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SPORT
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ANTI-DOPING

Anti-Doping Officer Handbook

Version 2

April 2020



This handbook is designed to assist you in meeting your responsibilities as Anti-Doping Officer. If at any stage you have any queries, concerns or would like general advice about your role, please contact Sport Ireland's Anti-Doping Unit.

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ABBREVIATIONS

ADO	Anti-Doping Officer
ADU	Anti-Doping Unit
IF	International Federation
NADO	National Anti-Doping Organisation
NGB	National Governing Body of Sport
RTP	Registered Testing Pool
TUE	Therapeutic Use Exemption

1. THE ROLE OF THE ANTI-DOPING OFFICER

The role of the Anti-Doping Officer is crucial, primarily in ensuring members of your NGB are informed and educated about the anti-doping rules, and also in adhering to the rules, ensuring that all athletes and athlete support personnel participate in an environment that is drug-free and promotes the spirit of sport.

The Anti-Doping Officer is the main liaison person between the NGB and Sport Ireland on all Anti-Doping issues.

Sport Ireland asks the NGB to nominate an Anti-Doping Officer for their sport, and to inform Sport Ireland if this person changes. An athlete who is subject to testing under the Irish Anti-Doping Rules would not be permitted to act as the Anti-Doping Officer for that sport. NGBs should also be mindful of potential conflicts of interest with members of their sport

Communication from, and attendance at Anti-Doping events by Sport Ireland.

The Anti-Doping Officer should act on any communications from Sport Ireland, and if necessary, seek clarification from Sport Ireland as to how best to disseminate information to their membership.

The Anti-Doping Officer is expected to deal with the following areas which are addressed in the sections that follow:

- Irish Anti-Doping Rules
- NGB Requirements
- Education
- Providing an Anti-Doping update at your NGBs AGM.
- Testing
- Management of the Registered Testing Pool (RTP):
(applicable if your sport has an RTP with either Sport Ireland or your International Federation (IF))

2. IRISH ANTI-DOPING RULES

2.1 The Irish Anti-Doping Rules

These Irish Anti-Doping Rules are made by Sport Ireland under section 42(2) of the Act, having regard to its relevant purpose under the Act to preserve the integrity of sport through the detection, prevention and elimination of doping in sport including the application of sanctions in connection with doping, on such public interest grounds and for the benefit of sportspersons generally. Pursuant to Section 42(3) of the Act, these Rules may be amended at any time by Sport Ireland. These Rules are the fundamental document upon which the Irish Sport Anti-Doping Programme is based. You can find all the information on the Anti-Doping Rules at:

<https://www.sportireland.ie/anti-doping>

2.2 The Irish Sport Anti-Doping Programme

Sport Ireland, is established under section 7 of the Sport Ireland Act, 2015. Sport Ireland is the designated National Anti-Doping Organisation in Ireland and performs the functions and obligations of a National Anti-Doping Organisation as referred to in the Code, the UNESCO Convention and these Rules. Under the Act, sport is defined as including recreational sport and competitive sport.

Remember Your NGB is not only subject to the Irish Anti-Doping Rules, but also the Anti-Doping Rules of your International Federation (where applicable). It is the responsibility of the NGB to be aware of, informed and to liaise with their respective International Federation in relation to their Anti-Doping Rules.

Organisations such as the International Olympic Committee, the International Paralympics Committee and the International University Sports Federation (FISU) also run anti-doping programmes, so if your athletes are competing in their games, you should also be aware of the implications of their anti-doping rules for your members.

3. NGB REQUIREMENTS

It is crucial that you ensure that for your NGB the following is in place:

3.1 Adoption and Incorporation of the Anti-Doping Rules

Every NGB must adopt and incorporate the Irish Anti-Doping Rules (incorporated either directly or by reference into NGB governing documents, constitution and/or rules and thus as part of the rules of the sport and the rights and obligations governing your members and athletes). By adopting the Rules and incorporating the Rules into their governing documents and rules of sport, each NGB recognises the authority and responsibility of Sport Ireland for leading the Irish Anti-Doping Programme. In addition, each NGB authorises Sport Ireland to carry out doping control on the athletes under its jurisdiction or control.

