TEMPLATE: Doping Control Officer Position Description

*NOTE FOR ADOs: It is important to review and adapt this DCO position description to ensure it reflects and meets the needs of your specific sample collection personnel program. What is provided below is an example. You should also note that there are no requirements for DCOs to be medical doctors. Please delete this text box once you have revised this position description.*

**Position Summary**

The Doping Control Officer (DCO) is responsible for the on-site management of the sample collection procedures. The DCO oversees the sample collection session, ensuring that each sample is properly collected, identified and sealed, and that all samples have been properly stored and dispatched to the laboratory in accordance with the relevant rules and procedures.

Key Responsibilities

**Pre-mission preparation:**

* Review mission/testing order.
* Prepare equipment as needed and based on the requirements of the mission.

**On-site preparation:**

* Identify doping control station, ensuring it meets all relevant requirements.
* Set-up doping control station and organize equipment as well as all relevant documentation.
* Organize and brief sample collection personnel as relevant, ensuring they are trained to conduct their role.
* Supervise Chaperones and other sample collection personnel as required.

**Athlete notification:**

* Arrange or perform notification and chaperoning of athletes.
* Ensure the athletes’ rights and responsibilities are explained.
* Explain the sample collection process to athletes and representatives.

**Sample collection:**

* Collect and/or oversee the collection or urine and/or blood samples.
* Witness, or arrange the witnessing of urine sample provision.
* Ensure that each sample is properly collected, identified and sealed.
* Answer athlete (or athlete representative) questions.

**Post-sample collection administration:**

* Oversee the post-sample collection process.
* Ensure that each sample is properly stored and dispatched by organizing courier services or transporting the sample to the laboratory (or office) as required.
* Dispose of relevant sample collection equipment used in a safe manner.
* Complete the chain of custody and all other relevant documentation (e.g., doping control officer report, etc.).
* Return doping control documentation to *[insert ADO name]* within three business days.

Key Attributes

The DCO 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 language(s)]*.
* Demonstrate the ability to problem-solve quickly and effectively.
* Demonstrate the ability to work under stressful conditions.
* Have experience in managing a team.
* Act in a respectful and professional manner.
* Have a flexible schedule or be able to meet the scheduling demands.
* Possess a valid driver’s license (and access to a vehicle).
* Knowledge of the sport community and/or specific sport(s).
* 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 security/criminal 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.
* Ability to recruit and train Chaperones.