



Illicit Drug Testing Standard

1. Overview

Urine samples will be collected by Bermuda Sport Anti-Doping Authority and screened for illicit substances as identified by the Bermuda Misuse of Drugs Act 1972 and its amendments and orders.

The purpose of the Testing Standard is to plan for effective testing and to maintain the integrity and identity of the samples during sample collection. All Athletes are subject to Illicit drug testing including Athletes who reside outside of Bermuda.

Athletes may be recommended for target testing by the Bermuda Sport Anti-Doping Authority (BSADA), National Sports Governing Bodies (NSGBs), and Major Games Associations (e.g. Bermuda Olympic Association, Island Games).

2. Organising Illicit Testing

2.1 Objective

Athletes may be selected at any time and tested anywhere by BSADA.

2.2 Test Pools

For Illicit drug testing purposes, National Athletes will be placed in one of three test pools: -

- The Registered Test Pool (RTP)
- The National Test Pool 1 (NTP1)
- The National Test Pool 2 (NTP2)

As provided in the Illicit Drug Policy, Athletes other than National Level Athletes and Athlete Support Personnel, may be subject to testing and this standard, at the discretion of their NSGB and stakeholders in agreement with BSADA. All Athletes and Athlete Support Personnel (when applicable) are subject to drug testing throughout the year regardless of which test pool they are in. All Athletes will remain in the Test Pool until such time as a new list is provided by the relevant NSGB and/or the categorization process is completed in consultation with BSADA or when an Athlete retires.

2.3 Athletes to be Tested

All Athletes representing Bermuda are subject to testing. NSGBs shall submit a list of Athletes and support personnel representing Bermuda, either in Bermuda or overseas, four (4) weeks prior to the start of competition and/or event.

BSADA may choose to select Athletes for testing by applying either a random selection or intelligence (inclusive of target testing) to the test pools. Athlete selection may also be based on risk assessment as outlined in the BSADA Test Pool Policy.

2.4 Notification

It is accepted that No Notice testing is at the core of effective drug testing.

Testing can be conducted by giving short notice or no notice. Athletes can be tested anytime and anywhere including training locations and the BSADA office.

3. Sample Collection Procedure

Athletes who are minors (under 18) or Athletes who have a disability must be accompanied by a representative throughout the entire sample collection session.

- 3.1 Athletes should provide valid photo identification at the start of the collection process. If the Athlete does not have valid photo ID, their photo will be taken by a member of the sample collection team and the Athlete shall sign and date the back of the photo.

The Athlete should select a sealed collection vessel and verify that it is empty, clean and intact. It is recommended that there be at least three (3) collection vessels from which the Athlete can make his/her selection. If the Athlete is not satisfied that the collection vessel is empty, clean and intact, he/she should select another collection vessel; If the Athlete is not satisfied that any of the collection vessels provided are empty, clean and intact then the Doping Control Officer (DCO) should note this on an Illicit Testing Report Form.

- i. If the DCO agrees with the Athlete that there are no collection vessels suitable for use, the DCO should contact the BSADA Doping Control Manager or related personnel immediately to determine the next steps.
- ii. If the DCO is satisfied that there is an appropriate collection vessel, they shall instruct the Athlete to proceed with the test and note it on the Illicit Testing Report Form and have the Athlete sign.

- 3.2 The Witness and Athlete should proceed to the toilet area to collect a sample. The Witness must be the same gender as the Athlete.