3.2 Acceptance and submission forms

It is required that each NGB of your sport signs (or electronically submits) a Compliance Report every year as part of the Core grant an acceptance and submission form at the time of affiliation/membership renewal, which could be included in the overall membership/license form.

Submission should contain:

- An acceptance by the athlete of the Irish Anti-Doping Rules
- An express submission on the part of the athlete to the jurisdiction of the Disciplinary Panel, the Appeal Panel and the Court of Arbitration for Sport to discipline and penalise the athlete for a doping offence
- Informed Parental Consent for athletes under the age of 18
- An acceptance and knowledge of the substances on the Prohibited List

4. EDUCATION

Sport Ireland recognises that education is key to support athletes in relation to anti-doping. Sport Ireland provides education to a number of athletes and athlete support personnel annually through face to face education, online learning and another number of resources such as printed resources and website content.

4.1 Research

Anti-doping research contributes to the development and implementation of efficient programmes within Doping Control and to information and education regarding doping-free sport. Sport Ireland shall, in co-operation with other Signatories and Governments, encourage and promote such research and take all reasonable measures to ensure that the results of such research are used for the promotion of the goals that are consistent with the principles of the Code.

4.2 Athletes

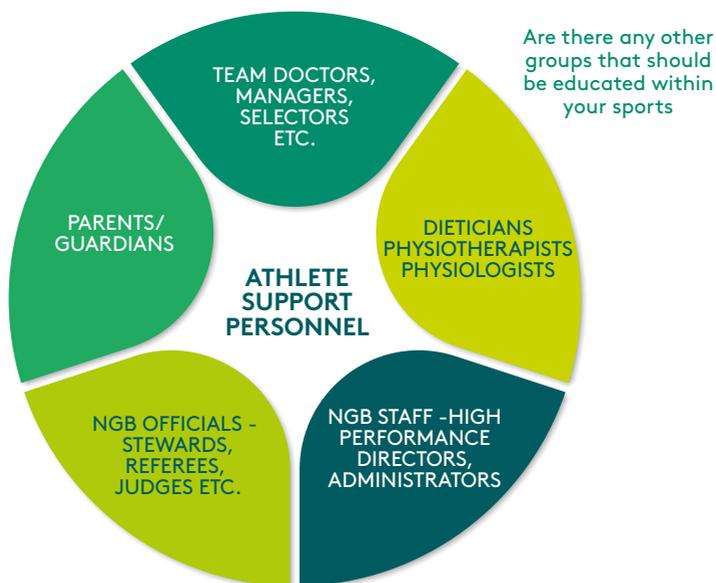
Consider the following groups of athletes who must be educated:

REGISTERED TESTING POOL	NATIONAL LEVEL ATHLETES	INTERNATIONAL LEVEL ATHLETES
Any individuals who are subject to testing as part of the Registered Testing Pool (see section 7)	All athletes who enter national level competitions that are subject to testing	All athletes who enter International level competitions (as defined by the International Federation) that are subject to testing
NATIONAL TESTING POOL	NATIONAL & DEVELOPMENT SQUADS	GENERAL MEMBERSHIP
Any teams or squads who are subject to both In-Competition and Out-of-Competition testing as part of the National Testing Pool	All national squads, regional development squads etc should be educated	All other members could be targeted for general Anti-Doping information, such as ethics and the spirit of Sport

4.3 Coaches

Coaches play a crucial role in informing and educating athletes about anti-doping rules and influencing their attitudes and behaviour in relation to doping in sport. Coaches assist athletes to adhere to their obligations under the Irish Anti-Doping Programme such as meeting whereabouts deadlines, updating their whereabouts, checking their medications etc.

4.4 Support Personnel



IMPORTANT:
Under the Irish Anti-Doping Rules and the World Anti-Doping Code, Coaches and Athlete Support Personnel may be subject to Anti-Doping Rule Violations

It is vital that Athlete Support Personnel are also targeted for education, as not only do they play an important role in reinforcing to athletes the importance of adhering to the Rules, but they themselves can be sanctioned under the Anti-Doping Rules as per Article 1.5. Think about your sport – which athlete support personnel need to be aware of the Anti-Doping Rules? Who should you prioritise?

