



IPTPA Out-of-Competition Anti-Doping Testing Procedure Manual

Effective Date: February 2026

Governing Authority: IPTPA Anti-Doping Program

Standards Alignment: WADA Code & International Standard for Testing and Investigations (ISTI)

1. PURPOSE AND SCOPE

This manual establishes mandatory operational procedures for **out-of-competition (OOC) anti-doping testing**, including:

- No-notice testing
- Training camp testing
- Registered Testing Pool (RTP) athlete testing
- Whereabouts-based testing
- Intelligence-based target testing
- Testing conducted at athlete homes, training venues, or competition venues outside the in-competition window

Objectives

- Deter doping year-round
- Detect prohibited substances used outside competition
- Protect clean athletes
- Preserve competitive integrity
- Ensure legally defensible sample collection
- Maintain strict chain-of-custody
- Ensure compliance with the WADA Code and ISTI

2. OUT-OF-COMPETITION DEFINITION

Out-of-Competition (OOC) testing refers to any anti-doping testing conducted outside the defined in-competition window, which begins at 11:59 p.m. on the day before a competition in which the athlete is scheduled to participate and concludes at the end of the sample collection process for that competition. OOC testing is conducted on a no-notice basis and may occur at any time and at any location where an athlete can be located, including residences, training facilities, training camps, or other declared whereabouts locations. The purpose of Out-of-Competition testing is to detect the use of prohibited substances and methods that may be administered during training or off-season periods to enhance performance for future competitions. This form of testing is a critical component of a year-round anti-doping program and is conducted in full compliance with the Code and International Standards established by the World Anti-Doping Agency.

Out-of-Competition testing may occur:

- At athlete residences
- At training facilities
- At training camps (domestic or international)
- At IPTPA development camps
- During rehabilitation
- During off-season periods
- At any location where the athlete can be located

Testing may include:

- Urine collection
- Blood collection
- Dried blood spot (if authorized)
- Athlete Biological Passport (ABP) blood collection
- Any WADA-approved matrix

All sample collection must be conducted by authorized and accredited personnel.

3. GOVERNANCE AND AUTHORITY

IPTPA conducts testing under authority formally delegated by the relevant Anti-Doping Organization (ADO) in accordance with the Code and International Standards established by the World Anti-Doping Agency. Within the anti-doping framework, responsibilities are divided among distinct authorities to preserve independence, procedural integrity, and legal defensibility.

Testing Authority (TA):

The Testing Authority is responsible for test distribution planning and determining *who* is tested, *when* they are tested, and *what type* of samples are collected (urine, blood, ABP, or other approved matrices). This includes risk assessment, intelligence-based targeting, Registered Testing Pool (RTP) management, whereabouts oversight, and approval of Out-of-Competition testing missions. The Testing Authority ensures testing aligns with strategic anti-doping objectives and complies with the International Standard for Testing and Investigations (ISTI).

Sample Collection Authority (SCA):

The Sample Collection Authority is operationally responsible for the execution of the testing session. This includes appointing qualified Doping Control Officers (DCOs), Blood Collection Officers (BCOs), and chaperones; ensuring proper notification procedures; establishing and securing the Doping Control Station (DCS); collecting samples in compliance with ISTI; maintaining athlete rights and privacy protections; documenting all procedures; and preserving strict chain-of-custody through shipment to a WADA-accredited laboratory. The SCA ensures the integrity of the collection process but does not adjudicate results.

Results Management Authority (RMA):

The Results Management Authority is responsible for reviewing laboratory reports, managing adverse analytical findings (AAFs), atypical findings, and other potential Anti-Doping Rule Violations (ADRVs). This includes conducting initial reviews for Therapeutic Use Exemptions (TUEs), assessing departures from International Standards, notifying athletes, managing provisional suspensions where applicable, coordinating B-sample analysis, and overseeing hearings and

adjudication processes in accordance with the International Standard for Results Management (ISRM). The RMA operates independently from the sample collection process to ensure fairness and procedural neutrality.

