

## Useful contacts

100% ME website

[www.100percentme.co.uk](http://www.100percentme.co.uk)

UK Sport's website

[www.ukssport.gov.uk](http://www.ukssport.gov.uk)

UK Sport's Drug Information Database

[www.didglobal.com](http://www.didglobal.com)

Email UK Sport

[drug-free@ukssport.gov.uk](mailto:drug-free@ukssport.gov.uk)

UK Sport's Drug Information Line

+44 (0)800 528 0004

WADA website

[www.wada-ama.org](http://www.wada-ama.org)

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In Partnership with the World Anti-Doping Agency

## Procedure for locating athletes out of competition

If you have been nominated for the Out of Competition Programme, you may be required to provide up-to-date whereabouts information to UK Sport, your NGB or your IF. In this case, you would be notified by your sport or by UK Sport and would be given information on how to provide your details.

You should be aware of the system used for locating athletes for out of competition testing and the disciplinary process for when an athlete incurs three missed tests.

These are the steps that will be taken when UK Sport conducts out of competition testing of individuals:

1. The DCO is specifically required to visit at least one of the locations specified on your whereabouts form for at least one (1) full hour, and this hour must fall within the time you have stipulated that you will be at that specific location on your whereabouts information.
2. If the DCO cannot locate you, they must submit a full report setting out their efforts to find you.
3. UK Sport will review the DCO's report and your whereabouts details. This will include the full audit trail, allowing us to see if you have attempted to provide a change in your whereabouts details.
4. If there appears to be a reasonable basis for calling this a 'missed test', UK Sport will send notice to your NGB. You will also be invited to provide a written explanation as to why you were not available on that specific day, at the specified location and time.
5. If you wish to provide an explanation, you must do so within fourteen (14) working days of receipt of the notice. UK Sport, in conjunction with the athlete's NGB Anti-Doping Policy, will consider whether or not the incident should be counted as a missed test - taking into account any explanation offered by the athlete.
6. If you receive notice of three missed tests in an 18 month period, an anti-doping rule violation will be reported to your NGB and you may face a sanction.

### Designating a representative

Athletes are entitled and encouraged to take a representative of their choice with them to the Doping Control Station when notified of a drug test in competition and at squad training sessions.

Your representative is not permitted to be present during sample provision and should not handle your sample unless:

- you require assistance with balance or with holding the collection vessel
- you have a visual or intellectual impairment
- you are under the age of 18 years.

In addition, you can designate your representative to fill in the documentation if you have difficulty writing.

### Athletes with a Disability

All aspects of notification and sample collection for athletes with disabilities will follow the same standards as outlined in this procedures leaflet – except when modifications have been deemed essential due to the athlete's disability.

Athletes with disabilities are entitled to assistance by a representative of their own choice. This individual must be authorised by the athlete and the DCO. The athlete's representative must sign all relevant documentation.

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. As with all sample collections, the process will be witnessed by a DCO.

### Transferring the samples to the laboratory

Once the samples are placed in a security sealed transit bag they are sent to a WADA accredited laboratory by a secure chain of custody for analysis. A secure chain of custody ensures that every step of the process is fully documented and only those authorised to handle the sample do so.

Along with the sample, the laboratory receives a copy of the Sample Collection Form that contains information only relevant to the analysis. NO other information is provided that might allow the athlete to be identified.

You should check that your name is not on any documentation going to the laboratory.

### Anti-Doping Rule Violations

A failure to comply with a request for testing may constitute an anti-doping rule violation when an athlete:

- a) Refuses, or fails without compelling justification, to submit to a drug test after notification as authorised in applicable anti-doping rules of the relevant sport
- b) Evades sample collection
- c) Fails to provide required and accurate whereabouts information leading to a missed test

Other anti-doping rule violations as outlined in the World Anti-Doping Code include:

- a) The presence of a prohibited substance or its metabolites or markers in an athlete's bodily specimen
- b) The use or attempted use of a prohibited substance or prohibited method
- c) Tampering, or attempting to tamper, with any part of Doping Control
- d) Possession of prohibited substances and methods
- e) Trafficking in any prohibited substance or prohibited method

- f) Administration or attempted administration of a prohibited substance or prohibited method to any athlete, or assisting, encouraging, aiding, abetting, covering up or any other type of complicity involving an anti-doping rule violation or attempted violation.

