

STEP-BY-STEP ANTI-DOPING CONTROL PROCEDURE

January 2019

This document outlines the procedure to be followed for Anti-Doping Controls conducted under FIFA’s authority. It must be read in conjunction with FIFA’s Anti-Doping Regulations and WADA’s International Standard for Testing and Investigations.¹ In addition, FIFA’s Doping Control Officers (DCOs) must participate in the necessary training provided by FIFA.

Contents

STEP-BY-STEP ANTI-DOPING CONTROL PROCEDURE	1
GENERAL POINTS	3
1. Assignments	3
2. Conduct and behaviour	3
DOPING CONTROL MATERIAL	4
PLAYERS WHO ARE MINORS	4
IN-COMPETITION SAMPLE COLLECTION	5
1. Arrival at the stadium	5
2. Doping control facilities	6
2.1. Doping Control room.....	6
2.2. Sample collection personnel/Chaperones	7
3. Random selection of Players (draw)	7
3.1. Material for the draw	7
3.2. Preparation for the draw – one hour before the match	7
3.3. The draw (at half-time)	8
3.4. Preparing for notification (after the draw).....	9
3.5. Replacement of Players	9

¹ [https://www.wada-ama.org/sites/default/files/resources/files/2016-09-30 - isti final january 2017.pdf](https://www.wada-ama.org/sites/default/files/resources/files/2016-09-30_-_isti_final_january_2017.pdf)

4. Target test	9
5. Notification of Players at the end of the match	10
6. Reporting time	11
7. Arrival of Players in the Doping Control room	11
8. Injured Players	12
9. Red cards	12
OUT-OF-COMPETITION TESTING	12
1. Doping Control room	12
2. Inform teams	13
3. Notification of Players	13
4. Reporting time	14
FAILURE TO COMPLY WITH THE DOPING CONTROL PROCESS	14
1. What is a failure to comply?	14
2. DCO's duty regarding the reporting of a failure to comply	15
URINE SAMPLE COLLECTION	15
1. Standard procedure	16
2. Dealing with partial Samples	17
BLOOD SAMPLE COLLECTION	19
POST-TEST PROCEDURES	21
1. Transportation of Samples	21
2. Laboratories	22
3. Sending documents back to the FIFA ADU	22
FIFA DOPING CONTROL FORMS	22

For the sake of simplicity, the male form is used throughout this guide for references to the DCO, but it should be taken to refer to persons of both genders.

In addition, any references in this guide to the FIFA Anti-Doping Unit (hereinafter: FIFA ADU) shall, where appropriate, be understood as meaning the Anti-Doping Organisation having test jurisdiction in the relevant case.

GENERAL POINTS

1. Assignments

Once a DCO has agreed to perform unannounced Doping Controls, he is required to be available for the duration of the assignment.

2. Conduct and behaviour

Confidentiality: no-advance-notice Doping Controls are strictly confidential. The FIFA ADU does not inform any match official, FIFA delegate or team official prior to the control. The DCO or Doping Control Assistant must not disclose any details regarding the mission. This includes information regarding travel schedule, location, hotel, etc., until arrival at the stadium or Doping Control site. No information about the controls should be communicated via social media.

Behaviour: DCOs must act in a polite and courteous manner to everybody while working as a DCO, even if problems arise during a mission, remaining calm and reminding people, if necessary, of the rules and regulations. They must report any incident to FIFA. Punctuality during missions is of the utmost importance.

Explanations to Players: DCOs must always explain the process to Players and team officials and what the Player has to do at each stage of the Doping Control procedure. The explanations can be adapted according to the Player's experience. For instance, if the Player has already been tested several times, they can be less extensive. Generally, for younger (less experienced) Players, explanations may be more detailed.

No pictures: it is forbidden to take any photos during the control unless they are specifically related to your mission. If you do take any photos, please delete them after you have sent them to FIFA.

Dress code: DCOs must wear the FIFA uniform. If the uniform is not available, a dark-blue or black suit with a white shirt and dark-coloured tie is acceptable. It is recommended that DCOs do not check in the uniform in case of issues with luggage during flights. When travelling before the Doping Control, DCOs are requested not to wear their FIFA uniform – there is a risk that they can be identified. They must change into the FIFA uniform before going to the stadium or any other venue in which a Doping Control will be conducted.

Preparation: before and during the mission, DCOs are expected to act diligently by preparing ahead of time, notably by checking and preparing material, travel itineraries, accommodation reservations, and any other schedules. Much of the information regarding the control can be completed prior to a test (e.g. FIFA competition, match details (team A v. team B), venue, urine/blood, date, in-/out-of-competition, etc.) and the material (doping kits and draw materials) should be counted and verified.

DOPING CONTROL MATERIAL

In general, the FIFA ADU will arrange the Doping Control material to be sent to the DCO in advance. This will be sent either to the FIFA DCO's address or to the DCO's hotel at the designated location. The DCO will be informed in advance of the contents and amount of material by the FIFA ADU. The DCO is responsible for ensuring that the material is brought to the Doping Control location.

The DCO is requested to check the contents of the Doping Control material in advance to ensure that nothing is missing or damaged. As a reminder, one Player must always have a choice of three kits (i.e. urine, blood, beakers etc.).

