

FIE Anti-Doping Officer DUTIES 2018

Definition: "*FIE Anti-Doping Officer*": The person responsible for co-ordinating all Testing (doping controls) at each official FIE competition.

The FIE Anti-Doping Officer is either:

- the **FIE Supervisor** (at World Cups or Grands Prix), **or**
- a **member of the Directoire Technique** designated as such by the Organisers at competitions where there is no FIE Supervisor, **or**
- a **Medical Commission Delegate** (at World Championships)

[A] Summary of Duties:

1. Have available a copy (paper or digital) of (a) the *FIE Anti-Doping Rules* (ADR) and (b) the current *WADA Prohibited List*.
2. Check that Organiser has met requirements for doping controls to take place [**ADR 5.8.1**]
3. Coordinate Selection of fencers to be Tested [**ADR 5.7**]
4. Facilitate Notification of selected fencers [**ADR 5.8.2**]
5. Attend Sample Collection procedure in the Doping Control Station (if possible) [**ADR 5.10**]
6. Ensure that copies of completed Doping Control Forms are sent to the FIE without delay.

(see **EXTRACT of relevant portions of ADR on pages 4 - 9 below**)

[B] Detailed Explanation of these Duties

1. Have available a copy (paper or digital) of (a) the *FIE Anti-Doping Rules* (ADR) and (b) the current (2017) *Prohibited List*.

FIE Anti-Doping Officers/Supervisors should read and have a working understanding of the current *FIE Anti-Doping Rules*, especially article 5 (ADR pages 16-28), and the *WADA Prohibited List*. These can be downloaded from the FIE website: <http://www.fie.org>

Many other important reference documents are also available for download, including:

- International Standard for Testing and Investigations (ISTI)
- Therapeutic Use Exemption (TUE) Application Form
- World Anti-Doping Code etc.

2. Check that Organiser has met the requirements for doping controls to take place

The Organisers of official FIE competitions must ensure the availability of:

- a doping control station (waiting room, administration room, adjacent toilet(s));
- doping control officers (DCOs) (delegated by the NADO);
- chaperones (supplied by NADO or Organisers - trained by NADO or DCOs);
- all sample collection materials (supplied by NADO via DCOs);
- sealed non-alcoholic drinks for the fencers (provided by Organisers).

Note: normally only urine samples are collected, but it is quite possible that blood sample collection may also be required.

FIE Anti-Doping Officer DUTIES 2018

NB. It is most important that the Organiser and the DCO are aware that **the FIE is the Testing Authority and the Result Management Authority.**

This must be reflected in the top right-hand corner of every Doping Control Form:

TEST AUTHORISED BY CONTRÔLE AUTORISÉ PAR	FIE
SAMPLE COLLECTION AUTHORITY AUTORITÉ DE PRÉLÈVEMENT D'ÉCHANTILLONS	
RESULTS MANAGEMENT AUTHORITY AUTORITÉ DE GESTION DES RESULTANTS	FIE

3. Coordinate Selection of fencers for Testing [ADR 5.7.1]

Number of fencers to be Tested:

- World Cups: 2 fencers (chosen by drawing lots among the finalists – see below).
 - World Championships (Senior, Junior): 2 fencers, as above;
 - Zonal Championships (Senior only): 2 fencers, as above;
- [No routine Testing is required at Junior or Cadet Zonal Championships, at Satellite competitions or at Veterans World Championships.]

Selection process:

- Selection process must be discussed with Organisers and DCO (to agree on method);
- Selection must be performed before the start of the first semi-final;
- The DCO(s) must be at the venue before the start of the first semi-final:
 - (a) for the Notification of fencer(s) selected (DCO provides the Notification Forms), and
 - (b) to carry out sample collection.