The core areas of information in Anti-Doping are:

- ▶ WADA Prohibited List
- ▶ Checking Medications & Applying for Therapeutic Use Exemptions
- ▶ Sample Collection Procedures
- ▶ Anti-Doping Rule Violations
- ▶ Supplements in Sport
- ▶ Registered Testing Pool Requirements
- ▶ International Federation Rules
- ▶ Ethics in Sport

For full information on these topics, always refer to Sport Ireland website, <https://www.sportireland.ie/anti-doping> for up-to-date information and resources for educating your members.

The sections below give an overview of key points and key resources relating to each topic.

▶ WADA prohibited list

The WADA Prohibited List is an International Standard issued annually by WADA that identifies classes of substances and methods that are prohibited in-competition, out- of-competition, and in particular sports. Substances and methods are classified by categories (e.g., steroids, stimulants, gene doping). Download the WADA Prohibited List from either the WADA website <https://www.wada-ama.org/en/content/what-is-prohibited> or Sport Ireland website <https://www.sportireland.ie/anti-doping/athlete-zone/athlete-zone/prohibited-list>

Note: Athletes should declare all supplements and medications taken in the last 7 days, on the Doping Control Form at the time of testing.

▶ Checking your medication

All athletes should check the status of all prescribed and over-the-counter licensed medications depending on where the medication was purchased.

Republic of Ireland

Medications bought in the Republic of Ireland can be checked on the drugs in sport database at: <https://www.sportireland.ie/anti-doping>

Download the free Medication Checker App from Google Play and iTunes to your smartphone by searching 'Medication Checker'.

Medications bought in the Republic of Ireland can be checked by your G.P., Consultant or Pharmacist in a monthly publication called MIMS Ireland. Ensure the current months edition is checked.

Northern Ireland/UK

Medications bought in Northern Ireland, U.K., U.S.A and Canada can be checked on www.globaldro.com

When a medication is checked and the status of the medication is prohibited, read the Therapeutic Use Exemption (TUE) Policy on <https://www.sportireland.ie/anti-doping/athlete-zone/athlete-zone/therapeutic-use-exemptions>

Sample Collection Procedure

Testing could involve the collection of either urine or blood samples or both. In relation to testing, athletes and their support personnel should be educated on what happens during a drug test (urine and/or blood), and the rights and responsibilities of athletes who are tested.

Consider the age population of athletes who are tested in your NGB—if minor athletes are tested, it is important to highlight the right to bring a representative, and the role the representative plays etc.

To educate athletes on Sample Collection Procedures the athlete should complete the eLearning programme on the Sport Ireland website below;
<https://elearning.sportireland.ie/login/index.php>

Athletes can create their own profile to complete their eLearning training on the samples collection process for both blood and urine.

Anti-Doping Rule Violations

The lab finding evidence of the use of a prohibited substance or method in an athlete's sample is one type of Anti-Doping Rule Violation, but there are many more types of rule violations;

- The Presence of a Prohibited Substance or its Metabolites or Markers in an Athlete's Sample
- Use or Attempted Use by an Athlete of a Prohibited Substance or a Prohibited Method
- Evading, Refusing or Failing to Submit to Sample Collection
- Committing Three Whereabouts Failures in Twelve Months
- Tampering or Attempted Tampering with any Part of Doping Control
- Possession of a Prohibited Substance or a Prohibited Method
- Trafficking or Attempted Trafficking in any Prohibited Substance or a Prohibited Method
- Administration or Attempted Administration to any Athlete In-Competition of any prohibited Substance or Prohibited Method, or Administration or Attempted Administration to any Athlete Out-of-Competition of any Prohibited Substance or any Prohibited Method that is prohibited Out-of-Competition
- Complicity
- Prohibited Association

Supplements in Sport

Sport Ireland recommends against the use of sports supplements for the following reasons: We believe that a correct dietary and nutritional regime will provide all the potential benefits of sports supplements.

Sport Ireland has a Sports food and supplements guidelines document which your NGB can use to distribute to your members.

It is available to download at: <https://www.sportireland.ie/anti-doping/athlete-zone/supplements-and-herbal-remedies>

Registered Testing Pool

Athletes on the Registered Testing Pool must be educated on all core areas above, but also in addition must be educated in line with section 7.

