



## **IPTPA In-Competition Anti-Doping Testing Procedure Manual**

**Effective Date:** February 2026

**Governing Authority:** IPTPA Anti-Doping Program

**Standards Alignment:** World Anti-Doping Agency Code and International Standard for Testing and Investigations (ISTI)

### **1. PURPOSE AND SCOPE**

This manual establishes mandatory operational procedures for in-competition anti-doping testing at IPTPA-sanctioned pickleball events.

The objectives are to:

- Deter doping.
- Protect clean athletes.
- Preserve competitive integrity.
- Ensure legally defensible sample collection.
- Maintain strict chain-of-custody standards.
- Ensure compliance with the WADA Code and ISTI.

#### **In-Competition Definition:**

Testing occurs from 11:59 p.m. the day before the competition in which the athlete is scheduled to participate through the end of the sample collection process.

Testing may include:

- Urine collection
- Blood collection
- Both urine and blood

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

## **2. GOVERNANCE AND AUTHORITY**

IPTPA operates testing under authority delegated by the relevant Anti-Doping Organization (ADO). All testing activities must strictly comply with:

- WADA Code
- ISTI
- Chain-of-Custody standards
- Athlete rights protections
- Data privacy and confidentiality requirements

Failure to adhere to these standards may invalidate results or compromise enforcement.

## **3. KEY PERSONNEL AND RESPONSIBILITIES**

### **3.1 Doping Control Officer (DCO)**

**Role:** Session Lead and Compliance Authority

**Requirements:**

- WADA-accredited or ADO-certified
- Valid identification credential
- No conflicts of interest
- Completed safeguarding and data protection training

**Responsibilities:**

- Oversee the entire session
- Approve Doping Control Station setup
- Ensure privacy compliance
- Manage documentation
- Validate chain-of-custody
- Approve delays
- Report irregularities

### **3.2 Chaperone**

**Role:** Athlete Escort and Notification Official

**Requirements:**

- Same gender as athlete (for urine provision)
- Trained in notification procedures
- Conflict-of-interest free

**Responsibilities:**

- Notify athlete
- Maintain continuous observation
- Escort athlete to DCS
- Witness urine provision (direct observation)
- Report irregularities

Notifying chaperones are the responsibility of the event organizer to secure. They need to meet the requirements above. There is a scheduled training prior to the event starting that will train all chaperones on their responsibilities as a chaperone conducted by the doping control officer or by the IPTPA Anti-Doping representative.

**3.3 Blood Collection Officer (BCO) (If Needed)**

**Role:** Phlebotomy Specialist

**Requirements:**

- Licensed medical professional
- Trained in anti-doping blood collection

**Responsibilities:**

- Conduct venipuncture
- Ensure athlete seated/rested 10 minutes pre-blood draw
- Maintain sterility
- Secure blood samples

**3.4 Additional Authorized Personnel**

- Interpreter (if needed)
- Athlete representative
- Approved observers (if authorized)

- Anti-doping program auditor (if applicable)

Access strictly controlled.

#### **4. DOPING CONTROL STATION (DCS) REQUIREMENTS**

The DCS must be:

- Secure
- Lockable
- Inaccessible to media/public
- Free of cameras and recording devices
- Well-lit and ventilated
- Temperature controlled
- A bathroom only accessible for anti-doping purposes

If the DCS fails to meet these standards, the DCO must document and either relocate or suspend testing.

#### **5. DCS LAYOUT AND INFRASTRUCTURE REQUIREMENTS**

The DCS must contain three physically separated areas:

1. Waiting Area
2. Processing Area
3. Collection Area

If permanent walls are unavailable, **pipe and drape systems must be installed** to create opaque, floor-to-ceiling privacy partitions. Locker rooms, separate rooms with lockable doors will also suffice as a suitable doping control station.