For example, for matches where four Players are tested for urine only, the following material is required as a minimum:

- Six urine kits (including bottles A and B)
- Ten beakers
- Six temporary sealing kits (lid and void sticker)
- One set of forms (Doping Control Form, Supplementary form and Chain of Custody Form)
- Six pairs of plastic gloves
- Combur test (six strips)
- Six "exempt human specimen" stickers
- Number-tag bags (one blue, one yellow/plastic cards numbered 1-23)
- Four small window envelopes, one designated for each team (write the names of the respective teams on the envelopes) and two replacement envelopes
- Four large envelopes, two designated for the two number-tag bags and two for sending the Doping Control Forms to the laboratory and to the FIFA ADU
- Pens and scissors

It is recommended that the DCO always takes a spare urine kit with him to the Doping Control, if available. Please note that the DCO will not receive a second set of number tags if he conducts more than one Doping Control assignment per year. He must ensure that the number tags are stored in a safe place for future assignments.

PLAYERS WHO ARE MINORS

Modification of standard procedures: the DCO must always consider if the Player to be tested is a Minor and whether modifications of the standard procedures are necessary. The DCO has the authority to make modifications if required or necessary, as long as they do not compromise the identity, security or integrity of the Sample.

Obligation to be accompanied by a representative: Players who are Minors should be notified in the presence of an adult, and may choose to be accompanied by a representative throughout the entire Sample collection session. The representative must not witness the passing of a urine Sample unless requested to do so by the Minor. The objective is to ensure that the DCO observes the Sample provision correctly. Even if the Minor declines to be accompanied by a representative, the Sample Collection Authority, DCO or Chaperone,

as applicable, must consider whether another third party ought to be present during notification of and/or collection of the Sample from the Minor.

Observing the Sample collection: the DCO decides who may be present during the collection of a Sample from a Player who is a Minor, namely a representative of the Minor to observe the Sample Collection Session (including observing the DCO when the Minor is passing the urine Sample, but not directly observing the passing of the urine Sample unless requested to do so by the Minor).

The Minor declines to have a representative: Should a Player who is a Minor decline to have a representative present during the Sample collection session, this should be clearly documented by the DCO. This does not invalidate the test, but it must be recorded.

The DCO must consider the appropriate course of action if no adult is present and accommodate the Minor in locating a representative in order to proceed with testing.

IN-COMPETITION SAMPLE COLLECTION

In principle, two Players from each team will be tested at the end of the match unless instructed otherwise by the FIFA ADU (i.e. target testing).

The Doping Control procedure must be followed as outlined in the FIFA Anti-Doping Regulations, this document and WADA's International Standard for Testing and Investigations.

As a general rule, and before proceeding with any Sample collection session, the DCO must verify the Players age in case the process needs to be modified if a Player is a Minor.

1. Arrival at the stadium

For confidentiality reasons, the DCO will not be met by anybody before the match.

Arrival time and contact persons: in order to have sufficient time to prepare for the control, the DCO must plan his arrival at the stadium accordingly, depending on the location, conditions and his experience. If possible, he shall arrive after the official start lists have been submitted by the teams. Once at the stadium, the DCO must contact the FIFA Match Commissioner, who will not have been informed of this mission in advance. The FIFA Match Commissioner is required to assist in preparing the Sample collection session. The DCO should request a seat from where he can watch the match and easily access the pitch and tunnel to the dressing rooms, and ask the FIFA Match Commissioner for the official start list of the Players for each team.

Prepare Doping Control room: when the DCO arrives in the stadium, he must prepare the Doping Control room.

Meeting with team representatives/team doctors: when the Doping Control room has been prepared, the DCO must locate and inform the appropriate team representatives of both teams (usually the team doctors) that a Doping Control will take place and whether it will be a draw or a targeted test.

If a draw is being conducted, the DCO must inform the appropriate team representatives of both teams (team A and team B) to meet him at half-time in the Doping Control room.

When the DCO meets the team representatives for the first time, he must remind them of the following:

- When and where the draw will take place (usually at half-time in the Doping Control room);
- That the validity of the draw or the subsequent testing process will not be affected if a team representative or representatives are absent during the draw;
- That the team representatives **must meet the DCO at the entrance to the tunnel (i.e. at the end closest to the pitch) immediately after the match. Failure to do so may lead to disciplinary proceedings;**
- The modalities of the draw;
- That Players selected to undergo a doping test must report to the Doping Control room straight from the pitch as soon as the match is over, while being continuously kept under observation by the Chaperone;
- The process when a Player is shown the **red card** or is **injured** (see details below);
- That he is entitled to appoint additional Players to be tested at any time prior to, during or after the match. An explanation for the appointment is not required;
- That it is at the DCO's discretion to decide if an injured Player can leave the stadium to go to the hospital to seek immediate medical treatment.

Stadium walk-through: the DCO must also take a walk-through of the stadium in order to familiarise himself with the Players' dressing rooms, the Players' medical room, the Doping Control room, the entrance to the pitch (i.e. the tunnel) and also how he should access the pitch from the seats.

2. Doping control facilities

2.1. Doping Control room

Identify a room: most stadiums have a room assigned for Doping Controls. The DCO must inspect the room and ask for any missing items (e.g. chairs, waste bins, towels, shower gel, sealed drinks (cold and room temperature), tissues, the key to the room, etc.). If there is no dedicated Doping Control room, the DCO must ask the FIFA Match Commissioner to assist in arranging a suitable room and to set up the minimum infrastructure required.

Security: if possible, the room must be lockable and the key must remain with the DCO. If no key is available, the DCO must ask for a steward to stand outside the door at all times. If the Doping Control room has multiple access doors, he must ensure that all doors except the main entrance are locked.

The DCO should explain that only the people listed below are allowed to enter the Doping Control room.

Person authorised to be in the Doping Control room:

- The Players who have been selected for testing;
- An official representative of each of the two participating teams, preferably the team doctors;
- The DCO;
- The accredited assistant(s) of the DCO;
- A local official, if requested;
- The FIFA Match Commissioner, if requested;
- The FIFA General Coordinator, if requested;
- An interpreter approved by FIFA, if requested;
- An observer approved by FIFA.

