

Sport Integrity Commission: Sample Collection Personnel

BCO / Chaperone role

Key points

- **Where are we looking for people?**
Priority areas: Dunedin, Queenstown, Wellington, Waikato (Hamilton/Cambridge)
Other areas: Christchurch, Nelson/Tasman, Palmerston North, Tauranga, Auckland.
Other regions and centres will be considered, depending on the Commission's needs.
- **What does the role involve?**
Working as part of an ad-hoc team of Contractors to collectively obtain biological samples from athletes in accordance with international standards.
Notification and chaperoning of athletes according to safeguarding standards.
Collection of venous blood samples in accordance with clinical standards, as required.
Direct witnessing of urine samples from athletes of the same gender, as required.
- **Where does the work take place?**
Athletes' place of residence (i.e. their home, hotel)
Athletes' place of training (e.g. a gym, sports complex, training ground)
Athletes' place of competition (e.g. a stadium, sport centre, ski slope, BMX track, etc.)
- **Your availability**
Successful candidates must have strong availability and flexibility across **weekdays, particularly daytimes**, but also **early mornings and evenings**. Additionally, weekend availability is ideal, but not the priority.
- **Who does the role suit?**
This **contractor position** is well-suited to those looking for **supplementary work** alongside other roles or commitments, and who do **not rely on this mahi as their sole source of income**.
It is a great role for persons who have an **interest in sport**, and in **safeguarding clean sport and athletes**.

About us

The Sport Integrity Commission Te Kahu Raunui was established on 1 July 2024, to enhance integrity within sport and recreation and protect and promote the safety and well-being of participants and the fairness of competition.

Our responsibilities include:

- Establishing integrity standards through an Integrity Code.
- Supporting sport and recreation organisations to create respectful and inclusive environments where all participants are safe from harmful behaviour, such as bullying or racism.
- **Assuming the anti-doping responsibilities previously delivered by Drug Free Sport New Zealand.**
- Providing complaints and dispute resolution, including investigations when threats to integrity, including anti-doping rule violations, have occurred.

Sample collection

<https://sportintegrity.nz/integrity/anti-doping/testing/understand-the-process>

As part of its anti-doping responsibilities, the Commission obtains from athletes biological samples – urine and/or venous blood – for analysis at accredited laboratories. There are very strict anti-doping standards and procedures to follow. These preserve the integrity of the process and safeguard: the rights of the athlete; the validity of the sample and test outcome; the Commission, and; the Contractor who is engaged to collect the sample. Athletes have no advance notice that a sample will be required, so managing the process and athlete from when they are first notified, through to obtaining and documenting the sample, is very important.

Sample Collection Personnel (SCP)

The Commission trains and accredits Contractors to work together in ad-hoc teams brought together to collect samples according to required standards and according to work orders issued by the Commission. These work orders will identify who to test, when, where, and what sample types to obtain.

There are three main Sample Collection Personnel (SCP) roles:

- **Doping Control Officer (DCO).**

<https://sportintegrity.nz/news/protecting-the-integrity-of-anti-doping-testing-the-role-of-the-doping-control-officer>

DCOs are contractors who manage the attempts to collect samples. A work order is issued to the DCO, who then gathers a team of SCP that meets the requirements of the attempt. DCOs arrange a time and place for SCP to assemble, just prior to the attempt, and brief the SCP on the plan for the attempt. DCOs are responsible for liaising with venue staff, team management during the attempt, guiding athletes through the securing of samples that have been collected, managing and documenting irregularities and incidents, and completing with the athlete the paperwork that documents the session.

- **Blood Collection Officer (BCO).** BCOs work under the direction of the Doping Control Officer, and collect venous blood samples from athletes who have been selected and notified for testing. The commission currently issues BCOs with disposable 21g safety needles, and collect whole blood and/or blood serum samples. Usually this means collecting between two and four vacutainers of blood. BCO's must collect blood according to standard clinical practice, also adhering to the Commission's procedures, and using only the equipment issued by the Commission. BCOs will sign documentation to confirm the validity of the sample and process, and may be required to report any irregularities with procedure.

- **Chaperones.**

<https://sportintegrity.nz/news/protecting-the-integrity-of-anti-doping-testing-the-role-of-the-chaperone>

Chaperones are at the forefront of the testing programme and play a critical role in safeguarding athletes and clean sport. During the pre-attempt meeting, Chaperones will be briefed by the DCO as to who to notify, where in the venue and when e.g. trackside after a race, or in the gym during a training session.



