



ANTI-DOPING GUIDE

to assist local Organizing Committees and Sample Collection Authorities in the preparation of compliant Anti-Doping services at ISU Events.

Version 6
June 2026

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Abbreviations

ADIP	Anti-Doping Information Package
CM	Chaperone Manager
COCF	Chain of Custody Form
DCO	Doping Control Officer
DCS	Doping Control Station
ED/M/A	Event Director/Manager/Assistant
EDCC	Event Doping Control Coordinator
OC	Organizing Committee
ISU TC	Technical Committee Representative at the Event
ISU Rep	ISU Representative
IU	ISU Integrity Unit
PEADP	Pre-Event Anti-Doping Protocol
ITA	International Testing Agency
SCA	Sample Collection Authority
TP	Testing Plan

1. Introduction

The ISU Anti-Doping Program, including in-competition testing, is fully delegated to the International Testing Agency (ITA) under the supervision of the ISU Integrity Unit (IU).

The ISU Anti-Doping Guide is to be used by Organizers and Sample Collection Authorities (SCA) in the preparing and conducting the designated Anti-Doping program at ISU Events. The Guide provides a standard of Anti-Doping that allows all Skaters to compete in a fair environment.

The Anti-Doping testing conducted In-Competition under the ISU Anti-Doping Regulations (ISU Communications 2742 or any updated versions) are in full compliance with the World Anti-Doping Code.

2. Pre-Event Anti-Doping Protocol

The Pre-Event Anti-Doping Protocol (PEADP) has been created to inform the ITA & the IU of the details concerning the planning of the competition's Anti-Doping program. It assists the Event Doping Control Coordinator (EDCC) with an outline for advance planning of Anti-Doping services and provides the ITA & the ISU with a contact information for further communication with the EDCC of the Event.

The Pre-Event Anti-Doping Protocol completed by OC must be returned to the ITA at ic.testing@ita.sport, copy to ISU at antidoping@isu.org no later than six weeks before the start of the Event.

3. Anti-Doping Documents

The following AD documents are available [here](#)

- ISU Anti-Doping Regulations – ISU Communication 2742
- ISU Anti-Doping Guide
- Chaperones

4. Responsibility of the IU

- To nominate a representative of the ISU as Anti-Doping matters contact person for the OC and SCA at ISU Event

5. Responsibility of the ITA

- To select the SCA which will conduct the Testing at the Event
- To inform the SCA of the ISU Anti-Doping Regulations
- To arrange with the SCA to have all the necessary personnel and equipment to conduct the required Testing
- To send the respective ISU Member all relevant information as described above
- To review the PEADP after submission by organisers.
- To provide the Testing Plan (TP) to the SCA

- To inform the DCO on site that they can share the Testing Plan with the ISU ED/M/A on site

6. Responsibility of Organizing Committee

- To complete and return the Pre-Event Anti-Doping Protocol (PEADP) to the ITA at ic.testing@ita.sport, copy to ISU at antidoping@isu.org within the requested date.
- To nominate an EDCC and provide the ITA and the ISU with the contact information of this person
- To nominate a Chaperone Manager (CM)
- To provide a suitable Doping Control Station (DCS) as described in point 9 of this Anti-Doping Guide
- To provide an adequate number of chaperones that are aware of their responsibilities, readily available on competition days, and properly trained.
- To provide one administration person to operate at the DCS during the testing days
- To provide at least one person responsible for supplying results of the competition to the Anti-Doping personnel after each Segment.
- To provide transportation for the Skaters, the representative of the ISU, if present, and the Sample Collection personnel after completion of the Sample Collection Session when the official transport is no longer available.
- To provide food and refreshment for the Skaters, the representative of the ISU, if present, and Sample Collection personnel after completion of the Sample Collection Session if the Hotel dining room is closed.
- To provide accommodation for the SCA personnel when needed.
- EDCC must arrange a meeting with the representative of the ISU, the DCO, the CM and all personnel involved in Anti-Doping at the Event to discuss the Sample Collection Session and review or practice a Sample Collection Session prior to its start.