#### **6. DCS EQUIPMENT CHECKLIST (MINIMUM REQUIREMENTS)**

##### **6.1 Waiting Area**

**Furniture & Setup (Mandatory Minimum):**

- 5–10 chairs (stable, non-folding preferred), depending on testing needs (Will need 1.5x number of athletes to be tested)
- 1 registration table (minimum 6 ft)
- 1 secondary table for beverages
- Lockable refrigerator (if blood collected)
- Lockable cabinet
- Waste bin with liner
- Coat rack or designated personal item area

**Privacy Infrastructure:**

- Pipe and drape (opaque, no visibility through seams)
- Entry signage: “Restricted Access – Doping Control authorized by the IPTPA”
- Controlled entry point

**Beverage Requirements (Mandatory):**

- Sealed, single-serve, non-alcoholic beverages only
- Bottled water (minimum 24 units)
- Electrolyte drinks (sealed, 12–24 units)
- No open pitchers
- No shared containers such as water dispensers
- Athlete must select and open beverage personally from a choice of three beverages

**6.2 Processing Area**

**Furniture:**

- Minimum 2 tables (6 ft each)
- Minimum 4 chairs
- Secure sample preparation surface
- Lockable sample storage container
- Blood storage refrigerator (35.6–46.4°F / 2–8°C) (if needed)

**Supplies to be provided by sample collection authority:**

- Doping Control Forms (DCF)

- Partial sample kits
- A/B bottle kits
- Disposable gloves
- Tamper-evident bags
- Specific gravity refractometer
- Chain-of-custody documentation
- Pens (non-erasable ink)

### **6.3 Collection Area**

#### **Urine Collection Requirements:**

- Toilet (cleaned and inspected)
- Sink (no soap access to athlete during provision)
- Mirror for DCO observation aid
- Opaque walls or pipe and drape
- No windows
- No cameras
- No shower access
- No running water accessible during provision (water must be secured if possible)

#### **Blood Collection Requirements:**

- Adjustable phlebotomy chair
- Sharps container
- Medical waste disposal
- Alcohol swabs
- Tourniquet
- Gauze
- Adhesive bandages

### **7. PRIVACY AND ATHLETE DIGNITY STANDARDS**

- Direct observation only during urine provision

- Observation limited from mid-torso to knees
- Same-gender DCO/chaperone required
- Representative allowed for minors/athletes with disability (limited visual range)
- No photography
- No recording devices

Privacy must be integral to the entirety of the process

## **8. SELECTION PROCESS**

Athletes may be selected via:

- Random draw
- Placement-based selection
- Target testing
- Intelligence-based testing
- Pre-approved IPTPA testing plan

Selection remains confidential until notification.

## **9. NOTIFICATION PROCEDURE**

A doping control officer or chaperone will notify Athletes in person that they have been selected for testing. Athletes notified for Testing will be asked to sign a document to acknowledge that they were notified and of their requirement to provide a sample of blood, urine, dried blood spot, and/or any other WADA-approved matrices. Athletes will also be informed of their rights and responsibilities and should carefully read the statements prior to signing. Once athletes are notified of their selection for testing, they must always remain within direct sight of the DCO or chaperone.

Following notification, the athlete will remain under continuous watch (direct observation) of the DCO or chaperone. If the athlete has been notified for in-competition testing, they must immediately report to the doping control station. Under certain circumstances, an athlete may request a delay in reporting for valid reasons; however, this request may not be permitted if it is not possible for the athlete to be continuously chaperoned. Such circumstances may include:

- Competing in further events;
- Participation in a victory ceremony;
- Fulfillment of media commitments;
- Performing a cool down;
- Obtaining necessary medical treatments;

- Locating a representative and/or interpreter;
  - Obtaining photo identification; or
  - Completing a training session.
1. Chaperone identifies athlete immediately post-match.
  2. Presents official credentials.
  3. States:
    - Authority conducting test
    - Athlete rights
    - Athlete responsibilities
    - Type of sample required
    - Continuous observation requirement

Athlete must:

- Provide photo ID
- Sign notification form
- Remain under observation

Refusal may constitute Anti-Doping Rule Violation (ADRV).

## **10. CHAPERONING REQUIREMENTS**

From notification to completion:

- Athlete must remain in sight
- No unsupervised bathroom use
- No leaving venue without approval
- Delays only for approved reasons (medal ceremony, media, medical)

All delays documented.

## **11. SAMPLE PROVISION PROCEDURES**

When ready to provide a sample, the athlete will be asked to select a sealed sample collection vessel from a choice of vessels. The athlete should check and inspect the collection vessel to

ensure that it has not been tampered with and will be instructed to rinse their hands with only water before opening the vessel. The athlete representative may be present in the toilet area during the provision of the sample with the athlete's permission and when agreed upon by the DCO.

