



JJIF Handbook 2009

Medical section

Requirements and Instructions for JJIF events

1. Rooms

- 1 medical room for first aid
- 1-3 massage rooms
- 1 doping control station with
 - 1-(2) large waiting room(s)
 - 1-2 test room(s)
 - 2 separate clean toilets (1 for female, 1 for male) with toilet paper, soap and paper towels
- 1 hospital accidental surgery to reach in 15 minutes with transport
- clean hygienic dressing rooms for athletes
- clean hygienic toilets with toilet paper, soap and paper towels for athletes
- competition hall recommendations:
 - i. temperature 21 C (17-26 C) (at the of level of the mat)
 - ii. humidity 30-40 %
 - iii. ventilation 2 -3dm³/m² or 12 litre/person

2. Personnel

One **Medical coordinator (=chief of medical matters)** , not necessarily a medical doctor, for all medical matters. He/ she is responsible to organize the personnel (doctors and nurses etc. with equipments and medicines, rooms as above). Arrange leader, assistants, escorts and guards for doping tests.

Chief for chaperons is responsible to organize the function of chaperons. She/ He can write the names of the athletes drawn to be tested on the summons form and supervise escorts to give the form to the athlete as agreed with the JJIF Medical Director.

The JJIF doctor communicates with **Medical coordinator** and **Chief of chaperons** concerning medical matters and anti doping control before and during competitions

Other medical personnel:

- 1 doctor per mat (responsible will be appointed).
- 2 assistants (nurses/doctors) for first aid.
- 1 crowd doctor for over 2000 spectators is recommended.
- 1 leader of doping control (authorized by approved anti-doping committee).
- 2 assistants for doping control: 1 female, 1 male.
- 1-2 guards to keep order at the entry of doping control station and to keep out the unauthorized persons.
- **Chaperons (escorts)** 1 adult escort per athlete (to be physically beside the athlete selected to the doping control all the time until they enter the doping control station). He/she has to be of the same gender as the athlete. The need of escorts can be 14 per day. They have to be briefed for their tasks by NADO not later than two (2) weeks before competition.
- Interpreters if needed.

The names of Medical coordinator, Chief of chaperons and the names of chaperons have to be sent to JJIF Medical Director/ Doctor not later than two (2) weeks before competition.

3. Material

- Ambulance near the door or inside the sport hall. The maximum delay for the arrival of an ambulance is 15 min. If more, the competition is to be discontinued until the ambulance is on site.
- 1 transportable oxygen container with regulator and ambu-bag near mats.
- Resuscitation (including defibrillator) and first aid equipments and medicines (stiff collars and splints for extremities).
- 1 spinal board near mats.
- Litter basket per mat, massage room, doctors and for JJIF personnel.
- Alcohol and water to clean the mat.
- Ice.
- Chairs and tables for doctors with clear vision to tatamis.
- 1 bucket for vomiting.
- Indicated place for JJIF doctor (with working place about 1 m for paperwork) close to the JJIF computer personnel.
- Electricity and internet connection for computer of the JJIF doctor
- Clear signs indicating the doping control station.

4. Doping Control Station (DCS) (as above)

- Doping Control Station has only one function: doping tests. No other function is allowed, no unauthorized traffic (no weight control, no use as dressing room). It is guarded, locked but clearly indicated from the competition area.
 - Doping control station consists:
 - Large waiting room to accommodate up to 28 persons (1 athlete, accompanying person)

- Technical room (1-2)for test staff(s) with 2 tables and 4 seats.
- 2 separate cleaned toilets (1 for female, 1 for male) with toilet paper, soap and paper towels.
- Refrigerator.
- Doping Control Officers (DCO) (female and male) :
 - Leader of doping tests.
 - 2 assistants (to supervise urinations and observe waiting room all the time).
 - 1-2 guards to keep order at entry and prevent unauthorized persons to come in.
 - Escorts equal amount to be tested per day (may need 14 per day). They must be adults, same gender than the athletes and briefed for their tasks before competitions by the leader of doping tests (NADO) or chief of medical matters.
- Other material:
 - Drinks in sealed bottles or cans 2-3 liters/ athlete.
 - Bottle openers.
 - Litter bin.
 - Pens for escorts equal amount.

