When the Athlete is able to provide an additional Sample, the DCO shall repeat the procedures for collection of the Sample in accordance with 2B1 to 2B10.
- 2B43 The DCO shall sign the Sample Collection Form to verify that he/she witnessed Sample provision in accordance with the procedures.
- 2B44 If the additional Sample does not meet the Suitable Specific Gravity for Analysis, the DCO should continue to collect additional Samples until the requirement for Suitable Specific Gravity for Analysis is met, or until the Lead DCO determines that exceptional circumstances mean the Sample Collection session should not continue.
- 2B45 The DCO shall ensure that all Samples provided by the Athlete (i.e. the first Sample and all additional Samples) can be linked through the Doping Control documentation and that the laboratory is informed of the initial Sample. All Samples shall be sent to the laboratory for analysis with all related Doping Control documentation.
- 2B46 The Laboratory shall, in conjunction with UK Anti-Doping, determine which Samples shall be analysed.

Documentation

- 2B47 If the DCO is unable to verify that he/she observed the passing of the Sample, or reports unusual behaviour by the Athlete, the Lead DCO can require the Athlete to provide an additional Sample. This must be documented and all Samples collected must be sent to the laboratory for analysis. The Laboratory shall, in conjunction with UK Anti-Doping, determine which Samples shall be analysed.
- 2B48 If the Athlete fails to proceed, the DCO shall follow the procedures set out in Section 2D of this Guide.
- 2B49 The DCO shall invite the Athlete to declare the following information on the Sample Collection Form regarding medications taken prior to the Sample Collection session:
- a) where applicable, a declaration by the Athlete of any medication, supplements and blood transfusions taken within seven (7) days of Sample Collection; and
 - b) where applicable, and in accordance with the International Standard for Therapeutic Use Exemptions, a declaration by the Athlete of the use of the following within one (1) month of Sample Collection:
 - i. a glucocorticosteroid administered by non-systemic routes, namely intra-articular, periarticular, peritendinous, epidural, intradermal injections or inhaled routes;
 - ii. salbutamol and salmeterol by inhalation; and/or
 - iii. platelet-derived preparations (e.g. Platelet Rich Plasma, "blood spinning") administered by non-intramuscular routes;

- 2B50 The DCO shall check all information on the Sample Collection Form, fill in any incomplete areas in view of the Athlete (or, where applicable, have the Athlete fill them in).
- 2B51 The Athlete and the Athlete's representative, if applicable, shall be invited to check that the information pertaining to the Sample Collection session is accurately reflected on the Sample Collection Form. The Athlete shall be invited to complete the comments section of the Sample Collection Form if he/she has any concerns or comments regarding the procedure.
- 2B52 The Athlete and the Athlete's representative, if present, shall sign the Sample Collection Form. The DCO shall then sign the Sample Collection Form to confirm the Sample Collection session was conducted in accordance with the applicable procedures.
- 2B53 The DCO must give the Athlete's copy of the Sample Collection Form to the Athlete.
- 2B54 Unless the Athlete is also required to provide a blood Sample (see Section 2C of this Guide), he/she is then free to leave the Doping Control Station.
- 2B55 A transport document shall be completed for all urine Samples collected at a Sample Collection session to document the security and transport of the Samples from Sample Collection to arrival at the laboratory.
- 2B56 The DCO is responsible for keeping the Samples secure until the Samples are signed over to a courier or laboratory.

Section 2C: Blood Sample Collection procedure

Section 2A of this Guide precedes the blood Sample Collection procedures set out below.

2C1 UK Anti-Doping shall authorise individuals with qualifications, as recognised by relevant public authorities, to collect blood Samples on its behalf. Such persons shall be known as Blood Collection Officers (BCO). All BCOs shall carry identification and authorisation in accordance with Section 2A3 of this Guide.

Preparing for the blood Sample Collection session

2C2 If the Athlete is required to provide a urine Sample and a blood Sample in the same session, the DCO shall decide in which order the Samples shall be provided.

2C3 The Athlete shall remain at rest in the Doping Control Station for a minimum of ten (10) minutes before undergoing blood Sample Collection.

If the Athlete has been selected for a Profiling blood Sample, he/she must wait two (2) hours after performing any strenuous exercise before undergoing blood Sample Collection.

2C4 Before beginning blood Sample Collection, the BCO shall explain the Sample Collection procedure to the Athlete.

2C5 The BCO shall ask the Athlete to provide information in relation to each of the following:

- a) the Athlete's use of medication that may affect the blood Sample Collection, particularly in relation to any medication that may affect blood clotting; and
- b) any disorder suffered by the Athlete that affects bleeding.

Such a disorder should not exempt the Athlete from the requirement to provide a blood Sample. The BCO, in consultation with the Lead DCO, has the right to terminate the blood Sample Collection session if they believe that collecting a Sample may be unsafe or detrimental to the Athlete's health.