The athlete will be asked to provide a urine sample of at least 90ml under direct observation of a DCO or witnessing chaperone of the same gender. For the DCO or chaperone to have a clear view of the sample being provided, the athlete will be asked to remove any bulky clothing, pull their shirt up to mid torso, pants down to mid-thigh and sleeves rolled up their elbows. As soon as the athlete is finished providing the sample, the DCO or chaperone will instruct the athlete to immediately secure the vessel with the lid.

### **11.1 Urine**

Minimum volume: 90 mL

Steps:

1. Athlete selects sealed vessel.
2. DCO verifies packaging intact.
3. Direct observation during urination.
4. Partial sample sealed if insufficient.
5. Specific gravity tested.
6. If dilute, additional sample required.

### **11.2 Blood**

1. Athlete seated minimum 10 minutes.
2. BCO verifies identity.
3. Venipuncture conducted.
4. Tubes inverted per protocol.
5. Samples sealed.
6. Refrigerated immediately.

No direct observation required for blood.

## **12. SEALING AND DOCUMENTATION**

After the sample is secured, the athlete and the DCO will process the sample and get it ready to ship to the laboratory.

The athlete will first be asked to choose a sample collection kit containing the bottles in which the sample will be sent to the lab. Like the way the vessel was chosen, the athlete will choose from a choice of sample collection boxes and ensure that the container is not damaged or tampered with. The athlete will open the sample collection kit and inspect the contents of the package containing an “A” and a “B” bottle, two WADA-certified bags for the samples, and two sheets of sample code stickers. Both the DCO and athlete will ensure that all sample code numbers on the bottles and sample collection kit box match.

The athlete will then divide the sample between the B Sample and A Sample bottle and seal them. The DCO will not handle any of the equipment during the procedure unless requested to do so by the athlete. The athlete is to maintain control of the sample until the sample is sealed. Once the sample is sealed, the athlete will be asked to place the B Sample and A Sample bottle into the WADA-certified bags and cardboard box.

Athlete must:

- Select A/B bottles
- Divide sample personally
- Seal bottles
- Verify bottle codes
- Complete DCF
- Declare medications/supplements
- Sign DCF

DCO confirms:

- Chain-of-custody
- Sample coding
- Documentation accuracy

Athlete receives DCF copy.

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### **13. CHAIN OF CUSTODY**

- Samples placed in tamper-evident transport containers
- Blood stored in controlled temperature environment
- Courier transport logged
- Shipment to nearest WADA-accredited laboratory
- Custody transitions documented

### **14. IRREGULARITIES AND INCIDENT REPORTING**

Must document:

- Refusal
- Evasion
- Tampering
- Dilute samples
- Insufficient sample
- Equipment failure
- DCS privacy compromise

Report submitted to IPTPA Anti-Doping Coordinator immediately.

### **15. CONTINGENCY PLANNING**

If DCS is compromised:

- Relocate to backup room
- Deploy additional pipe and drape
- Suspend testing if privacy/security cannot be guaranteed

Emergency kits must be available.

## **16. HEALTH AND SAFETY**

- Gloves worn at all times
- Sharps disposed immediately
- Biohazard waste handled per medical regulation
- Surface disinfected after each athlete
- Hand hygiene mandatory

## **17. ATHLETE RIGHTS AND RESPONSIBILITIES**

### **Rights:**

- Explanation of procedure
- Representative present
- Interpreter
- Modifications for disability
- DCF comments
- Appeal under WADA Code

### **Responsibilities:**

- Provide ID
- Comply with chaperoning
- Avoid tampering
- Declare substances

## **18. RECORD RETENTION**

- DCF copies retained per data policy
- Incident reports archived
- Secure digital backup
- Confidential storage

## **What Happens to My Sample After Collection?**

- To help ensure a level-playing field globally, elite athletes participate in no-notice, in-competition and out-of-competition urine and blood testing in accordance with the World Anti-Doping Agency's (WADA) International Standards. The sample collection and analysis process is designed to ensure security of the sample during and after collection, as well as sample anonymity during the analysis process.

## **19. ANNUAL REVIEW**

Manual reviewed annually or upon WADA Code updates.

## **20. CONTACT**

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