Selection method:

At INDIVIDUAL Competitions:

2 Fencers are selected at random from the 4 Finalists by drawing lots (*'tirage au sort'*). The exact method to be used is determined by the Anti-Doping Officer/Supervisor and the Organiser:

For example (method frequently used in the past):

- write on 4 identical blank sheets of paper: 1st loser / 2nd loser / Final loser / Winner
- fold these 4 papers tightly at least twice to hide the writing;
- 'scramble' the 4 folded papers so no-one knows which is which;
- the Anti-Doping Office/Supervisor then asks the Head of the DT (or other appropriate official) to select one paper and open it, revealing the result (in confidence) to the Anti-Doping Officer/Supervisor;
- when that fencer completes the last bout, he/she is Notified for testing.

At TEAM Competitions:

2 Fencers : one Fencer chosen by drawing lots, from each of the first two teams.

4. Facilitate Notification of selected fencers

Prior to the start of the Semi-Finals, the FIE Anti-Doping Officer/Supervisor must:

- (a) clarify which official will be responsible for notifying the Fencer for Doping Control (this would be the designated DCO, an appointed Chaperone, or else the *FIE Anti-*

FIE Anti-Doping Officer DUTIES 2018

- Doping Officer* himself, as agreed with the DCO and/or the Organiser), and
(b) obtain from the Directoire Technique a computer print-out giving the names of the four semi-finalists (Individuals) or the names of the fencers in the final (Teams).

Immediately after the selected Fencer has completed his/her last bout in the competition the Notifying official writes the name of the Fencer on the official Notification form and presents it to the Fencer, as discreetly as possible.

See **ADR 5.8.2** for a detailed description of the Notification procedure to be followed.

5. Attend Sample Collection procedure in the Doping Control Station (if possible)[ADR5.10]

The FIE Supervisor has duties and responsibilities in addition to his/her role as FIE Anti-Doping Officer. Ideally, the Supervisor should attend the Doping Control Station while a Fencer is being Tested, but this is not always possible. It is important that the Procedure described in **ADR5.10** is closely followed, bearing in mind that this section of the FIE ADR is but a summary of the Sample Collection Procedure which is described in much greater detail in the WADA International Standard for Testing (ISTI) available from the FIE website.

6. Ensure that copies of completed Doping Control Forms are sent to the FIE without delay.

It is imperative that a copy of each completed and signed Doping Control Form (DCF) is retained by the FIE Anti-Doping Officer for forwarding to the FIE Office by the day after the competition.

NB. Recent implementation of the Steroidal Module of the Biological Passport by the FIE requires that:

- (a) a digital copy of each DCF (whether it be in the form of a computer scan, a digital photograph, or a conventional facsimile) must be transmitted to the FIE Anti-Doping office “FIE Clean Sport”:

by email to anti-doping@fie.ch or
by fax to +41 21 612 30 83 and

- (b) the original copy of each DCF must be posted to the FIE Head Office:

Maison du Sport International
Avenue de Rhodanie 54
1007 Lausanne - Suisse

**For relevant Extracts from the FIE Anti-Doping Rules
(ADR)**

see pages 4 - 9 (below)

[C] Relevant Extracts from the current FIE Anti-Doping Rules (ADR)

5.7 Selection of Fencers to be Tested in official FIE competitions

5.7.1 The FIE determines the number of *In-Competition* finishing placement tests, random tests and *Target Tests* to be performed at the official FIE *Competitions*.

The following finishing placement tests shall be conducted at the official FIE *Competitions* listed below:

5.7.1.1 In these Individual *Competitions*:

- (a) all Junior and Senior World Cups,
- (b) Junior and Senior World Championships, and
- (c) Senior Zonal Championships,

Doping Controls will in principle be carried out on two *Fencers* chosen by drawing lots among the finalists.

5.7.1.2 In these Team *Competitions*:

- (a) all Senior Team World Cups,
- (b) all Junior and Senior Team World Championships, and
- (c) all Senior Team Zonal Championships,

Doping Controls will in principle be carried out on two *Fencers*, i.e. one *Fencer* drawn by lots from each of the first two teams.

5.7.1.3 At World Championships the drawing of lots shall be performed by or under the supervision of the official delegate of the FIE Medical Commission.

5.7.1.4 At World Cup *Competitions* and Zonal Championships, the drawing of lots is made by the Doping Control Officer responsible for *Testing* and/or by the FIE Anti-Doping Officer designated for the *Competition*.