Selection of the blood Sample Collection kit

2C6 After the required rest period, the Athlete shall be given a choice of blood Sample Collection kits. If the Athlete has been selected for a non-Profiling blood Sample he/she will be asked to choose three (3) from a selection of at least six (6). If the Athlete has been selected for a Profiling blood Sample then the Athlete may be requested to select Sample Collection kits as above or they may be requested to select one (1) Profiling blood Sample Collection kit from a choice of three (3). The Athlete and DCO/BCO shall check the equipment to ensure the seals are intact and that the equipment has not been tampered with.

2C7 If either the Athlete or DCO/BCO is not satisfied with the blood Sample Collection kit, the Athlete shall make another selection. If the Athlete is not satisfied with any of the equipment, and the DCO/BCO does not agree with the Athlete's opinion that all of the available equipment is unsatisfactory, the DCO/BCO shall instruct the Athlete to proceed with the Sample Collection session and the Athlete's views will be recorded on the Sample Collection Form by the Athlete and/or the BCO. If the Athlete fails to proceed, the Lead DCO shall follow the procedures set out in Section 2D of this Guide.

2C8 On proceeding with the Sample Collection session, the BCO shall direct the Athlete to select one (1) blood Sample storage kit (containing an A-Sample and B-Sample bottle) from a selection of at least three (3). If the Athlete has selected a Profiling blood Sample Collection kit then all the necessary equipment for storage and transportation is already

contained in the kit. The Athlete and BCO shall check the equipment to ensure the seals are intact and that the equipment has not been tampered with.

- 2C9 If either the Athlete or DCO/BCO is not satisfied with the blood Sample storage kit, the Athlete shall make another selection. If the Athlete is not satisfied with any of the available equipment, and the DCO/BCO does not agree with the Athlete's opinion that all of the available equipment is unsatisfactory, the DCO/BCO shall instruct the Athlete to proceed with the Sample Collection and the Athlete's views will be recorded on the Doping Control documentation by the Athlete and/or the DCO/BCO. If the Athlete fails to proceed, the Lead DCO shall follow the procedures set out in Section 2D of this Guide.
- 2C10 If the DCO/BCO and the Athlete agree that none of the equipment is satisfactory, the DCO/BCO shall terminate the Sample Collection session and record the reasons.
- 2C11 On proceeding with the Sample Collection, the selected blood Sample Collection kit and storage kit or Profiling blood Sample Collection kit shall be assembled by the BCO in view of the Athlete.

Sample Provision

- 2C12 The BCO shall assess the most suitable area of the body for the withdrawal of blood. This will usually be the non-dominant arm by preference unless the BCO assesses the other arm to be most suitable or the Athlete requests the other arm to be used. It may be that another part of the Athlete's body is more suitable for the collection of a blood Sample.
- 2C13 If necessary, the BCO shall apply a tourniquet to the Athlete's upper arm or chosen withdrawal site.
- 2C14 The skin shall be cleaned with a sterile disinfectant wipe or swab.
- 2C15 The amount of blood to be collected from the Athlete will be specified by UK Anti-Doping on the authorisation documentation.
- 2C16 The blood Sample Collection Equipment shall always be kept in full view of the Athlete.
- 2C17 In the event the BCO is unable to draw sufficient blood from the first attempt, up to two (2) more attempts may be made; provided that in any event no more than three (3) attempts to insert a needle into the Athlete's body shall be made in any one collection attempt. The BCO shall record the reasons for terminating a Sample Collection session.
- 2C18 The BCO shall use secure containers for blood Sample Collection, which seal automatically once removed from the needle.
- 2C19 If the BCO observes any unusual behaviour by the Athlete while carrying out the Sample Collection, this should be reported to the Lead DCO as soon as possible and documented on the Doping Control documentation.
- 2C20 After withdrawing the needle, the BCO shall place a dressing to the puncture site and instruct the Athlete to press firmly on the dressing for one (1) minute. The Athlete will be given a plaster to place on the puncture site and will be advised by the DCO/BCO not to undertake any strenuous activity using the arm for thirty (30) minutes to minimise the potential for bruising.
- 2C21 The blood Sample Collection vessels containing the blood Sample should then be inverted gently at least three (3) times and placed in full view of the Athlete and BCO.

- 2C22 The BCO or Athlete shall remove the barcode labels from the blood Sample storage kit and shall verify with the BCO that they are all identical and that the numbers on the bottle lids, the outer box and the numbers on the barcode labels all correspond. If they do not match, the Athlete shall select another blood Sample storage kit and the BCO shall document the occurrence on the Doping Control documentation.
- 2C23 The BCO will affix a barcode label containing the blood Sample storage kit number to each of the blood Sample Collection tubes.
- 2C24 The BCO shall sign the Sample Collection form to verify that he/she carried out Sample Collection in accordance with these procedures.
- 2C25 The Sample Collection Equipment, as applicable, shall be disposed of by using appropriate clinical waste bags and sharps bins.

Sealing the Blood Sample

- 2C26 The BCO, under the observation of the Athlete, shall place the blood Sample Collection tube securely into each of the blood Sample storage bottles and seal the bottles. Both the BCO and the Athlete shall check to ensure that the blood Sample storage bottles are securely sealed.