Where IPTPA is not the designated Results Management Authority, all analytical results and documentation are transmitted securely to the responsible ADO for adjudication. Clear separation of these functions safeguards due process, prevents conflicts of interest, and reinforces the legal defensibility of the IPTPA Anti-Doping Program.

All Out-of-Competition testing must comply with:

- WADA Code
- ISTI
- International Standard for Results Management (ISRM)
- International Standard for Laboratories (ISL)
- Chain-of-Custody standards
- Athlete rights and data privacy protections

Failure to adhere to these standards may invalidate results.

4. REGISTERED TESTING POOL (RTP) & WHEREABOUTS

The Registered Testing Pool (RTP) is a defined group of athletes who are subject to the highest level of Out-of-Competition testing and whereabouts obligations under the anti-doping framework established by the World Anti-Doping Agency. Placement in the RTP is based on risk assessment criteria, including competitive level, international participation, performance history, intelligence inputs, biological passport profiling (if applicable), return-to-competition status following sanction, and other sport-specific risk factors identified by the Testing Authority.

4.1 Purpose of the RTP

The RTP enables:

- No-notice, year-round testing
- Targeted and intelligence-based testing
- Timely Athlete Biological Passport (ABP) collections (if implemented)
- Deterrence of sophisticated doping practices
- Longitudinal monitoring of elite athletes

The RTP ensures that high-risk and elite athletes are meaningfully testable at any time, thereby strengthening program credibility and deterrence.

4.2 Whereabouts Filing Requirements

Athletes in the RTP must submit detailed whereabouts information on a quarterly basis. This information must be accurate, complete, and submitted by established deadlines.

Each quarterly filing must include:

- Overnight residence address for each day
- Regular training locations and schedules

- Competition schedule
- Travel plans
- Any other regularly attended activities
- A daily 60-minute time slot between 5:00 a.m. and 11:00 p.m. during which the athlete guarantees availability at a specified location for testing

The 60-minute time slot is the only period during which an athlete may be declared unavailable for a Missed Test if not present. However, athletes remain subject to testing at any time and location outside of that window if located.

Athletes are responsible for updating whereabouts information as soon as changes occur. Updates must be submitted prior to the change taking effect whenever possible.

4.3 Athlete Responsibilities

RTP athletes are strictly responsible for:

- Filing accurate and timely quarterly whereabouts
- Maintaining up-to-date contact information
- Ensuring location specificity sufficient for a DCO to locate them
- Being present and available during their declared 60-minute time slot
- Updating any last-minute changes (travel delays, location changes, schedule modifications)

Failure to properly manage whereabouts information does not require intent to evade testing to constitute a violation.

4.4 Filing Failures and Missed Tests

Two primary types of whereabouts failures may be recorded:

Filing Failure

- Failure to submit required quarterly information by the deadline
- Incomplete or insufficient location detail
- Failure to update inaccurate information

Missed Test

- Athlete not present and available at the declared 60-minute time slot location
- DCO unable to locate athlete despite reasonable attempts during the full 60-minute window

Any combination of three Filing Failures and/or Missed Tests within a rolling 12-month period may constitute an Anti-Doping Rule Violation (ADRV).

All whereabouts failures must be documented, reviewed, and confirmed in accordance with the International Standard for Results Management (ISRM) prior to being declared final.

4.5 Notification of RTP Inclusion

Athletes selected for the RTP must receive:

- Formal written notification
- Explanation of whereabouts responsibilities
- Education regarding consequences of non-compliance
- Instructions on how to submit and update whereabouts
- Access to support resources

Athletes remain in the RTP until formally removed by written notice.

4.6 Removal from RTP

Removal from the RTP may occur due to:

- Retirement (with formal declaration)
- Long-term injury (subject to approval)
- Reduction in competitive level
- Reclassification based on updated risk assessment

However, retired athletes wishing to return to competition may be required to re-enter the RTP and make themselves available for testing for a defined period prior to eligibility.