International Federation

Stay up to date with International Federation (IF) Anti-Doping changes by acting on correspondence from the International Federation and informing the Anti-Doping Unit of changes that have occurred such as if athletes are added to the International Federation Registered Testing Pool, or if the International Federation is hosting an event or testing at an event in Ireland.

If an athlete is added to the IF RTP, Sport Ireland may be able to agree with to take responsibility for managing the athletes' whereabouts as per requirements.

Ethics in Sport

Sport has important lessons for life; respect for rules and laws, dealing with victory and defeat etc. Sport can teach honor, self-esteem, humility, team work and healthy lifestyles. However, in the wrong environment, it can also teach cheating, give a sense of entitlement and create inflated egos. A strong ethical foundation can be the difference between the amazing benefits and the damage sport can inflict.

It is important that ethical decision making plays a significant part in your Anti-Doping Education. Your members may be encouraged to play sport to win, but winning should not be the only priority.

5. THERAPEUTIC USE EXEMPTION (TUE)

Sport Ireland follows the World Anti-Doping Code International Standards for Therapeutic Use Exemption (ISTUE) allows an athlete to use a prohibited substance or method that is included on the WADA prohibited list, subject to certain defined conditions. Athletes can apply to either Sport Ireland or, in the case of an International level athlete, the International Federation for a TUE. For TUE to be granted the athlete must have a well-documented medical condition supported by relevant and reliable medical data.

The ADO should:

Understand Sport Ireland TUE Policy which can be found on the Sport Ireland website <https://www.sportireland.ie/anti-doping/athlete-zone/athlete-zone/therapeutic-use-exemptions>

Check with your International Federation if they will accept a Certificate of Approval issued by Sport Ireland, or if athletes need to reapply to the International Federation for TUEs (and notify Sport Ireland if yes)

If your NGB is sending a representative team to a competition, make sure all team members are aware of TUE requirements.

5.1 When applying for a Therapeutic Use Exemption (TUE)

- The athlete is required to complete a TUE form (download at <https://www.sportireland.ie/sites/default/files/2019-12/therapeutic-use-exemption-form.pdf> or from your IF website)
- The athlete's physician (who prescribes the medication) is required to complete their section of the TUE form
- The athlete's physician (who prescribes the medication) is required to provide the athlete with their medical file to support the application

N.B The athlete must wait until a Certificate of Approval for the TUE form has been forwarded to them before taking the medication.

5.2 Post Test TUE Exemption

If Sport Ireland TUE Policy suggests that an athlete can apply for a Post-Test TUE, this means that if an Adverse Analytical Finding (AAF) shows a prohibited substance in the athlete's sample following a drug test, Sport Ireland will contact the athlete to offer the opportunity to make a Post-Test TUE application for the substance, within the specified timelines.

All athletes are urged to ensure that their doctor keeps their medical file up to date at all times, thereby they will be in a position to make this Post-Test TUE application, if required. If the TUE Committee reviews the medical file and is satisfied that an athlete used the Prohibited Substance or Prohibited Method for a legitimate therapeutic purpose, the AAF is not pursued and no further action is taken.

6. TESTING

In-Competition Testing is “the period commencing twelve (12) hours before a competition in which the athlete is scheduled to participate through the end of such competition and the sample collection process related to such competition.” In-competition generally takes place after the athlete has finished competing for the day.

Out-of-Competition Testing is “any period which is not in-competition.” Out-of-competition testing usually takes place at the residence or training grounds of athletes on the Registered Testing Pool or the training grounds of teams.

The Anti-Doping Officer/ Event Contact Person must keep any knowledge that testing may take place completely confidential. This information must not be given to any other officials or athletes in your organisation.

6.1 In Competition Testing

6.1.1 Provide the calendar of events to Sport Ireland

On request, (usually each November/December), the ADO will be asked to provide Sport Ireland with an annual calendar of events/competitions that are suitable for testing within the sport via the Clearinghouse. These selected events must be appropriate for testing and should include suitable Doping Control Facilities (except in exceptional circumstances). The ADO should ensure that, for every event listed, the Anti-Doping Unit is provided with the full event contact details in advance. All events/competitions should have Anti-Doping information on the entry forms.