Documentation

- 2C27 The BCO will record the blood Sample bottle codes on the appropriate Sample Collection Form (blood or profiling).
- 2B28 The DCO shall check all information on the Sample Collection Form, fill in any incomplete sections/information in view of the Athlete (or, if applicable, get the Athlete or Athlete's representative to fill them in). The BCO will sign to confirm the Sample Collection session was conducted in accordance with the procedures outlined in this Guide.
- 2C29 The Athlete and the Athlete's representative, if present, shall be invited to check that the information on the Sample Collection Form accurately reflects the details of the Sample Collection session. The Athlete shall be invited to complete the comments section of the Sample Collection Form if he/she has any concerns or comments regarding the procedure.
- 2C30 The Athlete, Athlete's representative (if any), and DCO must sign the Sample Collection Form to confirm that the information on the form, including the blood collection storage number, is accurate and reflects the blood Sample Collection session accurately.
- 2C31 The BCO/DCO must give a full copy of the Sample Collection Form to the Athlete.
- 2C32 Unless the Athlete is also required to provide a urine Sample (see Section 2B of this Guide), the Athlete is then free to leave the Doping Control Station.

Transport and Analysis

- 2C33 The DCO and UK Anti-Doping should ensure all blood Samples are kept at a cool and constant temperature, and arrive at the laboratory no more than 48 hours after collection. Profiling blood Samples should arrive at the laboratory no more than 36 hours after Sample Collection.

Section 2D: Investigating a refusal or a possible Failure to Comply

- 2D1 UK Anti-Doping is responsible for ensuring that:
- a) any matters with the potential to compromise the Sample Collection session are assessed to determine if an Anti-Doping Rule Violation has occurred;
 - b) all relevant information, including (where applicable) information from those persons in the immediate vicinity, is obtained as soon as practicable to be considered as part of the assessment; and
 - c) appropriate documentation is completed to report any refusal or a possible Failure to Comply.
- 2D2 Any matters with the potential to compromise the Sample Collection session shall be reported to UK Anti-Doping by any witnesses to such matters, as soon as practicable.
- 2D3 If the matter has the potential to compromise the Sample Collection session, the Athlete shall be notified if possible:
- a) that the matter will be investigated and appropriate follow-up action will be taken; and
 - b) the consequences if it is found that the Athlete has refused or Failed to Comply with the Sample Collection session.
- 2D4 The necessary information shall be obtained from all relevant sources as soon as possible and recorded on the Doping Control documentation.
- 2D5 If possible, the Athlete's Sample Collection session shall be completed.

Section 2E: Modifications for Athletes who are Minors

- 2E1 The specific needs of Athletes who are Minors (as defined by the UK Anti-Doping Rules) will be accommodated to the greatest extent possible in relation to the collection of a Sample.
- 2E2 All aspects of notification and Sample Collection for Athletes who are Minors shall be carried out in accordance with the standard notification and Sample Collection procedures, save to the extent that modifications are necessary due to the Athlete's age.
- 2E3 UK Anti-Doping is responsible for ensuring that the DCO has any information relevant to the collection of a Sample, provided by the Athlete who is a Minor.
- 2E4 In planning or arranging a Sample Collection session with a Minor, using the information provided by the Athlete, UK Anti-Doping and the DCO have the authority to make modifications as the situation requires when possible and as long as such modifications do not compromise the rights of the Minor or the integrity of the Sample.
- 2E5 The DCO shall determine who, in addition to the Doping Control Staff, may be present during the Sample Collection session, namely:
- a) the Minor's representative; and
 - b) the DCO's representative
- 2E6 An Athlete who is a Minor may be accompanied by a representative throughout the entire Sample Collection session. The representative shall not witness the provision of a urine Sample unless requested to do so by the Minor. The role of the Minor's representative is to ensure that the DCO is observing Sample provision correctly.
- 2E7 If the Minor declines a representative, the DCO shall document this. The DCO shall nevertheless arrange for a representative of the DCO to be present during the Sample Collection session, although such a representative shall not directly witness the passing of a urine Sample unless requested to do so by the Minor.
- 2E8 The DCO will record any modifications made to the Sample Collection procedures for a Minor.