5.7.2 At National *Competitions*, each *National Federation* shall determine the number of *Fencers* to be selected for *Testing* and the procedures for selecting the *Fencers* for *Testing*.

5.7.3 In order to ensure that *Testing* is conducted on a No Advance Notice basis, the selection decisions are only disclosed in advance of *Testing* to those who need to know (typically the Chaperone and/or Doping Control Officer) in order for such *Testing* to be conducted.

5.7.4 In addition to the selection procedures set forth in Articles 5.7.1 and 5.7.2 above, the FIE at *International Events*, and the *National Federation* at *National Events*, may also select individual *Fencers* or teams for *Target Testing* so long as such *Target Testing* is not used for any purpose other than legitimate *Doping Control* purposes.

5.8 In-Competition Testing

FIE Anti-Doping Officer DUTIES 2018

5.8.1 At every official FIE *Competition* or *Event* described in Article 5.7.1 of these Rules, the organiser must plan for *Doping Controls* to take place, and must ensure that the necessary facilities, *Sample* collection materials and *Doping Control* personnel are available, and the *Testing* procedures are correctly applied in accordance with the International Standard for Testing and Investigation and conducted by qualified *Persons* so authorized.

5.8.1.1 It is essential that a doping control station reasonably separated from public activities with the following minimum requirements is set up for the *Competition*:

- (a) one (1) private room ("Doping Control Station") exclusively dedicated for use by the DCO with one (1) table, at least two (2) chairs, pens and paper, and one (1) lockable fridge;
- (b) an adjacent waiting room/area with a suitable number of chairs as well as an appropriate amount of individually sealed, non-caffeinated and non-alcoholic beverages, including a mix of natural mineral water and soft drinks; and
- (c) one (1) private, clean and equipped bathroom/toilet, adjacent or as near as possible to the Doping Control Station and waiting area.

5.8.1.2 The organiser must ensure that an FIE Anti-Doping Officer is designated for that *Competition*. The FIE Anti-Doping Officer will be:

- (a) the FIE Supervisor (at World Cups or Grands Prix), or
- (b) an appropriate member of the Directoire Technique (at those *Competitions* where there is no FIE Supervisor), or
- (c) a FIE Medical Commission Delegate (at Senior and Junior World Championships, and any other *Events* as determined by the FIE.)

5.8.1.3 The organiser may also be required to ensure the availability of a specified number of Chaperones as requested by the FIE prior to the *Competition*.

5.8.1.4 The organiser must ensure that at least one staff member is available to act as point of contact and support for the Doping Control Officer/s (DCOs) and the Chaperone/s with anything that may be needed during the *Doping Control* mission, with the contact name and details of this staff member to be communicated to the FIE Anti-Doping Officer at least four (4) weeks prior to the starting date of the *Competition*.

5.8.2 Upon selection of a *Fencer* for *Doping Control* during a *Competition*, the following procedures shall be followed.

5.8.2.1 The official responsible for notifying the *Fencer* selected for *Doping Control* (whether the *FIE Anti-Doping Officer* or an officially designated Doping Control Officer (DCO) or Chaperone) shall write the name of the *Fencer* on the official Notification form and present it to the *Fencer*, as discreetly as possible, immediately after the *Fencer* has completed his last bout in the *Competition*.

FIE Anti-Doping Officer DUTIES 2018

The *Fencer* shall sign to confirm receipt of notification and retain a copy. The time of signing shall be recorded on the form. The *Fencer* must stay in view of the Chaperone until reporting to the Doping Control station.

5.8.2.2 If a *Fencer* refuses to sign the Notification form, the Chaperone shall immediately report this to the FIE Anti-Doping Officer who shall make every effort to inform the *Fencer* of his obligation to undergo *Doping Control* and the consequences of his not submitting himself to the control. If the *Fencer* fails or refuses to sign this notice or fails to report to the Doping Control Station as required, the *Fencer* shall be deemed to have refused to submit to *Doping Control* for the purpose of Articles 2.3 and 10.3.1 of these rules. Even if the *Fencer* indicates reluctance to report to the Doping Control Station, the Chaperone shall keep the *Fencer* in view until there is no question that the *Fencer* has refused to submit to *Doping Control*.