2.2. Sample collection personnel/Chaperones

If FIFA has not provided Chaperones for a particular match, the DCO must, if possible, with the help of the FIFA Match Commissioner, recruit four volunteers to accompany the Players who have to undergo the Doping Control directly from the pitch to the Doping Control room at the end of the match. The DCO must meet the Chaperones in the Doping Control room and explain the procedure, ensuring that they understand their tasks. The Chaperones will be informed of the names of their Players at in the 75th minute of the match.

3. Random selection of Players (draw)

3.1. Material for the draw

- Two copies of the official match list provided by the FIFA Match Commissioner (official start list of Players);
- Two opaque (cotton) bags (one yellow and one blue);
- Two sets of numbered tags (one set for each team);
- Four small window envelopes, one dedicated to each team (write the names of the respective teams on the envelopes) and two replacement envelopes;
- Two large envelopes for placing the number-tag bags in;
- Pens.

3.2. Preparation for the draw – one hour before the match

Timing: the DCO must make the necessary preparations for the draw sufficiently in advance so as to be ready for the draw.

The draw takes place in the Doping Control room at half-time.

Attendance: in addition to the DCO, an official team representative (usually the team doctor) from each team must be invited to attend the draw.

Start list and envelopes: when the DCO arrives at the stadium and meets the FIFA Match Commissioner or General Coordinator, the DCO must obtain the official start list for both teams. The DCO must lay out the numbered tags on one of the big envelopes on the table, carefully check the numbers on the tags against the

official start list and remove the number tags of the Players that are not present. The DCO must prepare two small window envelopes,² writing the name of team A on one and the name of team B on the other.

3.3. The draw (at half-time)

The draw must take place at half-time of the match.

If a representative from the team is not present, the draw may proceed anyway and the DCO must keep a record of this fact in the “remarks” section of the Doping Control Form or by using the Supplementary Form.

Resume preparation of the draw material (bags and envelopes): the team representative must be asked to confirm the numbered tags laid out by the DCO against the official Players list. The DCO must demonstrate that the bags are empty (i.e. flip the draw bags upside down) before placing the tags in each bag. The numbers from team A will be placed in the blue bag, and the numbers from team B will be placed in the yellow bag. Both bags must be mixed well.

The draw: only the DCO – never the team representative – may proceed with the draw. The DCO must draw, without revealing the number to the team representatives, two numbers from the blue bag, one after the other, and place the two number tags in the envelope of team A. He then must place the blue bag in the large envelope. Once the number tags have been placed in the small envelope and the blue bag in the big envelope, the DCO must seal both envelopes and ask both team representatives to sign them on the reverse, by the sealing line. The DCO must also sign the envelopes, in the same manner. The DCO must then repeat the whole process for the draw of the Players from team B.

Concluding the draw: before dismissing the team representatives, the DCO must remind them to meet him at the entrance to the tunnel (i.e. at the end closest to the pitch), immediately after the final whistle³ is blown in order to assist with the notification of the Players, if required. **The presence of a team representative is mandatory at the entrance to the tunnel, i.e. at the end closest to the pitch, and failure to assist FIFA in the notification process may lead to disciplinary proceedings.** The DCO must remind the team representatives that it is their responsibility to assist the Chaperones in identifying the selected Players, and to ensure that these Players report straight from the pitch to the Doping Control room. Players are allowed to collect trophies or medals, celebrate on the pitch and give flash interviews pitch-side or in the tunnel, but they are not allowed to return to the dressing room or attend press conferences. Moreover, the selected Players must remain under the constant observation of the chaperones during these activities. The DCO must advise the team representative that failure of the Player to do so may constitute a failure to comply, which may result in a sanction of up to four years.

The DCO must remind the team representatives to bring proof of the Players’ identification (accreditation or identity card) to the Doping Control room.

² One envelope per team. Both Players drawn from team A must be placed in the envelope from team A and both Players drawn from team B must be placed in the envelope from team B.

³ The final whistle is the whistle that concludes the end of the match and determines the final result, taking into account any possible extra time or a penalty shoot-out.

3.4. Preparing for notification (after the draw)

Forms: the DCO must complete the Doping Control Forms and brief the Chaperones about the notification process.

Chaperones: the Chaperones and the DCO should meet in the Doping Control room in the 75th minute of the match to be informed of the selected Players. Each Chaperone should receive a copy of the official start list and a pen. The Chaperones must record on the official start list the time at which they first made contact with their selected Player and the time at which the Player reported to the Doping Control room.

Ideally, one Chaperone will be dedicated to one (1) Player. Nevertheless, it could be that there are fewer Chaperones than Players to be notified. Should this be the case, the DCO must anticipate the situation and take appropriate action, i.e. to allocate tasks in the most efficient manner.

Injuries and red cards: during the match, the DCO must maintain a record of injured Players and Players that receive red cards to take appropriate action according to the rules set out in Annexe D of the FIFA Anti-Doping Regulations.

3.5. Replacement of Players

If a selected Player has been excused from a test for critical medical reasons after the draw, he will be replaced by means of a second draw. In such circumstances, the DCO must make a written report of the medical reasons why the Player was unable to provide a Sample for testing and forward this report to the FIFA ADU.

The second draw must occur immediately after the Player has been dismissed by the DCO using the same bags as for the initial draw (the numbered tags in each bag remained unchanged after the initial draw).

The draw must be conducted in the same manner as the initial draw (see 3.3), using the replacement window envelopes and not revealing the numbers to the team representatives.

The team representative may witness the second draw. If a representative from the team is not present, the draw may proceed anyway. In such situations, it is likely that the team representatives will not be present during the draw. As a result, only the DCO will sign the reverse sides of the envelopes.