Section 2F: Modifications for Athletes with a Disability

- 2F1 The objective of this Section is to ensure that the specific needs of an Athlete with a Disability are accommodated to the greatest extent possible in relation to the collection of a Sample.
- 2F2 All aspects of notification and Sample Collection session for an Athlete with a Disability shall be carried out in accordance with the standard notification and Sample Collection procedures, save to the extent that modifications are necessary due to the Athlete's Disability.
- 2F3 Where an athlete has a physical, intellectual or sensory impairment, the Athlete is responsible for alerting UK Anti-Doping as to any Disability that may require modifications to the Sample Collection session, without compromising the integrity of the process. If the Athlete is within the NRTP for his/her sport, he/she should provide details of his/her Disability at the same time as he/she provides Whereabouts information to UK Anti-Doping. Athletes should provide details of both registered disabilities and other disabilities where assistance may be required. If an Athlete's requirements change or an Athlete subsequently incurs a further Disability, the Athlete should inform UK Anti-Doping immediately.
- 2F4 Where the information has been provided by the Athlete, UK Anti-Doping is responsible for ensuring that the DCO has any relevant information regarding a Disability as provided by the Athlete. The DCO shall also have any additional Sample Collection equipment required, in light of the Athlete's Disability, to collect a Sample from the Athlete.
- 2F5 In planning or arranging a Sample Collection session, using the information provided by the Athlete with a Disability, UK Anti-Doping and/or the DCO shall consider whether modifications are required to the standard procedures for notification or Sample Collection, including Sample Collection equipment and facilities and the presence of additional representatives, in order to collect a Sample from the Athlete, as long as such modifications do not compromise the identity, security or integrity of the Sample.
- 2F6 An Athlete with a Disability may be assisted by the Athlete's representative or Doping Control Staff during the Sample Collection session where authorised by the Athlete and agreed to by the DCO. The Athlete's representative must sign all relevant Doping Control documentation.
- 2F7 Athletes who are using urine collection or drainage systems are required to eliminate existing urine from such systems before providing a urine Sample for analysis. Where possible, the existing urine collection or drainage system should be replaced by the Athlete with a new, unused catheter or drainage system.
- 2F8 The DCO will record modifications made to the Sample Collection procedures for an Athlete with a Disability on the Doping Control documentation.

Section 2G: Athletes requiring an interpreter

- 2G1 If an Athlete who has been selected for Sample Collection demonstrates the need for interpretation, and if the Athlete's National Governing Body or International Federation (in the case of In-Competition Testing) or the Athlete him/herself has arranged for an interpreter to be available, then the DCO may permit the interpreter to be present during the Sample Collection process as necessary to enable the procedures to be carried out.
- 2G2 The role of the interpreter is limited to translating verbal or written instructions or documentation to ensure that all aspects of notification and Sample Collection can be carried out in accordance with the standard notification and Sample Collection procedures.
- 2G3 The absence of an interpreter shall not constitute grounds for delaying or refusing to provide a Sample.

Section 3: Athlete Whereabouts requirements

- 3.1 The Sample Collection procedures for Out-of-Competition Testing are the same as those outlined in Section 2 of this Guide and apply to Testing conducted by UK Anti-Doping. The Testing conducted by UK Anti-Doping shall be carried out in accordance with the International Standard for Testing (IST) in force at the time of Testing, as determined by the World Anti-Doping Code.
- 3.2 In the case of a conflict between the IST and this Guide, the IST shall prevail.
- 3.3 Other than by exception, Out-of-Competition Testing shall be conducted on a No Advance Notice basis.
- 3.4 An Athlete within UK Anti-Doping's National Registered Testing Pool (NRTP) is required to provide accurate and complete information about his/her Whereabouts on a quarterly basis. The starting dates of the four quarters are: 1 January, 1 April, 1 July and 1 October. Failure to file this Whereabouts information may amount to a Filing Failure in accordance with the applicable anti-doping rules. Unless prior agreement exists between UK Anti-Doping and an athlete, this Whereabouts information shall be filed via ADAMS.
- 3.5 An Athlete selected for inclusion in the NRTP will be notified by letter from UK Anti-Doping of that inclusion and of the resulting requirements. The Athlete will then undergo an induction process, which will educate them on the requirements of inclusion in the NRTP and the consequences of not complying with those requirements, and which will also provide training on using ADAMS.
- 3.6 If an Athlete is included in both an International Registered Testing Pool and an NRTP, then his/her International Federation and UK Anti-Doping will agree who will receive his/her Whereabouts Filings and advise the Athlete accordingly.
- 3.7 UK Anti-Doping shall receive and maintain such Whereabouts information on the confidential basis set out in the Code, and shall use that information to plan and conduct Out-of-Competition Testing on such Athletes.

Athlete Requirements

- 3.8 An Athlete in the NRTP is required to give consent to UK Anti-Doping for the sharing of his/her Whereabouts Filings with other Anti-Doping Organisations (ADO) having authority to test him/her. Athletes will be asked to do this when they first log-on to ADAMS with a secure user name and password. To refuse consent to the sharing of his/her Whereabouts Filings can render an Athlete in breach of the applicable anti-doping rules and failure to provide consent may preclude them from participation in their sport.
- 3.9 An Athlete in the NRTP is required to provide a complete mailing address where correspondence may be sent to the Athlete for formal notice purposes. This should be an address where he/she lives or otherwise knows that mail received there will be immediately brought to his/her attention. Any notice or other item mailed to that address will be deemed to have been received by the Athlete five (5) working days after it was deposited in the mail.
- 3.10 An Athlete with a Disability must provide details of his/her Disability on ADAMS and identify any reasons why their Disability may require modifications to Sample Collection.
- 3.11 It is recommended that Athletes should file their Whereabouts Filing fourteen (14) days prior to the first day of the quarter, so that adequate support can be provided by UK Anti-Doping if necessary.

3.12 In addition to the requirements set out in 3.8, 3.9 and 3.10, by 23:59 on the day prior to the first day of each quarter (i.e. 31 December, 31 March, 30 June, 30 September, respectively), an Athlete's Whereabouts Filing must contain at least the following information:

- a) for each day in the coming quarter, one specific 60-minute time slot between 6 a.m. and 11 p.m. where he/she will be available for Testing at a specified location.