**NOTE:** Although these procedures have been developed to ensure security and fairness in drug testing for all athletes, you may refuse to be tested. However, refusing to submit to a drug test may be considered a doping violation.

If you refuse to comply with a drug test you should record your reason for this on the Sample Collection Form and sign the form. A copy will be given to you as a record.

The lack of provision of specialist equipment or facilities shall not be grounds for a refusal as long as sample provision is still possible. UK Sport will work with governing bodies to ensure that where possible, the most appropriate arrangements for equipment and facilities are made in advance.

### Managing the Result

After the laboratory analysis of the A-sample, this process will be followed:

**No Adverse Finding:** If the test result is negative, a negative result is reported to UK Sport. The negative test result will be reported to the athlete by either their governing body, international federation or UK Sport.

If you have not been notified of your test results within 28 working days of submitting to the test, we recommend you contact your Governing Body Results Officer or Anti-Doping Officer to find out if the result has been received.

**Adverse Analytical Finding reported:** The process for dealing with an adverse finding is conducted in three stages: i) Review, ii) Hearing and iii) Appeal.

**Review:** If an adverse finding is reported, UK Sport will undertake an initial review to determine whether an applicable TUE has been granted or if there was any apparent departure from the International Standards for Testing or Laboratories that may have undermined the validity of the finding.

**Hearing:** An athlete has the right to a fair hearing. This should be on a timely basis (within 3 months of the initial A-sample report). The hearing provides an athlete with the opportunity to present their case to a disciplinary panel with the aim of reducing or eliminating the period of ineligibility.

**Appeal:** Athletes with the status of National Level Athlete can appeal to an independent and impartial body at the National Level. Athletes with the status of International Level Athlete can appeal exclusively to the Court Arbitration for Sport (CAS).

As with the hearing process, the appeal must be conducted fairly and on a timely basis, and must be heard by an independent body.

## Advice to athletes

As the testing programme is there to protect your reputation as a drug-free athlete, it is essential that you have confidence in the programme and understand the value of testing.

### Here are ways you can ensure the testing process is fair:

- Know your sport's anti-doping regulations
- Know the testing procedures and your rights and responsibilities during testing
- Keep a list of medications, substances and supplements you are taking so you can accurately record them on the Sample Collection Form at the time of testing
- If required, maintain your athlete location details and make sure you are available for no notice testing anytime and anywhere.

### This is in your own interest

- Re-hydrate before the test – ONLY drink from a bottle that you selected and that was sealed
- When notified of a test, you should stay in full view of the chaperone and/or DCO at all times to protect your own integrity and reputation as a drug-free athlete (report to the Doping Control Station as soon as possible)
- If you do not understand the procedures ask the DCO to explain them to you.

### Athlete feedback and questions

If you have any feedback or questions that you wish to raise with UK Sport please email us at [drug-free@ukssport.gov.uk](mailto:drug-free@ukssport.gov.uk). Your comments are valuable to our drug-free sport programme. For further details on any aspect of the testing procedures please refer to the UK Sport Anti-Doping Procedures Guide for Sport available on our website at [www.100percentme.co.uk](http://www.100percentme.co.uk)

All questions or comments are strictly confidential and will only be used for the purpose of the doping control programme.

100%ME

it's what's inside that counts

## Drug Testing Procedures A guide for sport



NO-ONE CAN SAY THEY'VE  
WON IF THEY TOOK DRUGS TO  
DO IT-NO-ONE! I DON'T CARE  
HOW MANY MEDALS THEY'VE  
GOT ROUND THEIR NECK!  
STEVE PARRY

# Your step by step guide to urine testing procedures

The testing procedures outlined in this guide are those used for testing conducted by UK Sport and they follow the World Anti-Doping Code (WADC) – International Standard for Testing.

While the procedure for testing may vary slightly from sport to sport and country to country, the sample collection procedures should uphold the same International Standard. Athletes are encouraged to read and understand their sport's anti-doping regulations and testing procedures.