If the replacement of the Player occurred after the Chaperone was informed (i.e. after the 75th minute of the game), the Chaperone will be informed accordingly.

4. Target test

There may be situations when the FIFA ADU decides to target-test Players rather than perform a draw. The FIFA ADU will name the Players and inform the DCO accordingly.

If no draw will be performed, the DCO must inform the team representatives of this.

The team representatives must meet the DCO at the entrance to the tunnel (i.e. at the end of the tunnel closest to the pitch) immediately after the final whistle of the match in order to assist the Chaperones in identifying the Players (as described above).

The Doping Control Forms will have to be prepared accordingly before the end of the match. The Chaperones must be briefed and be informed of the names of the Players in the 75th minute of the match.

5. Notification of Players at the end of the match

Responsibility of teams: the team representatives **must** come to the entrance to the tunnel (i.e. at the end closest to the pitch) immediately after the final whistle of the match has been blown, in order to assist in the notification process. At this point, the DCO will inform the team representatives which Players will be tested.

The teams are responsible for ensuring (by assisting the Chaperones) that their selected Players report immediately to the Doping Control room straight from the pitch as soon as the match is over. Failure by the team representatives to assist in the notification process or by the Player to present himself to the Doping Control room may lead to disciplinary proceedings against both team and the Player.

Should a Player not report immediately to the Doping Control room, the DCO must report the facts on the Doping Control Form or the Supplementary Form.

Reporting to Doping Control room: at the end of the match, the DCO must ensure that the Players are notified and go directly to the Doping Control room. The DCO should take up a position at the entrance of the tunnel (i.e. at the end closest to the pitch) to watch the Players who have been drawn to undergo the control (and assist the Chaperones if necessary). The DCO should not wait in the Doping Control room.

Chaperone training: Chaperones must be trained and briefed according to FIFA's guidelines. In particular, they will be reminded to be aware of red cards and injuries to act accordingly. When identifying Players, the Chaperones must be reminded that the Players may have swapped shirts on the pitch and therefore it may be preferable to use the number on their shorts and/or refer to pictures of them.

Identifying and notifying Players: the Chaperones must be prepared to locate the Players and notify them at the end of the match. The Chaperone must wait for the final whistle of the match at the entrance of the tunnel (i.e. at the end closest to the pitch) with the DCO before proceeding with notification.

Refusal to undergo a Doping Control is an Anti-Doping Rule Violation (ADRV) and can result in the Player being banned for up to four years. If a Player refuses to undergo the test, the DCO (or the Chaperone as applicable) must remind him of the possible consequences of his actions. If, despite this, the Player still refuses to undergo the test, he must be asked to sign the notification section of the Doping Control Form. The DCO must try to gather as much evidence as possible (i.e. videos, pictures, witnesses, etc.) and send them to the FIFA ADU.

6. Reporting time

The DCO may, at his discretion, consider any reasonable requirement or request by the Player for permission to delay reporting to the Doping Control room, and may grant such permission if the Player can be continuously kept under direct observation during the delay and if the request relates to one or more of the following activities (exhaustive list):

- Participation in a presentation (e.g. victory ceremony);
- Fulfilment of media commitments (e.g. flash interviews, but not press conferences);
- Obtaining necessary medical treatment;
- Any other reasonable circumstances as determined by the DCO, taking into account any instructions given by FIFA.

7. Arrival of Players in the Doping Control room

Reporting time: upon arrival in the Doping Control room, the DCO must verify that the Chaperones recorded the time of notification and the time of arrival in the Doping Control room properly.

Identification: the DCO must identify himself to the Player and ask him to produce his identification document (i.e. accreditation or identity card).

Players' rights and obligations: the Players must be informed of their rights and obligations in accordance with FIFA's Anti-Doping Regulations:

Rights:

- To have a representative and, if available, an interpreter present;
- To ask for additional information about the Sample collection process;
- To request a delay in reporting to the Doping Control room for valid reasons;
- To request modifications because of disabilities.

Responsibilities:

- To remain within direct observation of the Chaperone or DCO;
- To remain within direct observation of the DCO until completion of the Sample collection process.

Envelopes: the window envelopes containing the numbers of the selected Players should remain sealed in the Doping Control room. The team representatives may request to verify the numbers after the final whistle is blown. Should the numbers not correspond to the Players present in the room, the DCO must immediately send the Chaperone and the responsible team representative to look for the missing Player and accompany him to the Doping Control room. This event must be reported to the FIFA ADU. The Player who was not originally selected may also be tested at the DCO's discretion.

Leaving the Doping Control room: in exceptional circumstances, the DCO may give approval for a Player to leave the Doping Control room. In such circumstances, the DCO must discuss the request with the Player and the Chaperone. All three must agree on the following before authorisation to leave the room is granted:

- The purpose of the Player leaving the Doping Control room;

- The time of return (or return upon completion of an agreed activity);
- That the Player must remain under direct observation at all times.
- The DCO shall document the actual time of the Player's departure and return.

8. Injured Players

If a Player is injured either before or during the match, the DCO must examine him to assess the severity of the injury.

It is the DCO's decision as to whether the Player can leave the stadium to go to the hospital. The DCO must remind the team representatives of this before the match and of the consequences if they do not do so.

If a Player is injured before the match but after the official match lists have been submitted, the team is, in principle, allowed to add an extra Player to the match list to replace the one who has been injured.

- If the DCO decides that the Player's injury is bad enough that he has to go to hospital, the Player will not be included in the Doping Control draw. With the additional Player added to the official match list, there will still, in principle, be the same amount of Players from that team to be included in the draw.
- If the DCO decides that the injured Player does not need to go to hospital, he will be included in the draw. With the additional Player added to the match sheet, there will now be in principle one extra Player from that team to be included in the draw.
- The DCO must always check just before kick-off of the match if there have been any changes to the official match list.