An Athlete must submit to Testing at any time and any location, whether during their 60-minute time slot or not. Therefore, if an Athlete updates his/her 60-minute time slot for a particular day prior to the start of the 60-minute time slot but he/she is subsequently located for Testing during that original 60-minute time slot, he/she must still submit to Testing at that time.

Athletes cancelling a 60-minute time slot must immediately replace it with another 60-minute time slot. If the Whereabouts information does not provide a 60-minute time slot on every day of the quarter at any one time, the Athlete may be subject to a Filing Failure.

Athletes can make emergency updates to their 60-minute time slot no later than 60 seconds prior to the start of that slot. Updates can be made using the following services:

- Log on to www.myadams.co.uk
- Text message: 07786 202 407
- Phone: 008000 943 7378 (WHERE R U)
- Email: drug-free@ukad.org.uk

On arriving at the designated location specified for a 60-minute time slot in an Athlete's Whereabouts Filings, the DCO must do what is reasonable in the circumstances (i.e. given the nature of the specified location) to try to locate the Athlete, short of giving the Athlete any advance notice of the test.

The DCO may arrive at the specified location at any time during that 60-minute time slot, but on arrival must then remain at the location until the end of the slot. Athletes should remain at the location specified on their Whereabouts for 60 minutes to ensure they can be located for testing.

The Athlete should be prepared to complete the full Sample Collection procedure, in accordance with Section 2 of this Guide, even if it takes longer than their 60-minute time slot.

- b) for each day during the coming quarter, the full address of the place where the Athlete will be residing, i.e. sleeping (e.g. home, temporary lodgings, hotel, etc).

Athletes should provide the location/s where they reside regularly and should update UK Anti-Doping via ADAMS when the place where they will regularly be residing changes. This should be done as soon as the Athlete knows of the change.

When an Athlete's daily residence changes at the last minute (e.g. on that day) for one (1) night only, no update is necessary.

- c) for each day during the coming quarter, the name and address of each location where the Athlete will train, work or conduct any other regular activity, as well as the usual time-frames for such regular activities.

This requirement only relates to regular activities, not any training, work or other activity which the Athlete undertakes which is irregular or variable.

If the Athlete is not currently training, he/she should specify that fact in his/her Whereabouts Filing, but must still provide the details (name and address of the location and the applicable time-frames) of any work or other regular activity, e.g. school, university, or rehabilitation.

Athletes are required to make any changes to their regular activities via ADAMS. UK Anti-Doping does not need to be notified of occasional departures from an Athlete's regular activity.

An Athlete may be at risk of committing a Filing Failure or an Anti-Doping Rule Violation if the information given in ADAMS is deliberately misleading, evasive or incomplete.

- d) the Athlete's Competition schedule for the following quarter, including the date(s) and the name and address of each location where the Athlete is scheduled to compete.

Athletes must continue to provide a 60-minute slot for every day of the quarter even if they are competing in an event.

- 3.13 When specifying any location in his/her Whereabouts Filing (whether in his/her original quarterly filing or in an update), the Athlete must provide accurate and sufficient information to enable the DCO to find the location, to gain access to the location, and to find the Athlete at the location. For example, locations such as "running in the New Forest" or "training at Crystal Palace Sports Centre" are insufficient and may result in a Whereabouts Failure. Similarly, specifying a location that the DCO cannot access (e.g. a "restricted-access" building or area) is likely to result in an unsuccessful attempt to test the Athlete and may result in a Whereabouts Failure.
- 3.14 It is the Athlete's responsibility to ensure that he/she provides accurate and sufficient information to enable any ADO to locate the Athlete for Testing on any given day in the quarter, including but not limited to during the 60-minute time slot specified for that day in the Whereabouts Filing.
- 3.15 Where an Athlete does not know precisely what his/her Whereabouts will be at all times during the forthcoming quarter, he/she must provide his/her best information, based on where he/she expects to be at the relevant times, and then update that information as necessary, and in any event prior to the start of the 60-minute slot for that day. Updates may be made by the methods outlined in paragraph 3.8a of this Guide.

Whereabouts Failures

- 3.16 If the Athlete is not available for Testing at the location specified during the 60-minute time slot recorded by an Athlete on a specific day and he/she has not updated his/her Whereabouts Filing prior to that 60-minute time slot to provide an alternative time slot/location for that day, that failure shall amount to a Missed Test in accordance with the applicable anti-doping rules unless exceptional circumstances exist.
- 3.17 Where any change in circumstance means that the information previously provided by or on behalf of the Athlete (whether in the initial Whereabouts Filing or in any subsequent update) is no longer accurate or complete (i.e. it is not sufficient to enable any ADO to locate the Athlete for Testing on any given day in the relevant quarter, including but not limited to during the 60-minute time slot that he/she has specified for that day), the Athlete must update his/her Whereabouts Filing so that the information on file is again

accurate and complete. He/she must make such updates as soon as possible, in any event prior to the beginning of the particular Whereabouts Filing for that day.