## 1 Notification of selection for a drug test

At an event, during training or at an out of competition location you will be notified of selection for a drug test by a UK Sport Doping Control Officer (DCO) or a Chaperone using an official Sample Collection Form.

No advance notice testing shall be the notification method for sample collection wherever possible. This means that you will not be given any warning before a DCO notifies you of your selection for a drug test.

Once you have been notified, you must stay in full view of the DCO or Chaperone until Sample Provision where you will be observed by a DCO.

You are entitled and encouraged to nominate a representative to be present throughout the procedure except during sample provision. Before arriving at the Doping Control Station, at an event or training session, and under the supervision of the DCO or Chaperone, you may:

- receive medical attention if necessary
- compete in further events
- warm down
- fulfil media commitments
- complete a current training session.

Upon completion of notification you will be given a copy of the form with your rights and responsibilities.

## 2 Reporting for testing

In the UK, you are required to report to the Doping Control Station as soon as possible and no later than one-hour after notification.

If you are selected for a drug test, you will be expected to provide a sample in spite of any other commitments you may have, for example, to catch a train or flight or to attend another appointment. When planning your schedule around an event or training session, allow time for doping control in case you are selected.

At an event, sealed non-alcoholic drinks may be provided by your NGB in the Doping Control Station. If you choose to consume other drinks you do so at your own risk.

For out of competition testing, the most suitable facilities in which to conduct the test will be found to ensure that both the privacy and the integrity of the athlete is maintained.

## 3 Selecting a collection vessel

You will be asked to select a sealed sample collection vessel from a choice of vessels.

The collection vessel should be kept in sight of the DCO and yourself (or representative) at all times through the entire procedure.

**NOTE:** The sample collection equipment used in other countries may vary slightly but should follow the same WADC International Standard for Testing.

## 4 Providing a sample under supervision

You must remove sufficient clothing so that the DCO can directly observe the passing of the urine from the body into the collection vessel. This is necessary to avoid any possibility or suggestion of manipulation of the sample.

- You are required to produce a minimum of 75ml of urine into the collection vessel unless otherwise advised by the DCO.

### Partial Sample

- If you are unable to provide the required amount of urine, this sample will be considered a partial sample
- The partial sample will be sealed in a secure, tamper evident collection vessel and stored securely until you can provide the required amount
- You have the right to observe the sealing of your partial sample and you have the right to be satisfied with the storage arrangements
- Each time a sample is provided, a new collection vessel must be used.

## 5 Selecting the sampling kit

You will be asked to select a sealed urine sampling kit from a choice of kits. (Check that each kit is stored in tamper evident packaging)

You should check that the security seal is intact, and if there is any evidence of tampering a new urine sampling kit should be selected.

Once satisfied, you (or the representative at your request) should break the security seal and remove the contents of the kit.

## 6 Dividing and sealing the sample

You will divide the samples between two bottles, A and B, and then tightly seal the bottles.

**NOTE:** You will be asked to leave a small amount of urine in the collection vessel to allow the sample to be checked by the DCO for suitable levels of pH and specific gravity.

You (or the representative at your request) should check by inverting the two bottles that they are tightly sealed and that there is no leakage.

## 7 Testing the suitability of the sample

The DCO will check the acidity and concentration of the sample to ensure it is suitable for analysis. pH measures the acidity/alkalinity of the sample and a specific gravity test ensures that the concentration of urine is not too dilute.

If the pH levels or specific gravity are outside the required range this will be recorded on the Sample Collection Form and, to give further assurance to the integrity of the test, a further sample is required.

## 8 Recording and Certifying the information

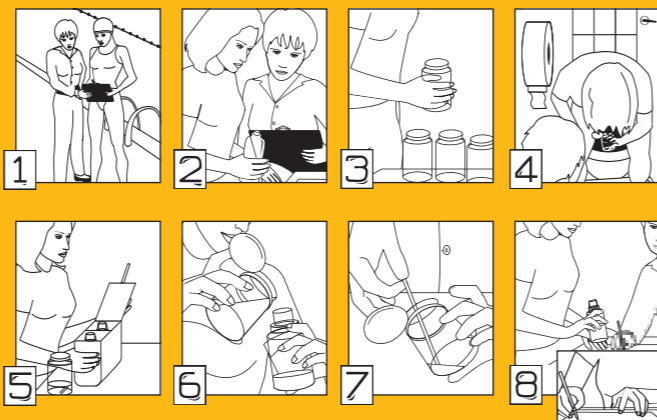
The DCO will record the A and B sample numbers on the Sample Collection Form and you will be invited to check that this information is correct.