5.8.2.3 The *Fencer* is required to report immediately to the *Doping Control Station*, unless there is a valid reason for a delay, as determined in accordance with clause 5.8.2.7.

5.8.2.4 The *Fencer* shall be entitled to be accompanied to the Doping Control Station by (i) a *Competition*-accredited representative from his *National Federation*, and (ii) an interpreter if required.

5.8.2.5 *Minor Athletes* shall be entitled to be accompanied by a representative, but the representative cannot directly observe the passing of the urine *Sample* unless requested to do so by the *Minor*.

5.8.2.6 The *Fencer* must show a valid identification document at the Doping Control Station. The *Fencer's* time of arrival at the Doping Control Station shall be recorded on the doping control form.

5.8.2.7 The *Fencer* has the right to ask the DCO or Chaperone for permission to delay reporting to the Doping Control Station and/or to leave the Doping Control Station temporarily after arrival, but the request may be granted only if the *Fencer* can be continuously chaperoned and kept under direct observation during the delay, and if the request relates to the following activities:

- a) Participation in a presentation ceremony;
- b) Fulfilment of media commitments;
- c) Competing in further *Competitions*;
- d) Performing a warm down;
- e) Obtaining necessary medical treatment;
- f) Locating a representative and/or interpreter;
- g) Obtaining photo identification; or
- h) Any other reasonable circumstances as determined by the FIE Anti-Doping Officer and or by the DCO, taking into account any instructions of the FIE.

FIE Anti-Doping Officer DUTIES 2018

5.8.2.8 Only the following *Persons* may be present in the Doping Control Station:

- a) Anti-Doping Officer (Medical Commission member, FIE Supervisor, or designated member of DT)
- b) Staff assigned to the station
- c) Authorized interpreters
- d) The *Fencers* selected for *Doping Control* and their respective representative
- e) Other people only with the permission of the FIE Anti-Doping Officer.
- f) The Doping Control Officer/s and the Chaperone/s.
- g) The WADA Independent Observer

The news media shall not be admitted to the Doping Control Station.

The doors of the station must not be left open.

No photography or filming shall be permitted in the Doping Control Station during the hours of operation.

5.10 Sample Collection Procedure

5.10.1 The *Testing* procedures shall be in conformity with the requirements of the International Standard for Testing and Investigation. The articles below provide information on procedures for the collection of *Samples* under the jurisdiction of the FIE at *FIE Competitions and Events*, and also for *Out-of-Competition Sample* collection.

5.10.1.1 Each *Fencer* asked to provide a *Sample* shall also provide information required on the official Doping Control Form (DCF). The *Fencer's* name, his country, the code number of the *Sample* and the *Competition* identification will be entered into the form. The *Fencer* shall declare any medication and nutritional supplements that he/she has *Used* in the preceding seven (7) days, and any transfusions received over the last six months. The form shall also record the names of the people present at the Doping Control Station involved with the obtaining of the *Sample*, including the FIE Anti-Doping Officer and the Doping Control Officer (DCO) in charge of the station. Any irregularities must be registered on the form.

It is essential that the FIE is recorded as the 'Testing Authority' and the 'Result Management Authority' in the appropriate spaces provided on the form. The form shall include at least four copies for distribution as follows:

a) a copy to be retained by the FIE Anti-Doping Officer for forwarding to the FIE Office by the day after the *Competition*;

b) a copy to be given to the *Fencer*;

c) a special copy to be sent to the laboratory which is to conduct the analysis - this laboratory copy must be so designed that it does not contain any information which could identify the *Fencer* who provided the *Sample*;

FIE Anti-Doping Officer DUTIES 2018

d) an extra copy, for distribution as the FIE deems appropriate.