- 3.18 A failure to do so shall have the following consequences:
- a) if, as a result of such failure, an ADO's attempt to test the Athlete during the 60-minute time slot is unsuccessful, then the unsuccessful attempt shall be pursued as an apparent Missed Test; and
 - b) if the circumstances so warrant, the failure may be pursued as evasion of Sample Collection under the applicable anti-doping rules, and/or Tampering or Attempted Tampering with Doping Control under the applicable anti-doping rules.
- 3.19 If an Athlete is not available for Sample Collection throughout his/her specified 60-minute time slot at the location specified for that time slot for that day, he/she may be liable for a Missed Test even if he/she is located later that day and a Sample is successfully collected from him/her.
- 3.20 If an update is filed by the Athlete, but the updated information filed is incomplete, inaccurate, or insufficient to enable the ADO to locate the Athlete, then it may be pursued as a Filing Failure.
- 3.21 If there are doubts as to the origin or authenticity of the Sample or if the DCO observes what he/she deems to be unusual behaviour before or during the Out-of-Competition Sample Collection session, this will be fully documented and the Athlete shall be asked to provide an additional Sample.
- 3.22 An Athlete may choose to delegate the making of some or all of his/her Whereabouts Filings (and/or any updates to his/her Whereabouts Filings) to a third party, such as a coach or team manager, provided that the third party agrees to such delegation. Each Athlete shall remain ultimately responsible at all times for making accurate and complete Whereabouts Filings whether he/she makes each filing personally or delegates it to a third party (or a mixture of the two).
- 3.23 An Athlete who has been included in the NRTP shall continue to be subject to Whereabouts requirements unless and until he/she has been given written notice by UK Anti-Doping or his/her National Governing Body that he/she is no longer included in the NRTP; or he/she retires from competition in the sport in question and gives written notice to his/her National Governing Body or UK Anti-Doping or both (as applicable) to that effect.
- 3.24 Notwithstanding that an Athlete is providing Whereabouts information, an Athlete may be tested at any time and any location.

Team Sports

- 3.25 Where an Athlete is in the NRTP for a team sport, much of the Whereabouts information that must be provided may be the same for all of the Athletes on the team. Furthermore, on occasions when an Athlete on a team is not participating in a scheduled team collective activity (e.g. because of injury), he/she is likely to be pursuing other activities under the supervision of his/her team (e.g. treatment by a team doctor). Such team-based activities, collective or otherwise, shall be known as "Team Activity".
- 3.26 An Athlete who is included in the NRTP by reference to the fact that he/she plays for a particular team is subject to the same individual Whereabouts requirements set out in this Section 3 as an Athlete who is included in the NRTP by reference to some other criterion.

- 3.27 An Athlete playing on a team may delegate the task of making some or all of the Whereabouts Filings and/or any updates to Whereabouts Filings to be carried out by a third party (e.g. a coach, a manager or a National Governing Body representative) provided that the third party agrees to such delegation and depending on the applicable anti-doping rules. Each Athlete shall remain ultimately responsible at all times for making accurate and complete Whereabouts Filings whether he/she makes each filing personally or delegates it to a third party (or a mixture of the two).
- 3.28 An Athlete in a Team Sport may delegate the making of his/her Whereabouts Filings to his/her team not only in respect of periods of Team Activity but also in respect of periods where he/she is not with the team, provided the team agrees. In such circumstances, it will be necessary for the Athlete to provide the information as to his/her individual whereabouts for the period in question to the team, in order to supplement the information it provides in relation to Team Activities. Each Athlete shall remain ultimately responsible at all times for making accurate and complete Whereabouts Filings whether he/she makes each filing personally or delegates it to a third party (or a mixture of the two).
- 3.29 An Athlete that is also a member of a team must ensure that their Whereabouts Filing provides at least the following information, whether they make the Whereabouts Filing personally or delegates it to a third party:
- a) the information specified in 3.8, 3.9 and 3.10;
 - b) the information specified in 3.12a. For the avoidance of doubt, this 60-minute time slot may be during any Team Activity conducted on the day in question.
 - c) the information specified in 3.12b;
 - d) the information specified in 3.12d; and
 - e) for each day in the following quarter, the time(s) each day of any Team Activity, whether that is a collective activity (e.g. training) or an individual activity under the supervision of the team (e.g. medical treatment), along with the venue and any other details required in order for the Athlete to be located during the time(s) in question. If the Athlete conducts other regular activities outside Team Activities (e.g., he is an amateur Athlete and therefore also works or goes to school), then the locations and time-frames of such other regular activities should also be disclosed in accordance with 3.12c.
- 3.30 If the team does not make a required Whereabouts Filing, or makes the Whereabouts Filing but does not include all of the required information, then the Athlete may be liable for a Filing Failure under the applicable anti-doping rules.
- 3.31 If any of the required information changes after a Whereabouts Filing is made, then an update must be filed so that the Whereabouts Filing remains accurate at all times. If an update is not made, and as a result an attempt to locate the Athlete during the 60-minute time slot is unsuccessful, then the Athlete may be liable for a Missed Test under the applicable anti-doping rules.
- 3.32 For the avoidance of doubt, 3.8 to 3.24 apply to Team Sports.

