

1. The chaperones shall meet with the Doping Control Officer (DCO), before the first testing to review the procedures and location of the facilities. At this time, they will sign a form that verifies that they have received instructions, understood these procedures and have no conflict of interest in performing their Chaperone's duties.
2. Chaperone's conduct must comply with the following:
  - **Integrity:** To maintain the highest standard of personal conduct in all Chaperone-related duties, including not accepting any gifts or seeking autographs/photographs from athletes, coaches or their representatives as this could constitute a conflict of interest.
  - **Respect:** To be cooperative and courteous with individuals and to follow directions or instructions from the Doping Control Officer or other relevant authority.
  - **Judgement:** To use discretion and good sense while performing all Chaperone-related duties.
  - **Conduct:** To demonstrate appropriate behaviour, to maintain a high level of professionalism and to appear presentable.
  - **Confidentiality:** To strictly maintain confidential information related to the sample collection session (including Skaters' personal and medical information) before, during and after the session.
3. The chaperones shall report to the Doping Control Station at the designated time directed by the DCO.
4. There must be an adequate number of chaperones of appropriate gender, all of whom must be of legal age under the law of the host country.
5. The chaperone must be of the same gender as the Skater being tested.
6. The chaperone must be able to communicate, usually in English, with the Skater or an interpreter must be provided.
7. Each chaperone shall be given a Doping Control Notification Form, which has been completed with the Skater's name and country. The Doping Control Notification Form will be supplied on a clipboard with a pen.
8. The chaperone shall proceed to locate the Skater.
9. Once the Skater has been located the following information shall be provided to the Skater:
  - a. They have been selected for urine and/or blood Testing
  - b. They must report to the Doping Control Station immediately with photographic identification, unless they are fulfilling a media commitment, participating in the victory ceremony, performing a cool down, receiving necessary medical treatment, locating a representative and any other exceptional circumstances. They should discuss these circumstances with the DCO.

- c. If they do not report to the Doping Control Station as directed or if they refuse to sign the Form, stating that they have been notified, then they may be subject to sanctions as outlined in the current ISU Anti-Doping Rules and ISU Anti-Doping Procedures.
  - d. The skater signs the Form that they have been notified of selection for Testing.
  - e. The chaperone will **constantly** supervise the Skater from this time onward, including within the dressing room, until the Skater reports to the Doping Control Station.
  - f. The Skater should only drink from vessels, which have been sealed and selected by the Skater.
  - g. The Skater **must not** go to the toilet or pass urine until they have reported to the Doping Control Station.
9. Once the Skater is notified the chaperone shall inform the Doping Control Officer.
10. If the Skater has reported to the press station for interviews, the chaperone must remain with the Skater at all times until the Skater presents to the Doping Control Station. The media time is estimated to take no more than one hour. If the media time is approaching the one-hour time, then the chaperone must contact the DCO for further instructions.
11. When the chaperone reports to the Doping Control Station, they shall check in at the waiting area and present the Doping Control Officer with the Skater and the form. The time of arrival at the Station shall be noted on the Doping Control Form. The chaperone shall remain at the Doping Control Station with the Skater.
12. The Skater and one other accompanying person (team physician, coach, team leader) plus an interpreter, if necessary, may enter the Doping Control Station. The Skater, the accompanying person and the chaperone shall all sign in at the waiting area.
13. Once the Skater has produced enough and suitable urine and/or blood to complete the test, the chaperone shall be excused from the Doping Control Station by the Doping Control Officer.
14. The chaperone shall leave all material (clipboard, pen and armband) at the Doping Control Station when testing is completed.