- 3.3 Athletes who are minors (under 18) or Athletes who have a disability must be accompanied by a representative throughout the entire sample collection session. The representative shall not witness the passing of urine unless requested to do so by the minor. Should a minor decline to have a representative present during the sample collection session, the DCO/Chaperone must be accompanied by a third party who must be over 18.
- 3.4 The Athlete must wash his/her hands prior to providing a sample to ensure their hands are clean and that they cannot contaminate the sample.
- 3.5 The Athlete must remove the collection vessel from the sealed bag and ensure that it is acceptable for use of collection. If the Athlete is disabled or unable to remove the collection vessel from the bag they may request their representative to do so.
- 3.6 Direct observation of the urine passing from the Athlete into the collection vessel is critical. The Witness must observe the actual provision of the urine sample by the Athlete to ensure there is no interference with, substitution, or contamination of the sample during the collection. The Witness should explain to the Athlete that to ensure the Athlete has provided the sample, the Witness must have a clear and unobstructed view of the passing of the sample.
- 3.7 The Witness should ensure that a minimum of 30 ml of urine is collected; however, the DCO or Chaperone should encourage the Athlete to empty his/her bladder and provide as much urine as possible in the collection vessel. If the collection vessel is completely filled and the Athlete's bladder is not yet empty, the Athlete should be instructed to finish emptying his/her bladder into the toilet.
- 3.8 The Athlete should place the lid on the collection vessel as soon as possible to protect the sample.
- 3.9 The Athlete should then flush the toilet so that no residual urine is left.
- 3.10 The Athlete must wash his/her hands after providing the sample, making sure that the sample is placed in a safe and secure location where both the Athlete and the Witness have a clear and unobstructed view of the sample always.
- 3.11 The Athlete shall return to the processing area carrying his/her sample, accompanied by the Witness. The Athlete should retain control of the collection vessel and any sample provided until the screening process with the DCO is initiated. The collection vessel must be in clear view of the Athlete and observed always.
- 3.12 The Witness will sign the Illicit Drug Screening Form to verify the Athlete provided the sample and that a clear, unobstructed view was maintained.
- 3.13 The DCO must process the Athlete in a private area assigned for the session.

- 3.14 On a flat surface, the DCO or Athlete inserts the key into the hole located at the base of the vessel.
- 3.15 The Athlete will select, initial and date the security seal. The DCO requests that the Athlete place the security seal across the lid and onto the side of the vessel.
- 3.16 The DCO will record the ID number on the Illicit Drug Screening Form and confirm the ID number with the Athlete. A Sample Collection Card is then issued to the Athlete.
- 3.17 The DCO obtains the following information to complete the Illicit Drug Screening Form: -
- Athlete's name, birth date and photo ID information
 - Information on any medications currently being taken (within the last 7 days) including prescription medications, over the counter, supplements and vitamins by the Athlete.
 - The temperature; masking agent: (OX); specific gravity and pH should all be recorded in accordance with the reading provided on the collection vessel. Please refer to Note 1 and Note 2 at the end of this section.
 - The DCO obtains the Witness's signature and the Athlete's signature. If a minor, the Athlete Representative should also sign.
- 3.18 Once the Athlete has completed the process and left the presence of the DCO, the DCO will complete the process by reading the findings and recording them on the Illicit Drug Screening Form.

NOTE 1: An Invalid Sample

A sample is considered valid when the pH level is between 4.0 and 9.0 and the specific gravity is between 1.003 and 1.025. These particulars along with demographic data are recorded on the Illicit Drug Screening Form. If the sample is invalid in accordance with the required pH and specific gravity levels, the DCO will request a second sample to be collected. The Athlete will remain at the Doping Control Station until they are able to provide a second sample, unless the DCO determines a valid sample cannot be obtained. The sample collection process will be repeated.

1. In the presence of the Athlete, the DCO will ensure that the Athlete's first sample has been sealed and labeled by the Athlete as it will be stored in the refrigerator until the second sample is collected.
2. If the second sample is also deemed invalid because it does not satisfy pH or specific gravity requirements, the DCO will contact a BSADA Representative for guidance and will outline on the Illicit Testing Report Form the circumstance surrounding the sample and possible termination of the sample collection session. All samples collected from an Athlete will be processed and delivered to the laboratory for further analysis BSADA may request the Athlete to return at a later date to collect a valid sample.

3. Where the Sample(s) from the second session is valid and subsequently renders a negative result for illicit drugs, the samples from the first Doping Control Session will be discarded appropriately.
4. Where the second Sample is deemed, valid and renders a positive result for illicit drugs, the DCO, in the presence of the Athlete will ensure the samples have been sealed and labelled by the Athlete. The DCO will secure all samples collected from the two sample collection sessions for transport to the BSADA approved laboratory for confirmation analysis. All samples collected from an Athlete will be processed and delivered to the laboratory for further analysis.
5. The DCO will complete and sign the Illicit Drug Screening Form and then request the Athlete to read and sign the form indicating that the procedure was conducted properly according to the Illicit Drug Testing Standard.

NOTE 2: Not a True Sample

If the DCO has reason to suspect that the sample is not a true sample from the Athlete, he/she may require the Athlete to provide a second sample. If this happens, the DCO must submit a report explaining the reason for his/her suspicions to the chairperson of the BSADA Results Manager. The sample collection process remains the same.