4.7 Data Protection and Confidentiality

Whereabouts data is highly sensitive personal information and must be:

- Stored securely
- Access-limited
- Used solely for anti-doping purposes
- Managed in compliance with data protection regulations

Unauthorized disclosure of whereabouts information is strictly prohibited.

4.8 Operational Execution

The Testing Authority is responsible for:

- Determining RTP composition
- Monitoring filing compliance
- Initiating follow-up on potential failures
- Coordinating Out-of-Competition missions

The Sample Collection Authority is responsible for:

- Attempting tests during declared time slots
- Documenting unsuccessful attempts

- Submitting detailed mission reports

The Results Management Authority is responsible for:

- Reviewing potential whereabouts failures
- Notifying athletes of asserted failures
- Managing adjudication if thresholds are met

4.9 Program Integrity

The RTP and whereabouts system is foundational to an effective Out-of-Competition testing program. It enables unpredictable testing, strengthens deterrence, supports biological profiling, and ensures elite athletes remain continuously testable. Proper administration of this system is essential to maintaining competitive fairness, procedural defensibility, and public confidence in the integrity of the sport.

Athletes designated in the RTP must:

- Submit quarterly whereabouts information
- Provide a daily 60-minute time slot
- Update location information as required
- Be available for no-notice testing

Failure to be available during a declared time slot may constitute:

- Filing Failure
- Missed Test
- Potential Anti-Doping Rule Violation (ADRV)

All whereabouts management must comply with WADA requirements.

5. TRAINING CAMP TESTING

Training camp testing is a core component of IPTPA's Out-of-Competition anti-doping program, designed to ensure that athletes are subject to rigorous, no-notice testing even during periods of concentrated preparation outside formal competitions. This includes domestic and international training camps, high-performance academies, pre-season or off-season programs, and any sanctioned IPTPA development camps. The purpose is to monitor for prohibited substances and methods that athletes may use to gain an advantage during training, detect patterns of doping early, and reinforce a culture of compliance and clean sport.

Testing at training camps is conducted under the same standards as other Out-of-Competition testing, including proper notification, chaperoning, sample collection, privacy, and chain-of-custody protocols. The Sample Collection Authority is responsible for operational execution, including setting up temporary or mobile Doping Control Stations (DCS), ensuring athlete privacy, and maintaining procedural integrity. The Testing Authority determines which athletes will be tested, what type of sample will be collected, and the timing of testing within the camp schedule. The Results Management Authority remains separate, reviewing results, managing any Anti-Doping Rule Violations (ADRVs), and ensuring adjudication is independent.

Because training camps often involve multiple athletes in the same location for extended periods, camp testing provides an efficient opportunity for multiple sample collections while also emphasizing the no-notice, unpredictable nature of Out-of-Competition testing. Athletes are required to comply fully, remain available for testing during training hours or

designated periods, and follow all directions from the DCOs and chaperones. This ensures continuous deterrence, supports longitudinal monitoring (e.g., Athlete Biological Passport programs), and reinforces fair play across the sport.

IPTPA may conduct testing at:

- National training camps
- Pre-season preparation camps
- High-performance academies
- International training environments

Training Camp Testing Requirements

- No advance notice to athletes
- Secure temporary Doping Control Station (DCS) setup
- Testing may occur pre-training, post-training, or during rest periods
- Chaperoning may begin during training sessions
- Athletes may not leave camp until testing obligations are satisfied

If camp infrastructure is insufficient, mobile DCS systems must be deployed.

6. NO-NOTICE TESTING PROCEDURE

Out-of-Competition testing is conducted without prior warning.

Upon Arrival at Testing Location:

1. DCO presents official identification.
2. Athlete identity verified.
3. Athlete informed of:
 - Authority conducting test
 - Type of sample required
 - Rights and responsibilities
 - Continuous observation requirement

Athlete must:

- Present photo ID (if available)
- Sign notification form
- Remain within direct observation

Refusal, evasion, or delay without justification may constitute an ADRV.