The Anti-Doping Unit also conduct ‘no advance notice’ testing at some events, therefore, it is imperative that the information you submit on the Clearinghouse website is accurate and up to date. Should information change you can make these changes on the Clearinghouse website and inform the Anti-Doping Unit. At the time of submission, contact should be made with the appropriate persons for the event or club that is hosting the selected events, informing them that the event has been nominated for testing. Testing may not ultimately take place at the event but it is important that the appropriate persons has an awareness of anti-doping.

The Anti-Doping Officer should also provide the Event Contact Person and the Organising Committee of the event with the 'Event Contact Person Handbook' to ensure that they are familiar with the requirements of the Doping Control Station/the requirement for accrediting Doping Control Contractors etc – hence they can plan in advance for this.

Bear in mind in your education plan – all athletes competing at events/competitions that are provided to Sport Ireland, as suitable for testing – should have received education from you.

You should also provide via the Clearinghouse all details on International Federation Tests that will take place in Ireland – the Anti-Doping Officer should find out if anti-doping tests are required at the event, and if yes, you should contact Sport Ireland to discuss the event and testing requirements. These tests will be completed under the User Pays programme, therefore the NGB must list these in their own individual budgets.

Based on the calendar submitted by the ADO, Sport Ireland will decide at which events where testing will take place.

For in-competition testing the Anti-Doping Officer (or other nominated person) acts as an Event Contact Person to liaise with the Sample Collection Personnel on the day on which the testing is taking place. You should send the Event Contact Person Handbook to the relevant people in your organisation.

To read a detailed outline of the role of the ADO with regard to In-Competition testing, please read the 'Event Contact Person Handbook'.

6.2 Out of Competition Testing

Registered Testing Pool Athletes are tested out-of-competition anywhere, anytime based on the whereabouts information they provide to Sport Ireland. See section 7 in relation to the Registered Testing Pool Athletes.

All teams/squads can be tested out-of-competitions usually at the training venue where the team/squad is training based on the team/squad whereabouts information provided to Sport Ireland. Sport Ireland has the right to test individual members of teams/squads outside of team/squad training sessions.

Testing generally takes place after training is completed or at a suitable interval. However, if the coach/manager wishes to request that testing take place on arrival of the Sample Collection personnel this is permitted.

When out-of-competition testing occurs at training venues or squad training venues, Sport Ireland may require assistance from team or squad officials to assist with testing operations. 'Event Contact Person' handbook - in the same manner as In-Competition testing, the team or squad may be asked that someone who is familiar with the venue could organise a room or suitable area for drug testing.

The ADO will be asked to provide Sport Ireland with a list of elite and academy/development programmes and training camps annually and make Sport Ireland aware of any additions or changes to the list. This is to be done via the Clearinghouse.

6.3 User-Pays Testing

NGBs may require additional testing for special events such as the hosting of International Events or additional testing to their national programme allocation. If your NGB is required to organise drug testing for an International Federation event, the NGB should notify Sport Ireland immediately

Contact the Anti-Doping Unit for further information on the costs and requirements of user-pays testing.

7. REGISTERED TESTING POOL

The RTP is a list of elite athletes, who must submit to doping controls out-of-competition at their residence, training grounds, holiday location etc. The list is agreed between the NGB and Sport Ireland, taking into consideration certain criteria (outlined below). New athletes may be added to or removed from the RTP at any stage in the year, based on discussions between Sport Ireland and the ADO. Sport Ireland will directly notify in writing athletes that are included in the RTP. Sport Ireland will notify the Anti-Doping Officer, of any changes to the RTP, additions or removals. Your International Federation may put Irish athletes on their RTP too.

If you are notified that one of your athletes is added to the IF RTP, you should inform Sport Ireland. You should liaise with the High Performance Department in your sport to monitor any athletes who are on Sport Ireland Carding Scheme or any athletes who are performing well at an elite level, as to whether they should be included on the RTP.

You should monitor this list over time and notify Sport Ireland if you believe an athlete should be removed (this should happen before an athlete is charged with a Missed Test or a Filing Failure).

