

Check list Anti Doping Controls

General:

1. Anti doping controls are important and sensible parts of the Championships organized by CISM.
2. They are the result of a team in which each member must precisely know what role he has to play. This document tries to remind the precise duties of each member. In this sense, it completes the anti doping regulation of CISM.
3. The composition of the Anti Doping Commission is:
 - Official CISM Representative (President)
 - President TC
 - Representative of the Organizing Committee of the championship who may be seconded by the authority responsible for the tests.
(Representative appointed by the Chief of organizing committee)
4. In case of need, every authority can at any moment get in contact with the Head Section Sport of the General Secretariat and/or the President of the Commission for Sports Medicine.
5. After the championship the Secretary General involves the Anti Doping Commission in the consequences of the results of the Anti Doping Tests.

Role of the Chief of Delegation/Chief Organizing Committee

Before the Championship:

1. Contacts the President TC
 - Desired number of tests
 - Specific requirements
 - Necessary information on the specific sport
2. Might contact the President of the Commission for Sports Medicine and/or the Head Section Sport of the General Secretariat
 - General doping control information
 - CISM anti doping control regulations
 - Accredited laboratories
3. Sets up the drugs testing organization
 - Appointment of the authority in charge of testing and representative in the Commission
 - Appointment of personnel
 - Preparation of the facilities and the system
4. Consults the President TC and fixes a provisional concrete number of controls
5. Reserves a budget
6. Makes an agreement with an IOC accredited laboratory
7. Announces drugs testing in the invitation
 - General remark that Anti Doping Controls will take place
 - The applicable Anti Doping Control Regulations
8. Ensures the preparation of the operational aspects of the controls

During the Championship:

1. Fully supports the Anti Doping Commission
2. Drafts the joint report part I and hands it over to the Official CISM Representative before leaving

After the Championship:

1. Ensures:

- The liaison with the laboratory
- The sending of the original results documents from the laboratory to the CISM Secretary General and keeping a copy

Role of the Representative of the Organizing Committee

Before the Championship:

1. Supplies himself with:
 - Knowledge of CISM Anti Doping Control regulations and procedures
 - Knowledge of International Federation Anti Doping Control regulations and procedures
 - Knowledge of national Anti Doping Control regulations and procedures
2. Prepares optimal conditions for impeccable controls

During the Championship:

1. Acts as a member of the Anti Doping Commission Meetings
2. Fully supports the other members of the Anti Doping Commission
3. Manages the Anti Doping Controls
 - Information on the procedure towards the Missions
 - Balloting of controls
 - Sampling system
 - Administration
 - Implementation of the Doping Controls
 - Mailing the samples to the laboratory
4. Supplies the Official CISM Representative with **originals** of the Doping Control Official **records**
5. Immediately informs the Official CISM Representative when obtaining results during the championship

After the Championship:

1. When obtaining results:
 - Sends the original results documents from the laboratory to the Secretary General CISM. (marked: Urgent, confidential)
 - **Keeps a copy**

Role of the Official CISM Representative

Before the Championship:

1. Informs himself about the functioning of Anti Doping Control procedures in CISM
2. Supplies himself with the necessary regulations:
 - CISM Anti Doping Regulations
 - CISM Anti Doping Control check list
 - Anti Doping regulations of the International Federation concerned
 - The IOC medical code and the IOC Anti Doping Code
 - National Anti Doping Regulations of the host country if they exist
 - CISM Regulations (Policy Manual and Procedures)
 - CISM sport regulations regarding that sport
 - Copy of the CISM joint report
3. Contacts the President TC
 - Number of necessary controls
 - Preferable dates and time of controls
 - Should be informed by the President TC about the provisional number of controls fixed
4. Contacts the organizer
 - Name of and information on Representative in the Commission
 - Name and place of the contracted laboratory
 - Possible CISM assistance in case organizational difficulties occur

During the Championship:

1. On arrival convenes the Anti Doping Commission
 - To make sure that all necessary preparations have been made
2. Informs the Chiefs of Mission
 - During the preliminary meeting
 - Reminds of the obligation to announce the use of medicine submitted to restriction
 - Announces where, when and how to bring the medical certificates
3. Ensures correct development of balloting athletes
4. Supervises the controls

5. Receives administrative documents
 - **originals** of the Doping Control Official **records**
6. Implements anti doping regulations in case of receiving results from the organizer during the Championship
 - Gives information to relevant Chiefs of mission
 - Applies sanctions when necessary
 - Provides general information to involved missions
 - Coordinates with the President TC the necessary adaptation of rankings and qualifications
7. Checks the existence of cases of contest
8. Requests the organizer to obtain the results as soon as possible
9. Drafts the joint report part III
10. Includes all data in the joint report of the Championship
11. Sends the joint report (Form 151.5/e) and the enclosed documents with the **originals of the Doping Control Official records** to the Secretary General.
12. Sends the original results documents from the laboratory to the Secretary General CISM, when receiving during the championship. (marked: Urgent, confidential)

Role of the President TC

Before the Championship:

1. Gets maximal informed on the procedure of functioning of Anti Doping Controls within CISM
2. Supplies himself with the necessary regulations:
 - CISM Anti Doping Regulations
 - CISM Anti Doping Control check list
 - Anti Doping regulations of the International Federation concerned
 - The IOC medical code and the IOC Anti Doping code
 - National Anti Doping regulations of the host country if they exist
 - CISM Regulations (Policy Manual and Procedures)
 - CISM sport regulations regarding that sport
 - CISM joint report
3. Contacts the organizer
 - Evaluate technical and financial possibilities
4. Defines the necessary number of Anti Doping Controls
5. Contacts the Official CISM Representative
 - Immediately after appointment
 - Informs him on what has been done so far
 - Informs on required number of Anti Doping Controls
 - Defines determination of internal tasks
 - Offers all experience and assistance

During the Championship:

1. Acts as member during the Anti Doping Commission Meetings
2. Supports the Official CISM Representative
 - Whenever needed
 - Advises concerning the consequences on ranking and qualification when positive cases occur
3. Drafts the joint report part II and hands it over to the Official CISM Representative before leaving

4. Fills in the request for ratification of a CISM record (Form 151.6/e) and sends this document to the Secretary General