7. Responsibility of Sample Collection Authority.

- To provide sufficient number of male and female trained DCOs and Assistants
- To provide sufficient equipment to carry out all Testing according to the ITA TP
- To send Doping Control Forms and all other relevant Forms to the OC, if paper forms are used
- To ensure that chaperones are trained and aware of their responsibilities
- To carry out the Sample Collection Session in compliance with the ISU Anti-Doping Regulations as well as with the WADA International Standard for Testing and Investigations¹

¹ [ISTI](#)

- To select, in collaboration with the ITA, a WADA Accredited Laboratory for use at the ISU Event and arrange secure transport of samples to the designated WADA Accredited Laboratory
- To upload all the relevant Forms to ITA system (electronic or paper) without delay at the end of the Event
 - ✓ DCFs
 - ✓ COCFs
 - ✓ DCO Report
 - ✓ Chaperones Sign-In Form
 - ✓ DCS Sign-In Form

8. Personnel

8.1 Event Doping Control Coordinator (EDCC)

- The EDCC shall be responsible for the preparation of the DCS and make sure the DCS comply with the requested standards
- He/she is the contact person of the OC who will liaise with the SCA, the DCO and the representative of the ISU and the ITA prior to and during a designated competition
- He/she shall liaise with the OC and SCA to ensure provision of an adequate number of Chaperones
- He/she is responsible of the organization and supervision of the Chaperone
- He/she must be present at the ice rink during the competition
- He/she will help the DCO/Chaperone to identify the selected Skaters
- He/she will liaise with the ITA and or the ISU ED/M/A on site if deemed necessary

8.2 Chaperone Manager (CM)

- The CM shall assist and supervise the Chaperones in their duties.

➤ **The EDCC and CM may be the same person**

8.3 Chaperones

The number of chaperones will be defined by the number of tested Skaters as given in the TP.

- The chaperones must be of legal age under the laws of the host country and must not be in any manner related to the Skaters being tested
- They must be of the same gender as the Skater being tested
- They must be able to communicate in English and, if possible, in other languages.
- They must be instructed on their responsibilities prior to the event and be readily available.

- They must sign a conflict-of-interest form prior to their responsibility's execution.

8.4 Administrative person

- The administrative person shall monitor all persons signing in and out of the DCS

8.5 ITA personal

- He/she will liaise with the EDCC by call, dedicated text message, or email prior to the Event to confirm that all necessary personnel, facilities and equipment to conduct the Testing at Event will be available
- He/she will be available on call or dedicated text message during the Event.
- He/she will give feedback to the IU as necessary.

8.6 ISU Contact person for Anti-Doping matters at ISU Event

ISU Event	Representative of the ISU
ISU Championships	ISU <u>Event Director / Manager (ED/M)</u>
ISU Figure Skating Grand Prix	ISU Event Manager (EM)
ISU Figure Skating Junior Grand Prix	ISU Event Manager or Assistant EM
ISU Grand Prix Final FS (Jr & Sr)	ISU <u>Event Manager (EM)</u>
ISU Speed Skating World Cup	ISU Event Manager (ISU EM)
ISU Speed Skating Junior World Cup	ISU Technical Representative (TC Rep)
ISU Short Track World Tour	ISU Event Director and/or <u>Manager (ISU EM)</u>
ISU Short Track Junior World Cup	ISU Event Director and/or <u>Manager (ISU EM)</u>

Event Director, Event Manager, ED Assistant or EM Assistant, ISU Technical Representative

- He/she will liaise and assist the EDCC in the organisation of facilities, equipment and personnel if needed.
- He/she will check the DCS and approve it or inform the EDCC/OCs of any improvement to be done before the start of the sample collection session
- He/she will be present at the team leaders meeting to inform of specific requirements for that Event
- He/she will check with the EDCC or DCO if assistance for the DCO/Chaperone to identify the selected Skaters is needed.