7.1 Criteria

One or more of the following criteria is used to select an athlete for inclusion in the Registered Testing Pool:

- Athletes on the carding scheme in the Contract, World Class and International categories in medium/high risk sports
- Athletes in the developmental category from high risk sports listed in Sport Ireland's Test Distribution Plan and other sports targeted by Sport Ireland
- Olympic or Paralympic Qualifiers in medium/high risk sports Athletes who are included in an International Federation RTP
- Any athlete currently serving a period of ineligibility
- Any athlete who wishes to return from retirement and was previously in the Registered Testing Pool
- Any other athlete that is required to be target tested under Clause 4.4.2 of the International Standard for Testing and Investigations

7.2 Whereabouts Failures Results Management

- 7.2.1 An Athlete may only be declared to have committed a Filing Failure for the purposes of these Rules where Sport Ireland can establish that the conditions in Article I.3.6 of the International Standard for Testing and Investigations have been met.
- 7.2.2 An Athlete may only be declared to have committed a Missed Test for the purposes of these Rules where Sport Ireland can establish that the conditions in Article I.4.3 of the International Standard for Testing and Investigations have been met.
- 7.2.3 If Sport Ireland concludes that all of the conditions in Article I.3.6 of the International Standard for Testing and Investigations in relation to Filing Failures or Article I.4.3 of the International Standard for Testing and Investigations in relation to Missed Tests, as the case may be, are satisfied, then it shall follow the results management procedure provided for in Article I.5 of the International Standard for Testing and Investigations.
- 7.2.4 Sport Ireland or the applicable National Governing Body may withhold from an Athlete one quarterly instalment (or equivalent) of the annual sport-related financial support payable to that Athlete where an alleged Whereabouts Failure has been recorded against that Athlete, regardless of the Anti-Doping Organisation that has recorded the alleged Whereabouts Failure.
- 7.2.5 In respect of an alleged anti-doping rule violation under Article 2.0, the Irish Sport Anti-Doping Disciplinary Panel shall not be bound by any determination made during the results management process, whether as to the adequacy of any explanation offered for a Whereabouts Failure or otherwise, and the burden is on Sport Ireland to establish all of the requisite elements of each Whereabouts Failure.

Retirement

An athlete who retires must promptly inform the Anti-Doping Unit in writing through post or e-mail. If an athlete retires, he/she is immediately removed from the Registered Testing Pool (RTP). Sport Ireland will confirm the receipt of the retirement by letter and that the athlete is no longer on the RTP. This letter will be copied to the Anti-Doping Officer.

Returning from retirement

An Athlete who was previously included in Sport Ireland Registered Testing Pool who is not serving a period of Ineligibility and who has given notice of retirement may not return to Competition unless he or she has given his or her National Governing Body, Sport Ireland and his or her International Federation (if applicable) written notice of no less than six (6) months of his or her intent to return to Competition and during that notice period he or she has submitted to the application of these Rules and to the jurisdiction of the National Governing Body, Sport Ireland, the Irish Sport Anti- Doping Disciplinary Panel and CAS (as applicable) under these Rules, including by making himself or herself available for Out-of-Competition Testing and by providing such whereabouts information during the notice period as is required by Sport Ireland. WADA, in consultation with the relevant International Federation and Sport Ireland, may grant an exemption to the six (6) month written notice requirement where its strict application would be manifestly unfair to an Athlete. WADA's decision may be appealed under Article 13.

Removal

If an athlete wishes to be removed from the RTP, the Anti-Doping Unit will liaise with the Anti-Doping Officer to see if the athlete should be removed. Sport Ireland will make the final decision.

International Federation Testing Pool

If there are athletes in your sport who are on the International Federation Registered Testing Pool, please notify Sport Ireland. Sport Ireland may try to seek the agreement of the IF to permit the athlete to return his or her whereabouts filing to Sport Ireland instead of both Sport Ireland and the IF, as only one anti-doping organisation should be collecting whereabouts from any individual athlete.

RTP Education Liaison

The Anti-Doping Officer is responsible for ensuring that athletes in their NGB who are on the Registered Testing Pool have access to, and receive information on the requirements they must adhere to.