9. Red cards

If a Player is shown the red card at any time during the match, the DCO shall decide whether the Player is to be escorted by the Chaperone to the Doping Control room, the team's changing room or the area of the stand allocated to the team to watch the match from there until the names of the Players selected for the doping test are known, so that the Player is available to undergo the Doping Control immediately after the match, if necessary. The Player may propose to voluntarily provide a Sample in order to be released after the procedure. However, the DCO may accept or decline the Player's proposal without giving any justification.

OUT-OF-COMPETITION TESTING

1. Doping Control room

Upon arrival at the team hotel/team training camp, the DCO must ask the hotel/team training camp reception for a suitable room to be used for the Doping Controls (e.g. meeting room or hotel room) and contact the team representative (generally the team doctor and/or team manager). The DCO must inspect the room and ask for it to be equipped with any missing items (e.g. chairs, waste bin, towels, sealed drinks, tissues, etc.). It is recommended that the room be in close proximity to sanitary facilities.

2. Inform teams

Inform the team representatives: once the DCO has located the team, he must identify himself to the head of the team delegation and/or the team representative, preferably the team doctor, and present his assignment letter. He must discuss the procedure for the doping test with the head of the team delegation, the team doctor and, if applicable, the coach.

If the team cannot be contacted by the DCO after reasonable attempts have been made using the whereabouts information provided, the matter must be reported to the FIFA ADU as soon as possible.

Players present and absent: the team representative must give the DCO an up-to-date list of the Players in the team, including those who are absent at the time the doping test is undertaken. The DCO shall check the list against the information available to him through the whereabouts tool or provided by the FIFA ADU. He shall take note of any discrepancies and ask for comprehensive explanations regarding absent Players for which there was no information provided beforehand and notify the FIFA ADU accordingly. Reasons for any such absences must be given to the DCO, as well as the scheduled time of arrival at or return to the location of the team activities of these Players.

Draw (if requested and/or necessary): the FIFA ADU and/or the DCO must agree on the number of Players to be tested (depending on FIFA's annual test distribution plan, and in the case of target testing). The DCO must draw lots of the Players to undergo a Doping Control.

The draw must proceed as follows:

- Referring to the up-to-date list of the Players present at the team activity, the DCO must check the names and numbers of the Players;
- The DCO must spread out the numbered tags on a table;
- The DCO must make sure that none of the numbers is missing before placing them in the cotton bag;
- The DCO must then draw the necessary amount of numbered tags from this bag.

If one or more of the Players drawn is injured or ill, the DCO must decide whether they still need to undergo a Doping Control or whether they can be replaced by other Players already or yet to be drawn or appointed.

3. Notification of Players

The DCO and team official/team doctor must sign the Doping Control Form. The DCO must notify the Player and shall:

- identify himself to the Player by showing his authorisation as a DCO and the assignment for the respective control;
- ask the Player to produce identification (i.e. identity card or passport) and confirm the Player's identity to ensure that the Player who is to be notified is the same Player who has been selected for the Doping Control. The method of identification of the Player or failure by the Player to confirm their identity must be documented and reported to the FIFA ADU.

4. Reporting time

From the time of notification until the Player leaves the Doping Control room at the end of the Sample collection session, the Player must be kept under observation at all times.

The DCO may, at his discretion, consider any reasonable requirement or request by the Player for permission to delay reporting to the Doping Control room, and may grant such permission if the Player can be kept under continuous direct observation during the delay and if the request relates to one or more of the following activities:

- Locating a representative;
- Completing a training session;
- Receiving necessary medical treatment;
- Obtaining photo identification;
- Any other reasonable circumstances, as determined by the DCO while taking into account any possible instructions by the FIFA ADU.

The DCO must document any reasons for delaying reporting to the Doping Control room only if they require further investigation by the FIFA ADU. Any failure of the Player to remain under constant observation must also be recorded on the Doping Control Form.

The DCO must reject a request for delay from a Player if it is not possible for the Player to be continuously kept under observation by the Chaperone.

If, while keeping the Player under observation, the DCO observes any matter with the potential to compromise the test, he must report and document the circumstances. If the DCO deems it appropriate, he must follow the procedure of article 44 of the FIFA Anti-Doping Regulations and/or consider if it is appropriate to collect an additional Sample from the Player.

FAILURE TO COMPLY WITH THE DOPING CONTROL PROCESS

1. What is a failure to comply?

A failure to comply is any conduct that subverts the Doping Control process, including the evasion, refusal or failure to submit to Sample collection and the tampering or attempted tampering with any part of the Doping Control. For example, a failure to comply may include the refusal to provide a Sample, tampering with a Sample, interfering with the DCO, providing fraudulent information or altering identification numbers on a Doping Control Form.

Moreover, Players are obliged to comply with the Sample collection procedures from the moment of notification of the Doping Control until completion of the Sample collection. This means that Players must:

- remain within direct observation of the DCO and/or Chaperone at all times from notification of the Doping Control until the actual Sample collection;

- produce adequate and correct identification;
- comply with the Sample collection procedures;
- report immediately to the Doping Control room for Sample collection, unless there are valid reasons for a delay.

Any failure to comply may constitute an ADRV. It is therefore crucial that the DCO immediately documents on the Doping Control Form and the Supplementary Form any behaviour/event that deviated from the standard Sample collection procedures and/or that had the potential to subvert it.

