TEMPLATE: CHAPERONE TRAINING WORKSHOP

*NOTE FOR ADOs: This is provided as an example of the flow and content should you wish to develop an in-person training session for Chaperones. The flow and outline of content presented here could also serve to develop online materials such as webinars or e-learning. The template agenda includes a ‘Notes’ column. This is to provide you with additional guidance as you develop your agenda and the content of the workshop. The ‘Notes’ column must be deleted. You could replace it with a column that identifies the staff that will be leading the various sessions. Please delete this text box once you have revised this agenda.*

**Objective**

To acquire the theoretical background and practical skills necessary to meet all requirements of Chaperones in accordance with the World Anti-Doping Code and applicable International Standards.

**Desired Outcomes**

* Awareness of [ADO]’s anti-doping program and its sample collection personnel program.
* Acquire theoretical knowledge and practical skills to fulfill the role of Chaperones.
* Familiarity with [ADO]’s staff in order to foster a high-quality Chaperone program and a high quality experience for all Chaperones.

**When**

* [insert days and times]

**Location**

* [insert location, address, etc.]

**Agenda: Day 1 – [insert specific day]**

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| **Time** | **Topic** | **Notes** |
| 07:30 – 08:30 | Breakfast and Registration |  |
| 08:30 – 08:45 | **Welcome**   * Opening remarks * Introductions * Overview of the day | *The welcome should be done by a senior official of your organization.* |
| 08:45 – 09:15 | **Introduction to Anti-Doping**   * Overview of anti-doping * Overview of [ADO] | *You can consult Section 1.1 ‘Overview of Anti-Doping’ of the Template DCO Manual.* |
| 09:15 – 09:45 | **Chaperones**   * Requirements and expectations | *You can use the content you developed for the position description.* |
| 09:45 – 10:15 | **Sample Collection Procedures**   * Mock demonstration (urine) | *Here, members of your staff should do a demonstration of the urine sample collection process.* |
| **10:15 – 10:30** | **break** |  |
| 10-30 – 11:00 | **Roles and Testing Preparation**   * Team roles * Types of testing – urine, blood, IC, OOC * Preparing for doping control | *You can consult Section 2.0 ‘Sample Collection Personnel Team’ and Section 4.0 ‘Authorization and Preparation for Sample Collection’ of the Template DCO Manual.* |
| 11:00 – 12:30 | **Athlete Notification and Chaperoning Process**   * Step-by-step approach * Tips for chaperoning * Review scenarios like refusals | *You can consult Section 5.0 ‘Athlete Notification’ of the Template DCO Manual. Review scenarios (Q&As) from Section 4.3 (Out-of-Competition Testing) and Section 4.4 (In-Competition Testing).* |
| **12:30 – 13:30** | **lunch** |  |
| 13:30 – 14:15 | **Athlete Notification – Practical Session** | *Here, ask your Chaperones to pair up and practice athlete notification. Members of your staff should walk around, observe and provide feedback as needed.* |
| 14:15 – 14:30 | **Witnessing the passing of the sample**   * Key points | *You can consult Section 6.1.2 ‘Witnessing Urine Sample Provision’ of the Template DCO Manual.* |
| 14:30 – 14:45 | **Modifications to Sample Collection**   * Athletes who are minors * Athletes with impairments | *You can consult Section 7.0 ‘Modifications to Sample Collection’ of the Template DCO Manual.* |
| 14:45 – 15:15 | **Practical scenarios**   * [include examples from Template DCO Manual] | *While examples and scenarios should be discussed in the relevant sections, the Template DCO Manual has many Q&As and scenarios. Select the ones that would be most appropriate for your training.* |
| **15:15 – 15:30** | **break** |  |
| 15:30 – 16:15 | **Athlete Notification – Practical Session / Observation** | *This is where your staff evaluates and documents this evaluation. The ‘Training Feedback Form’ can be used for this. Since Chaperones would be working in pairs, evaluate one Chaperone at a time.* |
| 16:15 – 16:30 | **Questions, Clarifications, and Wrap Up** |  |
| 16:30 – 17:45 | **Chaperone Written Examination** | *If you decide to have a written examination, this should be completed at the end of the training.* |