You will be invited to declare any medications, substances or supplements that you have taken in the past 7 days.

**NOTE:** Whilst you are under no obligation to make this declaration, it may be helpful in explaining a finding.

The DCO will ask you (and your representative if present) to check all the information on the Sample Collection Form and to sign it once satisfied that the information is correct.

The DCO will check and sign the form and will give a copy of the Sample Collection Form to you. Your sample will then be placed in a security sealed transit and transported to a WADA accredited laboratory by a secure chain of custody. A secure chain of custody ensures that every step of the process is fully documented and only those authorised to handle the sample do so.



# Your step by step guide to blood testing procedures

The procedures for blood testing follow the same principles as the urine testing procedures outlined in this leaflet.

Blood testing may take place out of competition on an unannounced basis as well as in competition.

**NOTE:** Only a person trained in the collection of blood will be able to perform the blood testing procedure. These authorised individuals are referred to as Blood Collection Officials (BCOs).

## 1 Notification of selection for a drug test

At an event, during training or at an out of competition location you will be notified of selection for a drug test by a UK Sport Blood Collection Official (BCO) or Chaperone using an official Sample Collection Form. Once you are selected for a drug test:

- Where possible, you are permitted to nominate a representative to be present throughout the entire blood testing procedure
- You will be informed by the BCO or Chaperone if you are also required to provide a urine sample in the same testing session
- You will have the same rights and responsibilities as you have for urine testing.

## 2 Reporting for testing

You are required to report to the Doping Control Station as soon as possible and no later than one-hour after notification.

You should stay in full view of the BCO or Chaperone until the sample has been collected.

## 3 Selecting a collection vessel

You will be asked to select one sealed sample collection kit from a choice of kits.

Where a representative is present, you can nominate him/her to help choose a kit that is intact and where the tamper evident seal is in place.

The collection kit should be kept in sight of the BCO and you (or your representative) at all times throughout the entire procedure.

## 4 Providing a blood sample under supervision

You must remove sufficient clothing to permit the DCO to apply a tourniquet to your arm. No attempt will be made to take blood from other areas of your body.

The official shall clean the skin with a sterile wipe or swab before applying a tourniquet to your arm. The BCO shall unseal the hypodermic needle and withdraw blood to fill the required number of tubes.

In any one session, no more than three venipuncture attempts (the site where blood can be successfully obtained) will be made.

If the required amount of blood cannot be provided after all procedures have been followed, the test shall be concluded and the BCO shall note this on the Sample Collection Form.

**NOTE:** There is a slight possibility that a small amount of blood may leak from the venipuncture site during or after sample collection. This is not unusual and therefore the athlete or athlete representative should not be alarmed by this.

## 5 Sealing the sample

Once the needle is removed, the sample collection tubes will seal automatically (they are self-sealing secure containers). Once sealed, you and the BCO should check there is no leakage from the container.

The sealed tubes will be placed into tamper evident, secure transport containers and sealed. This should be done in the presence of the athlete (or where appropriate, the presence of the athlete representative).

## 6 Recording and certifying the information

The BCO will record the container numbers on the Sample Collection Form.

You will be invited to declare on the sample collection form any medication, substances or supplements you have taken within the past 7 days.

**NOTE:** Whilst you are under no obligation to make this declaration, it may be helpful in explaining a finding.

Once you are satisfied that the information is accurate you should sign the form.

The BCO will then check and sign the form and will then give you a copy of the Sample Collection Form.

## 7 Storing the blood sample

The sealed blood sample shall be kept in the Doping Control Station, at a cool but not freezing temperature, prior to dispatching the sample for analysis to a WADA accredited laboratory.

When possible, the BCO will dispatch the sample to the laboratory immediately.

