



FIA RACE TRUE ANTI-DOPING CAMPAIGN

FIA CHAPERONE TRAINING DOCUMENTS

- 1. Aid for Stewards:** Summary of Chaperone Requirements (1 page)
- 2. FIA Chaperones:** Procedures During In-Competition Testing (2 pages)
- 3. FIA Chaperone Code of Conduct**
Steward Authorisation to act as an FIA Chaperone (1 page)





FIA RACE TRUE ANTI-DOPING CAMPAIGN

1. AID FOR STEWARDS: CHAPERONE REQUIREMENTS, SELECTION & TRAINING

A. FIA CHAPERONE REQUIREMENTS

FIA CHAPERONES MUST:

- Be over the age of eighteen (18)
- Be able to communicate effectively in English and if required the national language(s)
- Not have any Conflict of Interest in the role of a Chaperone
- Be of the same sex as the Athlete whom they will Chaperone

FIA CHAPERONE CHARACTERISTICS:

- Ability to maintain confidential information
- Ability to demonstrate respectful and professional demeanour
- Availability to meet Steward's request to assist with an eventual Doping Control at very short advance notice

B. FIA CHAPERONE SELECTION

- The Chairman of the Stewards, or Chief Medical Officer (CMO), should consult with the local Organiser to advise concerning the availability of suitable Chaperones.
- Male and/or female Chaperones should be appointed, depending on the sex of the Athletes competing.

C. FIA CHAPERONE TRAINING

- Following selection of the FIA Chaperones, the Chairman of the Stewards, or the CMO, must provide them with the FIA Chaperone Training Document. The Chaperones must carefully study all aspects of the FIA Chaperone Training Document prior to the start of the Event.
- Having understood the FIA Chaperone Training Document, the Chaperone will accept the Chaperone Code of Conduct and sign the Authorisation to act as a Chaperone with the Chairman of the Stewards.
- The Chairman of the Stewards will also sign the Chaperone Authorisation to act as an FIA Chaperone, for each Chaperone, providing them with the authorisation to fulfil the role of Chaperone.
- The Chairman of the Stewards must coordinate with the Organiser to ensure that the Chaperone is provided with any necessary accreditation so as to allow access to all competition, official and other areas so as to perform his/her duties.
- In case of a Doping Control, the Chairman of the Stewards will notify the Chaperones that they shall be required and convene a meeting with the Chaperones, the Doping Control Officer (DCO), the Chairman of the Stewards (and CMO).
- The Chairman of the Stewards must explain to the Chaperones the potential difficulties and scenarios in locating the Athlete for testing; he/she must ensure that every possibility is anticipated and managed. Such examples may include: a car breaking down on a special stage during a rally, an Athlete's car stopping on the circuit etc.
- The Doping Control Officer will provide the Chaperone with a Doping Control Form; the Athlete's Rights and Responsibilities may be required from the Chairman of the Stewards and are available on the FIA Anti-Doping webpage: www.fia.com/racetrue.



FIA RACE TRUE ANTI-DOPING CAMPAIGN

2. FIA CHAPERONES: PROCEDURES DURING IN-COMPETITION TESTING

This document is intended for FIA Chaperones and any other interested party. It describes the process for Athlete notification of a Doping Control and the procedure for accompanying the Athlete.

Note that for Anti-Doping purposes the term Athlete describes any Driver, and/or Passenger such as a Co-Driver or Navigator.

A. REQUIREMENTS OF A CHAPERONE

CHAPERONES MUST:

- Be over eighteen (18) years of age
- Be able to communicate effectively (verbally and in writing) in English
- Not have any Conflict of Interest in the role of Chaperone
- Maintain confidentiality of Athlete information at all times
- Demonstrate a respectful and professional demeanour, (including but not limited to refraining from requesting photographs, selfies or autographs from the Athletes).
- Not accept any gifts from Athletes or their representatives
- Not perform any Chaperone duties whilst under the influence of alcohol or other drugs
- Restrain from using tobacco in or around the testing area, or in the Athlete areas

B. NOTIFICATION

The Chaperone will require a pen and watch; the Doping Control Form will be provided by the Doping Control Officer (DCO).

The Notification procedure, as described below, should occur as soon as possible after an Athlete finishes their competition, qualifying or practice session.

NOTE: All information concerning the Athlete must remain strictly confidential. However for the purposes of Athlete identification only, it is permitted to discuss the identity of a selected Athlete with an Official.

NOTE: When testing an Athlete who is under eighteen (18) years of age, or an Athlete with a disability, a third party should be notified (e.g. Team Manager).

NOTE: On the advice of the Chairman of the Stewards, the Notification procedure may be delayed at competitions where it is not practical to perform the Notification without raising undue attention, e.g. Formula 1 Podium Ceremony. The Chaperones and DCO will be advised in advance.

THE CHAPERONE SHOULD:

- a) Identify him/herself as a Doping Control Chaperone, providing the FIA Chaperone Authorisation Document (attached).
- b) Discreetly advise the Athlete that he/she has been selected to provide a Doping Control Sample, under the authority of the FIA.
- c) Complete the Notification Section of the Doping Control Form, or Notification Form, as provided by the DCO.
- d) Ask the Athlete to read the Notification Section and verify that the information therein is correct. At the time of Notification, **the Athlete must sign the** Notification Section (in the notification section only), so as to confirm receipt.
- e) Inform the Athlete that he/she should report to the Doping Control Station immediately.
- f) The Chaperone may consider any reasonable request by the Athlete for permission to delay reporting to the Doping Control Station, following acknowledgement and acceptance (signing) of the notification. Permission for such a delay may only be granted if the Athlete can be continuously chaperoned and kept under direct observation by the Chaperone during the delay.