2. DCO's duty regarding the reporting of a failure to comply

When a member of the Sample collection personnel becomes aware of any matters occurring before, during or after a Sample collection session that may constitute a failure to comply, he must inform the DCO immediately and warn the Player of the consequences of the failure to comply. Equally, the DCO must ensure that the Sample collection person reports any possible failure to comply to him immediately.

Once the DCO has been made aware of a potential failure to comply, he must:

- immediately inform the Player or other party concerned of the consequences of a possible failure to comply (e.g. failure to comply may constitute an ADRV, which may lead to disciplinary proceedings). This can be done orally, in person, by phone, or by email.
- Document the failure to comply on the Doping Control form and the Supplementary Form:
 - On the Doping Control form, the DCO may add remarks under point 4, "Confirmation of procedure for urine and/or blood testing", stating as a minimum "**Failure to comply**", and tick the box "Supplementary form used".
 - On the Supplementary Form, the DCO should add his remarks by inserting details on the facts that led to the potential failure to comply. For example, this may include the following:
 - Reasons why the Player delayed in reporting to the Doping Control room;
 - Whether the Player did not remain under constant observation from the time of notification of the Doping Control through to the end of the Sample collection session;
 - Behaviour by the Player and/or persons associated with him or any anomalies with the potential to compromise the Sample collection process;
 - If the identity of the Player could not be confirmed and/or how the DCO was able to identify him.
- If possible, the DCO must complete the Player's Sample collection session.

URINE SAMPLE COLLECTION

In addition to the information provided in this document, the DCO is requested to check the WADA International Standard for Testing and Investigations.⁴ If there are any discrepancies between the documents, this standard will prevail.

⁴ https://www.wada-ama.org/sites/default/files/resources/files/2016-09-30_-_isti_final_january_2017.pdf

1. Standard procedure

Only one Player at a time undergoes the Sample collection.

The DCO must check the identification of the Player when he arrives in the Doping Control room.

Hydration: the DCO must instruct the Player to take his/her time, have a drink and relax (consumption of own drinks or food is at their own risk). The DCO must make the Player aware that he should drink enough, but not excessively, to avoid a diluted Sample. Ideally, two water bottles of 500ml in one hour 30 minutes should be sufficient.

The DCO shall ask each Player to sign the “Notification of selected Player” part of the Doping Control Form or after the DCO has informed each Player of his rights and responsibilities.

Material: a Player has a choice of at least three beakers, urine kits and partial Sample kits at all times. The Player and the DCO must check that all Sample collection equipment is sealed, intact and has not been tampered with.

The DCO must ask the Player to choose from the beakers and give him instructions on how to open and handle it. In particular, the Player must not put his fingers inside the beaker, to avoid any contamination.

Collecting the urine Sample: advise the Player of the amount of urine required to meet the Suitable Volume of urine for analysis (minimum of 90ml) and encourage him to provide a greater volume if possible.

Where possible, the DCO must ensure that the Player:

- washes his hands thoroughly with water only, not using soap, before providing a Sample; or
- wears suitable (e.g. latex or plastic) gloves while providing the Sample.

The DCO must observe the provision of the urine Sample (the person who does so has to be the same gender as the Player) and accompany the Player to the sanitary facility to collect the Sample. The Player must carry the beaker with him at all times.

Once in the Sample collection area, the DCO must instruct the Player to remove or adjust any clothing that restricts the DCO’s clear, unobstructed view of the Sample provision (pants under the knees and shirt above the chest).

The DCO must ensure that all urine passed by the Player at the time of Sample provision is collected in the beaker.

The Player and the DCO or the person who witnessed the Sample provision must go back to the Doping Control room if either:

- the requirements for the suitable volume of urine for analysis (90ml) have been met, or
- the Player has provided an insufficient amount of urine, i.e. an amount less than 90ml, and is unable to provide any more urine at that time.

Transfer of the urine from the beaker to the Sample kits: the Player must choose one urine Sample kit. The DCO must ask the Player to handle the Sample. If the Player asks the DCO to handle the Sample, he must record the Player's decision on the Doping Control Form. The DCO must persuade the Player to handle the transfer process himself.

The DCO must explain the following procedure:

- The Player must ensure that the beaker is closed securely before pouring the urine into the bottles.
- The Player must remove the red ring from the bottles.
- The Player must pour the urine into the bottles. Bottle "B" must be filled first, to a minimum of 30ml, and the remainder of the urine must be poured into bottle "A" to a minimum of 60ml.
- Should there be extra urine, ensure that the Player fills bottle "A" first and then bottle "B" to capacity as per the recommendation of the equipment manufacturer (on the bottle neck).
- Instruct the Player to ensure that a few drops of urine are left in the collection beaker to test the residual urine.
- After the bottles are sealed, the Player must ensure they are closed tightly, and then turn them upside down to check that there is no leakage.

Measuring the specific gravity: the DCO must measure the specific gravity and make sure that it is greater than 1.010. If it is not above 1.010, he must obtain a further Sample until it is 1.010 or higher. According to the FIFA Anti-Doping Regulations, Suitable Specific Gravity is "specific gravity measured at 1.005 or higher with a refractometer, or 1.010 or higher with lab sticks".

The DCO should continue to collect additional Samples until the requirement for Suitable Specific Gravity for analysis is met, or until he determines that there are exceptional circumstances that mean that for logistical reasons, it is impossible to continue with the Sample collection session. These exceptional circumstances must be documented accordingly by the DCO on the Doping Control form and the Supplementary Form.

2. Dealing with partial Samples

If a Player is unable to provide 90ml of urine, the DCO must advise him that the partial Sample provided will be secured and an additional Sample (or Samples) will be collected until a suitable volume for urine analysis is provided.