Comment: TP remains confidential and will be sent to the SCA only

9. Communication

- A telephone or an alternate means of communication must be available in the Doping Control Station
- A mean of communication (walkie-talkie or cell phones) must be available to all chaperones, Chaperone Manager, and representative of the ISU to communicate with the personnel in the Doping Control Station.

10. Doping Control Station (DCS)

- The DCS must ensure privacy for competitors and security for the collection procedures
- The DCS should be well signed and easily identifiable
- The DCS must be secure (lockable), consist of at least three separate areas. One area of adequate size is for use as a waiting room and two separate areas, with access to a toilet and washing facilities, to be used as administration areas
- The DCS access must be controlled with only two keys
- The DCS access is restricted to authorized persons only
 - Sample Collection personnel
 - Event Doping Control Coordinator
 - Representative of the ISU
 - Chaperone Manager and Chaperones
 - Selected Skaters and official accompanying person including an interpreter, if needed
 - Other authorized persons, e.g. ITA or WADA Observers
- Only the representative of the ISU and the DCO will have access to the DCS outside the Sample Collection session.
- The provision of alcohol or its consumption is prohibited within the Doping Control Station
- The DCS should be close to Skaters' dressing rooms yet secure from media and spectators
- Access to internet available (Wi-Fi)
- If requested, security personnel outside the DCS.

10.1 Waiting room

The Waiting area must be large enough to accommodate the Skaters, chaperones and the officials accompanying the Skaters (one for each Skater), minimum 15 persons and must be equipped with:

- Chairs
- Tables, one of which will be used for an administration person to sign Skaters, chaperones, and accompanying persons in and out of the Doping Control Station

- Fridge to store sealed non-alcoholic drinks, small bottles or cans of caffeine-free and alcohol-free drinks
- Garbage bins
- A video feed and appropriate size monitor to view the competition of the Event.

10.2 Administration area

(there must be two of these in the DCS)

Each Administration area must be large enough to accommodate the Skater and an official accompanying person including interpreter, if the latter needed, the DCO, the representative of the ISU and any other authorized person, such as ITA or WADA Observers, and must be equipped with at a minimum:

- One table to complete the paperwork
- Four chairs, two on each side of the table
- A second table for selection of Sample Collection Equipment (if big enough one table might be sufficient)
- A large garbage bin in each of the administrative rooms
- Lockable cupboard or a refrigerator might be required by the ITA/SCA in advance.
- Appropriate lighting
- For blood collection a bed/foldable couch should be available.

10.3 Toilet and washing facilities

- This area must be large enough to accommodate two persons and to ensure that the DCO can observe the provision of the sample
- It must also have:
 - a sink,
 - soap and hand drying capabilities
 - rubbish bin
 - mirror
- The toilet area must be cleaned at least every day
- The toilet area must be private from the waiting and administration areas.

The ITA may inform the OC directly if a Blood Collection Area should be set up.

11. World Records

Any Skater or Team who achieves a world record must be selected for Testing.

For individual distances the Skater who achieves a World Record result and for Team competitions, a minimum of 2 Skaters per team, must be selected for testing on the day of the race. For Speed Skating Mixed Relay a minimum of 1 Athlete per team must be tested on the day of the race.

The sample(s) must be collected as soon as possible after the race.

- It remains the responsibility of the Skater/Team to have the Doping Control testing completed by either going directly to the Doping Control Station, if available, or contacting a representative of the ISU, if present, or the referee.
- Whenever feasible, the Skater(s) will be notified and chaperoned from the moment the World Record is set until completion of the sample collection.

If the existing World Record is broken more than once on the same day in Competitions at the venue, the top two Skaters or two Skaters from the top two Teams achieving a World Record result must be selected for testing on the day of the race.

World Record Notification Process

1. A World Record is achieved.
2. The **Competition Coordinator** (SS or ST) must immediately inform the:
 - ISU Event Director, or
 - ISU Event Manager, or
 - ISU Event Assistant.
3. The **ISU Event Director/Manager/Assistant** must then pass the information to the **DCS**.
4. The ISU Event Director/Manager/Assistant must ensure that the DCO has successfully received the information.

An Ideal Doping Control Station