The following reasons are valid for an Athlete's delay in reporting to the Doping Control Station:

- Participation in a prize-giving ceremony;
- Fulfilment of media commitments (limited to one hour);
- Obtaining necessary medical treatment;
- Locating a representative and/or interpreter;
- Being summoned by the FIA Stewards;



- Locating his/her identification document;
- Or any other reasonable circumstances, as determined by the DCO.

NOTE: During media commitments or prize-giving ceremonies the Athlete must remain in-sight of the Chaperone.

NOTE: When an Athlete doesn't immediately report to the Doping Control Station, it should be written on the Doping Control Form and/or a Supplementary Report Form, indicating the reason.

- g) Inform the Athlete that he/she will be accompanied at all times until the end of the sample collection session and that it is the Athlete's responsibility to remain within the Chaperone's sight at all times.
- h) Inform the Athlete that a valid photo identification document must be shown at the Doping Control Station. Examples of valid identification documents include: a driver's license, a passport, an ASN identification/license card.
- i) Inform the Athlete of his/her right to be accompanied by a representative and a translator.
- j) Inform the Athlete that he/she may not urinate, nor take a shower, prior to his/her arrival at the Doping Control Station.

C. ATHLETE REFUSES OR EVADES

If the Athlete fails to comply with a request to provide a sample, refuses to sign the Notification form, or refuses to accompany the Chaperone to the Doping Control Station, the Chaperone should:

- a) Inform the Athlete of his/her Rights and Responsibilities and the possible risk of sanction if he/ she refuses, or fails to comply with the Doping Control Process. The Athlete Rights and Responsibilities are usually provided on the reverse side of the Doping Control Form, or are available on the FIA webpage: www.fia.com/racetrue.
- b) Inform the Athlete of the risk of an anti-doping rule sanction if he/ she fails to comply and explain that he/she is required to provide a Doping Control sample.
- c) Show the Athlete the Doping Control Form and ask him/ her to legibly write the reason for his/her refusal in the comments box and sign the Doping Control Form. The Athlete may use a Supplementary Report Form, should additional space be required.
- d) Immediately report the Athlete's refusal or evasion to the DCO.
- e) Suggest that the Athlete advise his/her Team Manager.

If the Athlete evades, or attempts to evade, being notified and the Chaperone is not able to notify the Athlete, the Chaperone must inform the DCO immediately.

D. ACCOMPANYING

- a) The Chaperone should keep the Athlete under observation (visual contact) at all times following Notification until the end of the sample collection session (as advised by the DCO), unless another DCO or Chaperone accepts responsibility for the Athlete; or in the case of C above (Athlete Refuses or Evades), until the procedure outlined in items a) to e) have been completed.

NOTE: The Sample Collection Session includes the point that initial contact is made with the Athlete until he/ she leaves the Doping Control Station after having provided his/her sample.

- b) The Athlete may, at his/ her discretion, choose to consume fluids prior to arrival at the Doping Control Station. The Athlete will be responsible for the security and integrity of any drinks or food that the Athlete chooses to consume. The Chaperone should not handle these items for the Athlete.

NOTE: The Chaperone must not offer the Athlete any food or beverages under any circumstances, even if requested by the Athlete.

- d) If a Chaperone observes any unusual behaviour by an Athlete while observing and chaperoning that Athlete, the Chaperone shall report this to the DCO as soon as practical without leaving the Athlete unattended. The DCO may request that the Chaperone completes a Supplementary Report Form.

E. QUESTIONS OR CONCERNS

Should the Chaperone have any questions, encounter any problems, or be unsure how to proceed they must contact the DCO as soon as possible.

Please ensure that you have received a contact number, or other means of communicating with the DCO before the start of the sample collection period.



FIA RACE TRUE ANTI-DOPING CAMPAIGN

FIA CHAPERONE TRAINING DOCUMENT

3. CODE OF CONDUCT & AUTHORISATION TO ACT AS CHAPERONE

As an FIA Chaperone, I am aware of and will perform my assigned responsibilities in the manner outlined in the FIA Chaperone Training Document. I understand that I must ask the Doping Control Officer (DCO) should I have any questions, concerns, or experience any problems in my role as a Chaperone.

I therefore agree:

- To be available as a Chaperone in case of a Doping Control, as requested by the Chairman of the Stewards;
- To ensure the confidentiality of all information and Athlete details to which I am made aware of during my duties as a Chaperone;
- To conform with all Chaperone Requirements, as described in the FIA Chaperone Training Document.

CHAPERONE AGREEMENT (to be completed by the Chaperone)

I have read and understood the FIA Chaperone Training Document and confirm that I have no Conflict of Interest in performing this role. I affirm that in the performance of my duties as a Chaperone for the FIA, I will observe and comply with the Code of Conduct and the FIA policies contained herein.

Printed Name of Chaperone _____ Signature _____ Date _____

Street Address _____ City/State/Postal Code _____

Email address _____ Telephone Number _____

Chaperone Date of Birth: _____

Gender (male or female): _____

CHAPERONE AUTHORISATION BY CHAIRMAN OF THE STEWARDS

(This document must be provided to Doping Control Officer in case of a doping control)

I have verified that the Chaperone named on this form is over 18 years of age. The above named Chaperone is authorised to assist with the Doping Control process, by virtue of the FIA Anti-Doping Regulations at the following competition:

Event Name _____

Printed Name of Chairman of the Stewards _____ Signature _____ Date _____