Securing the initial urine Sample: the DCO must instruct the Player to:

- select a partial Sample kit;
- open bottle "A" only, leaving the red ring on, and to select a temporary sealing kit with at least three temporary sealing kits from which to select;
- pour the urine into bottle "A" and seal it using the temporary sealing device before replacing the cap on the bottle. The Player must place bottle "A" back in the box, which also contains bottle "B", and seal the temporary bag, the number of which is registered on the Doping Control form;
- together with the Player, check that the temporary sealing code number, volume and identity of the insufficient Sample are recorded accurately on the Doping Control Form;
- initial or sign the Doping Control Form.

Hydration and wait: the Player must return to the waiting area until ready to provide a further Sample. He must remain under continuous observation.

Subject to the colour or initial testing of any residue of the Player's partial urine Sample, the Player should be advised as to whether further hydration is appropriate or not, to avoid providing a Sample that does not have a Suitable Specific Gravity for analysis.

The DCO and the Player must ensure that the sealed partial Sample is securely stored under continuous observation or in a secure area in the Doping Control room.

Collecting a new Sample: when the Player is ready to provide more urine, the Sample provision process is repeated (as described above) until the DCO is satisfied that a suitable volume for urine analysis has been met by combining the subsequent Sample(s) with the stored partial Sample.

To ensure process continuity and for the Player's comfort, the same observer of the initial attempt is used, if possible. However, a change of witness in no way affects process integrity.

The Player selects a new beaker for each attempt to pass an additional Sample.

Once the Player has provided a further Sample, the DCO must ask him to inspect the container used to temporarily store the partial Sample, to ensure that the sealed bag is secure and consistent with the information recorded on the Doping Control Form.

The DCO must record any irregularities in seal integrity, either on the Doping Control Form or on the Supplementary Form.

Mixing urine Samples: the DCO must instruct the Player to pour the urine from bottle "A" into the beaker containing the freshly provided urine. If the overall amount of the freshly provided urine exceeds 120ml, the Player must be provided with an additional beaker. The Player must pour the urine from bottle "A" into the additional beaker and then add the freshly provided urine up to the minimum of 90ml. The DCO shall make sure that the Suitable Specific Gravity in this additional beaker is maintained. The Player must dispose of any remaining urine in the sanitary facility. The procedure must then be continued as described above ("Transfer of the urine from the beaker to the Sample kits").

If the urine volume is still below 90ml, the process must be repeated. Once the urine volume of 90ml has been obtained, the procedure must be continued as described above ("Transfer of the urine from the beaker to the Sample kits").

The DCO must check the date, time, name, shirt number and code number, double-check all forms and sign them.

Finally, the DCO must hand over the pink copy of the Doping Control Form to the Player.

BLOOD SAMPLE COLLECTION

In addition to the information provided in this document, the FIFA Blood Collection Officer (hereinafter: BCO) is requested to check the WADA International Standard for Testing and Investigations⁵ and the WADA Athlete Biological Passport Operating Guidelines.⁶ If there are discrepancies between the documents, this standard must prevail.

For example, for matches where four Players are tested for blood only, the following material is required as a minimum:

- Six blood kits (including the Vacutainers)
- Six accessory packages (including butterfly needles, disinfection pads, cotton swaps and comfort strips)
- One cooling device with a temperature logger
- One set of forms (Doping Control Form, Supplementary Form and Chain of Custody Form)
- Six pairs of plastic gloves
- Number-tag bags (one blue, one yellow/plastic cards numbered 1-23)
- Four small window envelopes, one designated for each team (write the names of the respective teams on the envelopes) and two replacement envelopes
- Four large envelopes, two designated for the two number-tag bags and two for sending the Doping Control Forms to the laboratory and to the FIFA ADU
- Pens and scissors

The FIFA test distribution plan defines the Players from whom blood Samples must be taken of those who have been selected to undergo Doping Controls.

The BCO must ensure that the cooling device and the corresponding temperature logger are turned on before he starts the procedure for notifying the first Player.

The collection of blood Samples from the Players must, in general, be carried out before they provide urine Samples.

The BCO must explain the blood-sampling procedure to the selected Players so that they understand the procedure and the need to comply right from the start.

Prior to the blood Samples being taken, the Players must be asked if they:

- have understood the procedure and purpose of sampling;
- have taken medication that may affect the blood-drawing procedure (particularly medication that affects clotting, e.g. aspirin, warfarin or non-steroidal anti-inflammatory agents);
- have any bleeding disorder that may have an effect on clotting time.

The BCO is responsible for:

- hygiene and maintaining a sterile technique;

⁵ <https://www.wada-ama.org/en/resources/world-anti-doping-program/international-standard-for-testing-and-investigations-isti-0>

⁶ <https://www.wada-ama.org/en/resources/athlete-biological-passport/athlete-biological-passport-abp-operating-guidelines>

- handling blood-sampling equipment;
- handling blood Samples, e.g. mixing with reagents that affect coagulants;
- ensuring that each Sample is properly collected, identified, sealed, stored and dispatched;
- answering related questions during the provision of the Sample and aftercare of the Players;
- if a blood Sample for the athlete biological passport (ABP) is taken, asking the ABP-related questions defined in the WADA Athlete Biological Passport Operating Guidelines.

Material: Players must be given a choice of at least three types of blood Sample equipment with the same code numbers.

When a Sample collection kit has been selected, the BCO and the Player must check that all code numbers match and that they are recorded accurately by the BCO on the Doping Control Form. If the Player or the BCO finds that the numbers are not the same, the BCO must instruct the Player to choose another kit. The BCO must record the matter.

The Player places one label lengthways on each of the Vacutainer tubes. The label must be placed towards the top of the tube, near the cap. The Player may authorise the BCO, or the Player representative, to place the labels on the tubes.