5. Doping control equipments

- Disposable collection vessels (contained in sealed bags).
- Disposable urine control kits (contained in sealed bags).
- Disposable partial sample kits (contained in sealed bags) or temporary sealing system.

The leader of doping control is responsible to arrange equipments. The urine sample vessels and bottles as well as containers must be accepted by National Antidoping Committee or equivalent authority. When WADA has made a list of acceptable doping control vessels for samples (e.g. Bereg-Kit. Versapak, etc), it must be used.

Forms made by WADA (athlete's notification for doping test, Protocol Forms, Chain of Custody Forms) and the national ones translated in English can be used.

6. Sampling procedures in Doping Controls

Selection of athletes

- *World Championships Seniors*
- *World Championship Aspirants / Juniors*

Three (3) tests per weight category:

**The Gold Medal Winner and another Drawn Medallist from the rest (Silver or one of the Bronzes)
and one Drawn from fifth to seventh (5th-7th)**

The JJIF doctor, together with an official of the JJIF, a member of the local organizer / a representative of the Anti-doping control will draw lot before the start of the Finals. They must all sign the drawing protocol.

7. Competitor Notification and Registration for Doping Control

The summons for the doping test is handed by an escort, chief of chaperons or JJIF doctor to the competitor selected to the doping control after her/his last fight, when the athlete is leaving the restricted area. Another system to give the notification to the athlete can be used if JJIF Doctor, Sport Director in charge and Chief of Chaperons so decides. The Notification Form to the athlete has to be handed latest when the athlete comes down from the podium after the Award Ceremony. The escort writes the time on the form. The athlete must sign the form and have a copy. The escort gives the original one to the doping control staff, who records the actual time of arrival on the summons, signs it and verifies the identity of the competitor (ID card, passport ...). The Athlete has to register by maximum 60 min. after he/she has signed the notification form (including press) at the doping control station. The escort has to be physically beside the competitor and keep the competitor under observation (visible) all the time and accompany her/him to the waiting room at the Doping Control Station (DCS). Interruption of the doping control procedure is allowed only for victory ceremonies. During the interruption the athletes have to be under observation of the escorts at all times. A person may accompany the competitor to the Doping Control Station and may watch all procedures except urination.

8. Sample Taking Procedure

Only one competitor at a time shall be called into the test room (= working room, consulting area).

The competitor shall select by her/himself an urine collection vessel and check it. After that she/ he goes into the toilet accompanied by DCO. She/he have to wash her/his hands **without soap** and dry them. Then he/she urinates a minimum of 90 ml into the collection vessel under observation of the Doping Control Officer who must be of the same gender as the competitor. After the collection vessel is full or minimum 0 ml urine has been produced she/he must empty her/his urinary bladder. Any clothing preventing the direct observation of the urination shall be removed.

When requested urine volume of 90 ml (minimum) has been provided, the competitor shall select a urine control kit, open and check it and pour by her/himself 30 ml (minimum) first into bottle B and then 60 ml (minimum) into bottle A. Few drops of urine shall remain in the collection vessel to check specific gravity. The competitor shall close the A and B bottles hermetically. The remaining urine is to be destroyed after sealing of bottles A and B.

If the amount of urine is less than 90 ml, partial sample kit or temporary sealing is needed.

The specific gravity must be 1.010 or higher (stick) or 1.005 or higher in case of refractometer has been used.

If not, another sample is needed.

It is the responsibility of the Athlete to provide a Sample with a Suitable Specific Gravity for Analysis. If his/her first Sample is too dilute, he/she should not need further hydration and therefore should avoid drinking as far as possible until a Sample with a Suitable Specific Gravity for Analysis is provided.

