TEMPLATE: CHAPERONE Position Description

*NOTE FOR ADOs: It is important to review and adapt this Chaperone position description to ensure it reflects and meets the needs of your sample collection personnel program. What is provided below is an example. While this position description includes that Chaperones may witness the passing of the urine sample, it is highly recommended that this task be conducted by the DCO, especially if Chaperones will be provided by an organizing committee and only used in-competition. If, as the SCA, you recruit and train your own Chaperones, we recognized that witnessing the passing of the urine sample may be part of their responsibilities. If that is the case, then Chaperones should also submit to a security/criminal record check. Please delete this text box once you have revised this position description.*

**Position Summary**

The Chaperone is responsible for identifying athletes selected for testing, informing these athletes of their selection for testing and chaperoning athletes from the time of notification to the end of the sample collection session (or as instructed by the DCO). Chaperones may be asked to witness the provision of urine samples.

Key Responsibilities

**Pre-mission and/or on-site preparation:**

* Receive and complete training. Chaperones with no experience will receive training from the DCO on-site and training will include the requirements for notification, chaperoning and witnessing sample provision (if applicable).
* Sign confidentiality and conflict of interest declarations.
* Participate in briefing session.
* Assist DCO as needed with the set-up of the doping control station.

**Athlete notification:**

* Notify the athlete of their selection for doping control. Document the notification.
* Ensure the athletes’ rights and responsibilities are explained.
* Chaperone the athlete from notification until arrival at the doping control station.

**Sample collection:**

* Act as the witness for urine sample provision (if trained and requested to do so).
* Discreetly report to the DCO any suspicious behavior or unusual behavior exhibited by the athlete.

**Post-sample collection administration:**

* Complete relevant documentation as requested by the DCO.
* Assist with the clean up of the doping control station as required.

Key Attributes

The Chaperone candidate will have the following attributes:

* Must be 18 years or older.
* Must maintain confidentially at all times.
* Demonstrate the ability to follow instructions, rules and procedures.
* Demonstrate the ability to communicate effectively, both orally and in writing, in *[insert relevant languages]*.
* Demonstrate the ability to problem-solve quickly and effectively.
* Demonstrate the ability to work under stressful conditions.
* Act in a respectful and professional manner.
* Have a flexible schedule or be able to meet the scheduling demands.
* Knowledge of the sport community and/or specific sport(s).
* Be passionate about sport and clean sport.

Education

* Possess a college or university degree in a relevant field (i.e., sport administration, teaching, law enforcement, health science, sport science, medical science, etc.).
* Possess work experience in a relevant field (i.e., sport administration, teaching, law enforcement, health science, sport science, medical science, etc.).

Additional Requirements

* Willingness to undergo a criminal/security record check.
* Ability to work outside regular working hours (i.e., evenings, early mornings, etc.) and on weekends and holidays.
* Willingness to travel country wide.