Chaperones will notify athletes of their selection for testing and ensure athletes are properly informed. They will chaperone the athlete - supporting the athlete's compliance with procedures – until the athlete is able to report to the area of the venue which has been set-aside for sample collection.

Chaperones will also **directly witness the collection of urine samples from athletes of the same gender**. Chaperones will sign documentation to confirm the validity of the sample, and may be required to report any irregularities with procedure.

The BCO / Chaperone role

The Commission's policy is to train and accredit Blood Collection Officers (BCOs) to act as Chaperones also. BCO / Chaperones are accredited and expected to notify and chaperone athletes. BCOs may be required to witness urine samples and/or collect blood samples. As an estimate, 80% of sample collection sessions require urine collection only, so it is important BCO / Chaperones are both able and willing to act in a Chaperone capacity only.

The hours

Sample collection can take place at any time of day, any day of the week:

- At athletes' training sessions, usually **weekday daytimes** – anywhere between 9am and 6pm. These attempts are likely to take between two and three hours. **This is a key focus for testing, and the Commission is looking for applicants with this availability.**
- At athletes' homes, usually in the **morning** - from 6am – or in the **evening** – until about 10pm. These sessions are likely to take in the region of one to two hours.
- At sporting competitions, usually **weekends or evenings**. These attempts are likely to take between three and five hours, but can be much longer - when testing at an all-day athletics meet, for example.

In all cases, the duration of the session will depend in part on how quickly athlete(s) can provide a sample. In a lot of cases, there can also be a fair amount of waiting time before sample collection procedures can begin. For example, this might include watching an athlete compete or train before they are available to be notified for testing.

The amount of notice will vary, but **we aim to give SCP at least one week's notice** prior to an attempt. **Two weeks notice** is the target and, for larger events, more notice is likely to be given.

Contractors must be able to commit to being present for the duration of the attempt. In many cases, this means having no other commitments for the morning, afternoon, or sometimes the entire day of the attempt.

Frequency of sessions

The amount of work very much depends on the time of year, and which sports are active, as well as other factors that go into our Test Distribution Plan. As a BCO / Chaperone, you can expect to be offered work at least once a fortnight. In busy periods - for regions such as Waikato - it could be as frequently as three or four times a week.



To be completely transparent, the frequency of work is not reliable or always predictable. This **contractor position** is well-suited to those looking for **supplementary work** alongside other roles or commitments, and who do **not rely on this mahi as their sole source of income**. For those looking to support athletes and sport, for the love of sport and out of a desire to safeguard participants, it is a great role.

Pay rates

Pay rates are according to the role carried out during a sample collection session:

When venous blood is to be collected (with or without urine):

Call out fee (includes the first hour of work) - \$80

Hourly rate - \$35

Travel (hourly rate) - \$32

Mileage (per km) - \$1.17

When venous blood is **not** to be collected (i.e. acting as a Chaperone only):

Call out fee (includes the first hour of work) - \$55

Hourly rate - \$32

Travel (hourly rate) - \$32

Mileage (per km) - \$1.17

Candidate Attributes

We're looking for candidates who can demonstrate the following:

- **A people/patient-centred mindset**
- The ability to create and maintain a **respectful, inclusive, and safe environment**
- A strong **eye for detail** and **the ability to follow procedures carefully**
- A **professional approach**, with a high level of **confidentiality and integrity**
- The ability to stay **calm and composed under pressure**
- Excellent **communication skills** – clear, accurate, and constructive, both written and verbal

Other requirements

- Aged 18 or over.
- Legally entitled to work in New Zealand.
- Hold a current Annual Practicing Certificate.
- Be employed in a role where the scope of practice includes phlebotomy.
- Full driver's licence and access to your own vehicle.
- NCEA Level 2 or equivalent; tertiary education preferred.
- Willing to undergo a police background check.
- A reasonable level of fitness. Athlete notification may take place in a range of different environments, indoors and outdoors, and BCO / Chaperones must be able to accompany athletes effectively in those environments.

Thank you for taking the time to read this information. If you would like to join the Commission's Sample Collection team as a BCO / Chaperone, please send a CV and Cover Letter to fieldrecruitment@sportintegrity.nz. Please ensure your Cover Letter sets-out your availability and how you believe you and the role are suited to each other.