The BCO records the numbers, and the Player and the BCO check the documentation to ensure that the BCO has accurately recorded the information.

The Player gives the BCO the blood Sample collection equipment, including the Vacutainers. The BCO assembles the equipment in sight of the Player. If the Sample requires further on-site processing, such as centrifugation or separation of serum, the Player must remain to observe the Sample until its final sealing in a secure, tamper-evident kit.

Collecting blood: the BCO assesses the most suitable arm for venipuncture. This should be the non-dominant arm, unless the BCO assesses the other arm to be more suitable or the Player requests a specific arm.

The BCO cleans the skin with a sterile disinfectant wipe or swab in a location unlikely to adversely affect the Player or his performance and, if required, applies a tourniquet. The BCO takes the blood Sample from a superficial vein.

The tourniquet, if applied, must be removed immediately following the venipuncture. It is recommended that if it is applied, it should be released when the blood starts to flow and no more than one minute after application.

The BCO collects an adequate amount of blood to satisfy the relevant analytical requirements for the type of Sample analysis to be conducted. The tubes are always to be kept in full view of the Player.

Insufficient blood: if the BCO is unable to draw sufficient blood at the first attempt, the procedure is repeated up to a maximum of three attempts in total. Should all three attempts fail to produce a sufficient amount of blood, the BCO records the reasons for terminating the blood collection in the remarks section.

Vein collapse: if a Player's vein collapses after a small volume of blood has been collected, the procedure must be repeated on the other arm to obtain a sufficient volume of blood.

After withdrawing the needle from the Player's arm, the BCO places a pad over the punctured site and instructs the Player to press firmly on the pad. The BCO may also choose to apply pressure to the wound.

Post-blood collection: if necessary, pressure must be applied for two to three minutes prior to the Sample sealing procedure. The BCO assesses the wound and indicates to the Player and the DCO when the Player is ready to proceed.

The BCO advises the Player not to undertake any strenuous exercise using the arm for at least 30 minutes to minimise potential bruising.

The BCO must be prepared to apply first aid if necessary.

The Player must decide whether he or the BCO seals the Vacutainers once the BCO has completed the procedure for taking blood. The BCO must check that the sealing is satisfactory in full view of the Player. The BCO must then place the coded, sealed Vacutainers containing the Player's blood Sample in the cooling device used for transportation. He must, as mentioned above, make sure that the cooling device and the temperature logger are activated before notifying the first Player.

The BCO must dispose of used blood sampling equipment not required for completing the Sample collection session in accordance with the local standards for handling blood.

The sealed Sample must be stored in a manner that protects its integrity, identity and security prior to transportation from the Doping Control room to the laboratory.

POST-TEST PROCEDURES

1. Transportation of Samples

The FIFA ADU must arrange for the transportation of the Samples to a WADA-accredited laboratory and provide the DCO with the courier's contact details including the waybill. The courier collects the Samples at the designated location or the DCO can drop them off at a courier/delivery service centre.

Furthermore, the Chain of Custody Form needs to be completed and a copy sent to the laboratory, together with the Samples and the blue copies of the Doping Control Form.

The DCO must ensure that the Samples arrive at the laboratory within the shortest time possible via the courier service (e.g. DHL), either directly from the country where the Doping Control has taken place or from his home country.

2. Laboratories

The FIFA ADU must inform the DCO in advance which WADA-accredited laboratory will be designated for the particular control and provide the full contact details for delivery of the Samples.

3. Sending documents back to the FIFA ADU

Following the completion of the Doping Control assignment:

The DCO must scan and send the below-mentioned documents by email to the FIFA ADU (antidoping@fifa.org):

- Doping control form of each Player tested (within 24 hours)
- Chain of custody
- Supplementary form (if applicable)
- FIFA Match Commissioner's start list
- Doping Control Officer form (upon request)

Any additional remarks regarding the Doping Control process may be sent to the FIFA ADU by email (antidoping@fifa.org).

All originals must be sent by a certified courier service (e.g. DHL) in a large envelope addressed as follows:

*Fédération Internationale de Football Association
FIFA Anti-Doping Unit
FIFA-Strasse 20
8044 Zurich
Switzerland*

The DCO must inform the FIFA ADU of the air waybill number.

FIFA DOPING CONTROL FORMS

The DCO must prepare the forms in advance by filling in as much information as possible regarding the control:

DOPING CONTROL FORM: the name of the Player drawn to undergo a doping test is marked on this form as well as the registration of the urine and/or blood Sample. The DCO must write clearly and neatly. Any fields not required **must** be struck through with a line. Originals (white) are to be sent to the FIFA ADU, the first pink copy containing details of the Player's notification is given to the Player, the second pink copy with the details of the Doping Control is also given to the Player and the blue copy is sent to the laboratory.

REGISTRATION OF URINE SAMPLE: details on the sampling procedure are noted on this form including, most importantly, the Player's personal details and the registration of the code numbers of specimens "A" and "B". The DCO must ask the Players if they want to comment on the procedure and record it if they do not want to.

CHAIN OF CUSTODY FORM: the DCO must write down all of the Sample code numbers and state if any specific test should be conducted. Part 3 of the form should be completed by the courier service and part 4 by the laboratory. The white and blue copies of the Chain of Custody Form must be sent to the laboratory. The laboratory will send the original white forms back to the FIFA ADU once they have received the Samples. The DCO must keep the green copy and send a copy of it to the FIFA ADU.

SUPPLEMENTARY FORM: the Supplementary Form is required in case there is insufficient space on the DCF for remarks concerning the Player: the DCO must tick the box on the DCF if necessary.

DOPING CONTROL OFFICER FORM – this form must be filled in by the DCO at the request of the FIFA ADU.