7. CHAPERONING REQUIREMENTS (OOC)

From notification until completion:

- Athlete must remain in direct sight
- No unsupervised restroom access
- No showering until sample provided
- No leaving premises without approval
- No consumption of excessive fluids

Permitted delays (at DCO discretion):

- Completing current training repetition
- Urgent medical need
- Securing representative/interpreter
- Retrieving ID

All delays must be documented on sample collection paperwork.

8. DOPING CONTROL STATION (OOC SETTINGS)

Testing may occur in:

- Private residence
- Hotel room
- Training facility
- Temporary mobile unit

Minimum standards:

- Privacy ensured
- No cameras
- Controlled access
- Clean restroom
- Secure processing table
- Sample storage capability

If privacy cannot be guaranteed, testing must be relocated or suspended.

9. SAMPLE COLLECTION PROCEDURES

9.1 Urine Collection (OOC)

- Minimum volume: 90 mL
- Direct observation required
- Same-gender DCO/chaperone
- Partial sample sealed if insufficient

- Specific gravity tested
- Additional sample required if dilute

Observation limited from mid-torso to knees.

9.2 Blood Collection (OOC & ABP)

- Athlete seated minimum 10 minutes
- Conducted by certified BCO
- Tubes inverted per protocol
- Samples sealed immediately
- Refrigerated (2–8°C)
- Chain-of-custody initiated immediately

No direct visual observation required.

10. SEALING AND DOCUMENTATION

Athlete must:

- Select A/B bottles
- Inspect kit integrity
- Divide urine sample
- Seal bottles personally
- Verify matching code numbers
- Declare medications and supplements
- Sign Doping Control Form (DCF)

DCO must verify:

- Coding accuracy
- Documentation completeness
- Chain-of-custody integrity

Athlete receives DCF copy.

11. CHAIN OF CUSTODY (OOC)

- Samples placed in tamper-evident transport containers
- Blood temperature monitored
- Courier logged

- Shipment to WADA-accredited laboratory
- All custody transitions documented

12. IRREGULARITIES (OOB SPECIFIC)

Must document:

- Athlete not located
- Missed test
- Filing failure
- Refusal
- Evasion
- Tampering
- Dilute samples
- Insufficient sample
- Privacy compromise

Immediate reporting to IPTPA Anti-Doping Coordinator required.

13. ATHLETE BIOLOGICAL PASSPORT (IF APPLICABLE)

If ABP program implemented:

- Blood collection timing strictly documented
- Travel history noted
- Altitude exposure documented
- Health declarations recorded

14. HEALTH AND SAFETY

- Gloves worn at all times
- Sharps disposed immediately
- Biohazard protocols followed
- Surface disinfection after each athlete
- Hand hygiene mandatory

15. ATHLETE RIGHTS AND RESPONSIBILITIES (OOB)

Rights

- Explanation of procedure

- Representative present
- Interpreter
- Disability accommodations
- DCF comments
- Appeal under WADA Code

Responsibilities

- Provide ID
- Remain available for testing
- Maintain accurate whereabouts
- Comply with observation
- Avoid tampering
- Declare substances

16. RECORD RETENTION

- DCF archived per policy
- Missed test documentation retained
- Incident reports secured
- Digital encrypted storage

17. WHAT HAPPENS TO MY SAMPLE?

To ensure a global level playing field, athletes are subject to no notice in-competition and out-of-competition testing in accordance with WADA International Standards.

Samples:

- Are anonymized through coding
- Are analyzed at WADA-accredited laboratories
- May be stored long-term for reanalysis
- Follow strict chain-of-custody safeguards

18. ANNUAL REVIEW

Manual reviewed annually or upon WADA Code updates.

19. CONTACT

IPTPA Anti-Doping Coordinator

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For global standards and updates, refer to official resources from the World Anti-Doping Agency.