4. Roles and Responsibilities of NSGBs and BSADA during the Selection, Notification and Sample Collection Procedure

4.1 Roles and Responsibilities of NSGB

Each NSGB shall assume the following responsibilities regarding the conduct of doping control screening:

- 4.1.1 Provide updated information on all eligible Athletes within their sport. NSGBs must identify which Athletes they consider to be in each pool in consultation with BSADA.
- 4.1.2 Ensure their Athletes are informed of the Illicit Drug Program, including the screening processes, the importance of compliance, and the consequences of positive test results and/or non-compliance.
- 4.1.3 Recommend any Athlete who the NSGB determines should be “target tested” to BSADA. Such a recommendation shall be in writing, indicating the Athlete’s name and rationale for the request.
- 4.1.4 When testing is conducted and notice is given by BSADA, the NSGB must notify each Athlete concerned of the arranged date, time and location of testing.
- 4.1.5 Ensure that an official representing the NSGB is present at the time of testing to verify that all Athletes to be tested have reported for illicit drug testing. In the case where an Athlete appears

to be late for screening, every effort should be made by the NSGB to confirm that the Athlete will attend.

- 4.1.6 Confirm that a representative, (legal guardian or designate) in the case of a minor, U18, is present for the illicit drug testing.
- 4.1.7 It is the responsibility of the NSGB or their delegate to notify BSADA if an Athlete will not be present for testing.

4.2 Roles and Responsibilities of BSADA

BSADA shall assume the following responsibilities regarding the conduct of the various forms of doping control.

- 4.2.1 Maintain a current Athlete pool database based on annual submissions from the respective NSGB of all Athletes eligible for illicit drug screening.
- 4.2.2 If advance notice is given for testing, BSADA shall notify the relevant NSGB in writing of the date, time, and location for their Athletes to present themselves.
- 4.2.3 Select Athletes for testing.
- 4.2.4 Schedule the DCO who will conduct the illicit drug screening and provide administrative support to the DCOs.
- 4.2.5 Provide all supplies required for illicit drug screening.
- 4.2.6 Carry out all other responsibilities as per Section 3 (Sample Collection Procedure) of this document.

5. Ownership of the Sample

Any sample collected from an Athlete or Athlete support personnel by a BSADA certified DCO is the property of BSADA, and BSADA has sole ownership of that sample.

DEFINITIONS:

ATHLETE: Any person who participates in sport under the authority of any National Sport Governing Body (NSGB).

ATHLETE SUPPORT PERSONNEL: Any coach, trainer, manager, agent, team staff, official, medical or Para-medical personnel, parent or any other person working with, treating or assisting an Athlete participating in or preparing for sports Competition.

BSADA: Bermuda Sport Anti-Doping Authority is the NADO of Bermuda.

CHAPERONE: An official who is trained and authorized by BSADA to carry out specific duties including one or more of the following: notification of the Athlete selected for sample collection; accompanying and observing the Athlete until arrival at the doping control station; accompanying and/or observing Athletes who are present in the doping control station; and/or witnessing and verifying the provision of the sample where the training qualifies him/her to do so.

CODE: is the World Anti-Doping Code (The Code) a fundamental and universal document upon which the World Anti-Doping Program in sport is based.

DOPING CONTROL OFFICER (DCO): an official who has been trained and authorized by BSADA with delegated responsibility for the on-site management of a sample collection session. The DCO is at the forefront of BSADA and plays an important role in protecting the rights of Athletes and ensure that the sample collection session is conducted in accordance with the Illicit Drug Testing Standard.

DOPING CONTROL: The process including screen distribution planning, sample collection and handling, laboratory analysis, results management, hearings and appeals.

ILLICIT SUBSTANCE: Any substance so described on the Misuse of Drugs Act 1972.

NADO: The entity designated by each country as possessing the primary authority and responsibility to adopt and implement Anti-Doping Rules, direct the collection of Samples, the management of screen results, and the conduct of hearings, all at the national level.

NSGB: (National Sports Governing Body); a sporting organisation that is recognised by the Government as being responsible for all or a substantial part or section of the sport in Bermuda whether or not there exists an international sporting federation in relation to that sport.

SAMPLE: means any biological material collected for the purposes of **Doping Control**.

TEST POOL: refers to the group an Athlete has been placed in, which subsequently determines the type and amount of testing a particular Athlete is subject to.

TESTING STANDARD: is the standard created by BSADA, which ensures the integrity and security of sample collection is maintained on a consistent basis.

WADA: The World Anti-Doping Agency.

WITNESS: an official who has been trained and authorized by BSADA with delegated responsibility for observing and verifying the provision of the sample by the Athlete.