5.10.1.2 When asked to provide a urine *Sample*, the *Fencer* shall select a sealed collection vessel from a number of such vessels, visually check that it is empty and clean, and proceed to provide the required amount of urine established in the International Standard for Testing and Investigation under the direct supervision of, and within the view of the DCO or appropriate official (Chaperone) who shall be of the same gender as the *Fencer*. *Sample* Collection Equipment systems shall, at a minimum, meet the following criteria. They shall:

- a) Have a unique numbering system incorporated into all bottles, containers, tubes or other items used to seal the *Sample*;
- b) Have a sealing system that is tamper-proof;
- c) Ensure the identity of the *Fencer* is not evident from the equipment itself; and
- d) Ensure that all equipment is clean and sealed prior to use by the *Fencer*.

To ensure authenticity of the *Sample*, the DCO and/or Chaperone will require such disrobing as is necessary to confirm the urine is produced by the *Fencer*. No one other than the *Fencer* and the *Person* authorized by these rules shall be present when the urine *Sample* is collected. Blood sampling may be performed prior to, after or instead of a urine *Sample* (see art. 6.2.1).

5.10.1.3 The *Fencer* shall remain in the Doping Control Station until he or she has fulfilled the duty to pass an adequate quantity of urine. If the *Fencer* is unable to provide the required amount, the urine which is collected shall be sealed in a container and the seal shall be broken when the *Fencer* is ready to provide more urine. The *Fencer* may be required to retain custody of the sealed container while waiting to provide more urine.

5.10.1.4 When the *Fencer* has provided the required volume of urine (a minimum of 90ml), he or she shall select from a choice of such kits a sealed urine kit, containing two containers for *Samples* A and B. The *Fencer* shall check to be sure the containers are empty and clean.

5.10.1.5 The *Fencer* shall pour approximately two-thirds (60ml) of the urine from the collection vessel into the A bottle and one-third (30ml) into the B bottle, which bottles are then sealed as provided for in the International Standard for Testing and Investigation. Having closed both bottles the *Fencer* shall check that no leakage can occur. The DCO may, with permission of the *Fencer*, assist the *Fencer* with the procedures in this article. The *Fencer* must also verify at each step in the *Doping Control* procedure that each bottle has the same code and that this is the same code as is entered on the doping control form.

5.10.1.6 The DCO may be required to collect additional *Samples* if the requirement for Suitable Specific Gravity for Analysis is not met, or until the DCO determines that there are exceptional circumstances which mean that for logistical reasons it is

FIE Anti-Doping Officer DUTIES 2018

impossible to continue with the *Sample* Collection Session. Such exceptional circumstances shall be documented accordingly by the DCO.

5.10.1.7 The *Fencer* shall certify, by signing the Doping Control Form, that the entire process has been performed in compliance with the procedures outlined above. The *Fencer* shall also record any irregularities or procedural deviations he/she identifies. Any irregularities or procedural deviations identified by the *Fencer's* accredited representative (if present), the DCO, the FIE Anti-Doping Officer or station staff shall be recorded on the form. The form will also be signed by the *Fencer's* accredited representative (if present).

5.10.1.8 The accumulation of *Samples* may take place over time before dispatch to the laboratory. During this time, the *Samples* must be kept under security. If there is prolonged delay in dispatching the *Samples* to the laboratory, storage in a cool, secure place is necessary to ensure no possible deterioration could occur. The DCO should detail and document the location where *Samples* are stored and who has custody of the *Samples* and/or is permitted access to the *Samples*.

For *In-Competition Testing* the *National Federation* or the organizing committee of the *Competition* may be required to take responsibility for ensuring the secure transport of the containers to the accredited Laboratory as soon as possible after *Doping Control*.

5.10.1.9 The *Competition* organizers will provide identification labels, if required, for customs purposes. The opening of the transport container by customs will not, of itself, invalidate *Doping Control*.

5.10.1.10 The *Competition* organizers are required to reach an agreement with the WADA-accredited laboratory(ies) to ensure that the *Doping Control* analyses are performed in the shortest possible time:

- within 15 days for a World Cup *Competition*
- within 48 hours for a World Championship

It is essential that the Laboratories are instructed to send all Analytical Reports to the FIE office in Lausanne, Switzerland.