Section 4: Example Parental Consent Form

PARENTAL CONSENT FORM

This form must be completed in all cases where the athlete is under the age of eighteen (18).

Please complete in BLOCK CAPITALS

I (**[insert full name]**) declare that I am the person having parental responsibility of **[insert full name of Athlete]** ("the Athlete") and that I have full capacity to give consent to the taking of a blood or urine Sample as required by the anti-doping rules of **[insert name of NGB of relevant sport]** ("the Rules").

I have read and understood the Rules and I hereby:

- (a) agree that the Athlete will be bound by and comply with the provisions set out in the Rules and will submit to the authority and jurisdiction of **[insert NGB]** and any designee(s) of **[insert NGB]**, including UK Anti-Doping, to apply, police and enforce the Rules; and
- (b) consent and agree to the taking of a blood or urine sample from the Athlete for the purposes of official anti-doping Testing (whether such Testing is organised by **[insert NGB]**, UK Anti-Doping or any other official body) during the period **[insert relevant details]** in accordance with the procedures set out in the UK Anti-Doping Procedures Guide and the International Standard for Testing.

Dated this day of..... 20...

Full Name of Parent / Guardian

Signature of Parent / Guardian

Full Name of Athlete.....

Signature of Athlete.....

Section 5: Definitions

These definitions are a combination of the mandatory definitions under the World Anti-Doping Code, International Standard for Testing, International Standard for TUE, the UK Anti-Doping Rules and supplementary definitions of terms appearing in this UK Anti-Doping Procedures Guide for Sport. Terms used throughout this Guide that are capitalised but not defined within this Section 5 are taken to have the meaning as defined in the World Anti-Doping Code, the International Standards, or the UK Anti-Doping Rules as applicable.

ADAMS:

The Anti-Doping Administration and Management System maintained by WADA.

Anti-Doping Organisation:

A Signatory that is responsible for adopting rules for initiating, implementing or enforcing any part of the Doping Control process. This includes, for example, the International Olympic Committee, the International Paralympic Committee, other Major Event Organisations that conduct Testing at their Events, WADA, the International Federation, and National Anti-Doping Organisations such as UK Anti-Doping.

Anti-Doping Rule Violation:

One of the prohibited acts or omissions set out at Article 2 of the World Anti-Doping Code.

Athlete:

Any Person who competes at any level in the sport under the jurisdiction of the National Governing Body; save that for purposes of Article 2.8 of the UK Anti-Doping Rules, an Athlete is any Person who participates at any level in any sport under the authority of any Signatory, government or other sports organisation accepting the Code.

Blood Collection Officer:

An officer with professional training in the collection of blood samples, authorised by UK Anti-Doping, another Anti-Doping Organisation, WADA or an International Federation to collect blood Samples from Athletes for the purposes of Doping Control.

Chain of Custody:

The sequence of individuals or organisations who have responsibility for a Sample from the time of Sample provision until the Sample has been received by the laboratory for analysis.

Chaperone:

An individual authorised by UK Anti-Doping to notify an Athlete of his/her obligation to submit to Testing and then escort him/her until he/she arrives at the Doping Control Station.

Code:

The World Anti-Doping Code.

Competition:

A single race, match, game or other athletic contest.

DCO:

Doping Control Officer authorised by UK Anti-Doping to carry out Sample Collection for the purposes of Doping Control.

Disability:

An impairment or multiple impairments including intellectual, sensory and physical impairments.

Domestic Pool

A pool established by UK Anti-Doping that includes National-Level Athletes and excludes Athletes in the International or National Registered Testing Pools.

Doping Control:

All steps and processes from test distribution planning through to the ultimate disposition of any appeal, including all steps and processes in between, such as provision of Whereabouts information, Sample Collection and handling, laboratory analysis, TUEs, results management, hearings and appeals.

Doping Control Staff

One or more of the following: Doping Control Officer; Blood Collection Officer; Chaperone.

Doping Control Station:

The location where the Sample Collection session will be conducted.

Event:

A series of individual Competitions conducted together under one ruling body (e.g., the Olympic Games).

Failure to Comply:

A term used to describe anti-doping rule violations under Code Articles 2.3, 2.5 and 2.8.

Filing Failure: A failure by the Athlete (or by a third party to whom the Athlete has delegated this task) to make an accurate and complete Whereabouts Filing.

In-Competition:

Unless provided otherwise in the rules of the International Federation or another relevant Anti-Doping Organisation, "In-Competition" means the period commencing twelve (12) hours before a Competition in which the Athlete is scheduled to participate through to the end of such Competition and the Sample Collection process related to such Competition.

Independent Observer:

A team of observers, under the supervision of WADA or UK Anti-Doping, who observe and may provide guidance to the relevant Anti-Doping Organisation on the Doping Control process at certain Events and report on their observations.

International-Level Athletes:

Athletes designated by the International Federation for a sport as being within its Registered Testing Pool.