Things to Consider

- Arrange an education/training sessions for new RTP athletes and their support personnel with regard to rules applying to the RTP. This could be incorporated into a squad training session or training camp
- Inform Sport Ireland if education from Sport Ireland is required such as an education session via a webinar/skype or phone

- Educate athlete support personnel who work with RTP athletes to ensure they know the rules that apply to the RTP, and will support the RTP athletes in meeting their commitments
- Inform Sport Ireland if an athlete has any disability or intellectual difficulties in meeting the whereabouts requirements, for example if an athlete does not know how to use a pc, has visual impairment or has learning difficulties – Sport Ireland will discuss this with you and the athlete and decide the best approach based on the athlete’s needs
- It is particularly important that athletes who are new to the RTP receive comprehensive education in order to develop good practice in their management of whereabouts and adherence to TUE requirements.

How athletes update their Whereabouts Filings

- Athlete Online System:
<https://secure.sportireland.ie/athlete/account/login.aspx> OR
<https://www.sportireland.ie/anti-doping/athlete-zone/athletezone/athlete-whereabouts>
- Email: whereabouts@sportireland.ie
- Text: +353 87 9580211 (the athlete’s mobile phone number must be registered through the on-line system to avail of this option for updates)
- If the athlete uses the mobile number they have listed on the Athlete Online System, they will receive a confirmation text when they text this mobile number
- Phone: +353 1 8608832

For more information on RTP please see the Sport Ireland website.

<https://www.sportireland.ie/anti-doping/athlete-zone/athlete-zone/registered-testing-pool>

Clearinghouse

The Clearinghouse was developed by Sport Ireland to share information on the Irish Anti-Doping Programme with relevant International Federations and National Governing Bodies of Sport. The Clearinghouse allows the Anti-Doping Officer to access to information such as athlete compliance with the whereabouts system, negative testing results and TUE information.

A User Agreement is signed by the NGB and Sport Ireland, and Sport Ireland issues a username and password to the user along with a user guide.

NB: if you finish in the role as Anti-Doping Officer, please inform Sport Ireland to remove access to the Clearinghouse.

Summary of Anti-Doping Officer Roles and Responsibilities

▶ Irish Anti-Doping Officer Rules

- You should be aware of both the Irish Anti-Doping Rules and the Anti-Doping Rules of your International Federation, as your NGB is subject to both. While both sets of rules should be similar, there may be slight differences. You should notify Sport Ireland if any major conflicts exist between both sets of rules.
- You should ensure that your NGB's Constitution has fully adopted and incorporated the Irish Anti-Doping Rules. Check with Sport Ireland if you are in any doubt.
- It is compulsory that each member of your sport signs an acceptance and submission form at the time of affiliation or membership renewal.

▶ Education

- You should consider who in your NGB needs to be educated e.g. athletes, coaches, doctors, staff, officials, parents etc.
- You should learn the core areas of information in Anti-Doping (e.g. the WADA Prohibited list, checking medications, sample collection procedures, Anti-Doping Rule Violations and ethics in sport) and include this into your education.
- You should identify the best ways to educate your members, including where, when and how.

▶ Managing TUE Exemptions

- You should understand Sport Ireland TUE Policy
- You should understand your International Federation TUE Rules and Regulations and ascertain which athletes need to apply to the IF for a TUE.
- You should understand the requirements for applying for a TUE (including post-test TUEs) so you can assist athletes with their application.
- You should always advise athletes to wait until they have a Certificate of Approval for the TUE before taking the medication

▶ Testing

- You should provide Sport Ireland with an annual calendar of events/ competitions that are suitable for testing via the Clearinghouse.
- You should provide a list of elite and academy/development programmes and training camps annually and make Sport Ireland aware of who will be attending.
- You should understand the User Pays Testing requirements if you require additional testing for special events. The cost of these should be factored into your annual budget.

▶ Management of the RTP

- You should keep an updated list of which of your NGB's athletes are on Sport Ireland Registered Testing Pool and your IF Registered Testing Pool.
- You should be aware of the criteria for inclusion in the RTP and liaise with Sport Ireland if athletes should be included in or removed from it.
- You should routinely monitor the Clearinghouse to see if athletes have submitted their quarterly whereabouts and if they are updating their whereabouts as necessary.
- You should remind athletes of whereabouts submission deadlines and stay in touch with the athletes to ensure these deadlines are met.



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