International Registered Testing Pool:

A pool of Athletes selected by the International Federation who are required to provide up-to-date Whereabouts information to their International Federation and to make themselves available for Testing at such Whereabouts location in accordance with its rules.

International Standard:

A standard adopted by WADA in support of the Code. Compliance with an International Standard (as opposed to another alternative standard, practice or procedure) shall be sufficient to conclude that the procedures addressed by the International Standard were performed properly. International Standards shall include any Technical Documents issued pursuant to the International Standard.

Lead DCO:

The authorised DCO responsible for the management of the Sample Collection team, the establishment of the Doping Control Station, the overall completion of the Sample Collection session in accordance with the procedures in this Guide and for transferring Samples by secure Chain of Custody to the laboratory.

Minor:

A Person under the age of eighteen (18).

Missed Test:

A failure by the Athlete to be available for Testing at the location and time specified in the 60-minute time slot identified in his/her Whereabouts Filing for that day in question.

National Anti-Doping Organisation:

The entity designated by each country as possessing the primary authority and responsibility to adopt and implement anti-doping rules, direct the collection of Samples, the management of test results, and the conduct of hearings, all at the national level. This includes an entity which may be designated by multiple countries to serve as the regional Anti-Doping Organisation for such countries. If this designation has not been made by the competent public authorities, the entity shall be the country's National Olympic Committee or its designee. The National Anti-Doping Organisation for the UK is UK Anti-Doping.

National Governing Body:

Any national, provincial or territorial Person that serves as the ruling body for a sport, or for an event involving one or more sports, in the UK or part thereof and includes that Person's affiliated members, clubs, teams, associations and leagues.

National-Level Athletes:

Athletes designated by UK Anti-Doping including Athletes that compete at the national level (as determined by UK Anti-Doping) and any Athlete that is in receipt of UK Sport funding, with the exclusion of Athletes identified for the International or National Registered Testing Pools.

National Olympic Committee:

The organisation recognised by the International Olympic Committee. The term National Olympic Committee shall also include the National Sport Confederation in those countries where the National Sport Confederation assumes typical National Olympic Committee responsibilities in the anti-doping area.

National Registered Testing Pool:

A pool of Athletes who are required to provide up-to-date Whereabouts information to UK Anti-Doping and to make themselves available for Testing at such Whereabouts in accordance with the rules of their sport. An Athlete may be included in the National Registered Testing Pool notwithstanding that he/she is also included in an International Registered Testing Pool.

No Advance Notice:

Testing which takes place with no advance warning to the Athlete and where the Athlete is continuously chaperoned from the moment of notification through to Sample provision.

Out-of-Competition:

Testing which is not In-Competition.

Person:

A natural Person or an organisation or other entity.

Profiling:

The collection and analysis of sequential values of biological markers for an individual Athlete measured over a period of time.

Prohibited List:

The Prohibited List International Standard issued by WADA, identifying the Prohibited Substances and Prohibited Methods, as amended from time to time.

Prohibited Method:

Any method so described on the Prohibited List.

Prohibited Substance:

Any substance so described on the Prohibited List.

Retroactive:

Upon request by UK Anti-Doping, the submission of a Therapeutic Use Exemption (TUE) application after Sample Collection in accordance with Section 1D of this Guide.

Sample/Specimen:

Any biological material collected for the purposes of Doping Control.

Sample Collection Equipment:

Containers or apparatus used to directly collect or hold the Athlete's Specimen at any time during the Sample Collection process. Sample Collection Equipment shall, as a minimum, consist of:

- For urine Sample Collection:
Sample Collection vessels for collecting the urine Sample as it leaves the Athlete's body;

Sample bottle kits which include sealable, tamper-evident bottles and lids for securing the urine Sample.
- For blood Sample Collection:
Blood Sample Collection kit including needles for collecting the blood Sample and self-sealable, tamper-evident devices for holding the blood Sample;

Blood Sample storage kits for securely storing the blood Sample for transport to the laboratory.
- For Profiling blood Sample Collection:
Blood Sample Collection kit including needles for collecting the Profiling blood Sample, one (1) self-sealable, tamper-evident device for holding the Profiling blood Sample, and one (1) blood Sample storage container for securely storing the blood Sample for transport to the laboratory.

Sample Collection:

All of the sequential activities that directly involve the Athlete from the point of notification until the Athlete leaves the Doping Control Station having provided his/her Sample/s.

Sample Collection Form:

A form which is used to record information during Sample Collection, and which is specific to urine, blood or Profiling blood Testing.

Testing:

For the purposes of this Guide, the parts of the Doping Control process involving test distribution planning, Sample Collection, Sample handling, and Sample transport to the laboratory.

Therapeutic Use Exemption (TUE):

Permission to use, for therapeutic purposes, a Prohibited Substance or Prohibited Method contained in the Prohibited List as amended from time to time.

UK Anti-Doping:

United Kingdom Anti-Doping Limited, the National Anti-Doping Organisation for the United Kingdom.

WADA:

The World Anti-Doping Agency.

Whereabouts:

The Whereabouts Filings provided by the athlete for the purposes of Out-Of Competition Testing including locations and times for No Advance Notice Testing.