The DCO should continue to collect additional Samples until the requirement for Suitable Specific Gravity for Analysis is met, or until the JJIF doctor determines that there are exceptional circumstances, which mean that for logistical reasons it is impossible to continue with the Sample Collection Session. Such exceptional circumstances shall documented accordingly by the JJIF Doctor. (According to WADA IST : Number of urine samples is as many as needed to get suitable SG. There is no time limit, neither)

If it is determined that none of the *Athlete's Samples* meets the requirement for Suitable Specific Gravity for Analysis and the JJIF doctor determines that for logistical reasons it is impossible to continue with the Sample Collection Session, the JJIF doctor may end the Sample Collection Session. In such circumstances, if appropriate the *ADO* may **investigate a possible anti-doping rule violation**.

The competitor shall declare any medications, vitamins, herbal products, food supplements that were ingested in the previous 7 days.

The competitor shall certify, by signing the protocol form, that the procedure has been performed according to the rules of JJIF. Any irregularities e.g. problems to keep order etc. identified by the competitor, accompanying person, officers or JJIF doctor shall be recorded.

The Doping Control Officer, accompanying person (if present) and JJIF doctor (if present and seen the whole procedure) sign the Doping Control Record.

The competitor shall be given a copy of the Form, and **JJIF doctor an original** and rest of the copies of the form.

After the test procedure he/she and the accompanying person must leave the station.

9. Transportation to hotels after doping control

The organizers are responsible to arrange transportation for the competitors to their official hotels after test. When check station has been closed, the JJIF doctor and doping control officers are to be transported to their hotel(s), too.

10. Accredited laboratory

Only the Laboratories for doping control analyses accredited by WADA can analyze the samples. The JJIF General Secretariat and JJIF Medical Manager is to be informed in advance which laboratory will be used.

The member of doping control staff takes care to provide the samples to the laboratory (by her/himself, by post, by courier). The doping control Transportation Form/ Chain of Custody Form is to be completed.

11. Check Results

The results of checks (positive or negative) have to be sent by the WADA accredited laboratory directly to the President of the JJIF, General Secretariat of the JJIF and the Head of the Medical Commission within fourteen (14) days (Appendix). In case of forbidden substances detected, the laboratory informs also WADA.. JJIF Presidential Office / GS JJIF informs WADA and the athlete through her/his Federation after negotiation with the Head of the Medical Commission. Medical Commission is to be consulted before any sanctions (see WADA Flowchart).

12. Defence procedure and Appeals

See JJIF/ WADA rules (Appendix)

13. Therapeutic justification

See JJIF/ WADA rules.

In case of Therapeutic Use Exemptions (TUE): see annexes. All the Athletes who take part to International competitions have to apply TUE if they have to use Substances mentioned on WADA List of forbidden substances due to accurate medical condition. TUE Application Form is to be sent to JJIF General Secretariat/ Medical Commission (= TUE Panel) not later than 21 days before the Event. TUE Certificates have to be copied and given to DCO or JJIF doctor during the Doping test. The athlete keeps the original in her/his records.

In Emergencies retrograde procedure may be granted. In acute cases the TUE application have to be handed to JJIF doctor before fights

Sanctions

See JJIF/ WADA rules

In case of forbidden substances have been detected, Medical Commission is to be consulted before any decisions (See WADA flowcharts).

14. Rehabilitation

See JJIF/WADA rules

If the athlete comes back to compete, he/she must be tested minimum 2 times in minimum three months interval before participation in any sport (Reinstatement tests).

15. Out- of – competition tests (OOCT), Registered Testing Pool (RTP) and Whereabouts information.

See JJIF/WADA rules.

OOCT is the priority. Target tests are also priority.

All the athletes in RTP has to provide their Whereabouts in 24/7/365-366 principle. Filling Failure of Whereabouts or missing tests three times in 18 months may lead to penalty. (WADA Code , IST).

16. Responsibilities and Rights

JJIF doctor

- Communicates with the medical coordinator and chief of chaperons (organizers).
- Keeps contact with JJIF Officials.
- Checks rules and safety of the competition hall.
- Checks the medical facilities and equipment.
- Checks the medical staff provided by organizers.
- Provides Doctors Forms (if necessary).
- Checks the function / behaviour of local medical staff.
- Checks the function/ behaviour of team doctors and other medical staffs Checks the doping. Control station, equipments, staff (doping control officers), amount of escorts, guards of doping control station.
- Checks the doping control procedure.
- Do the draw lot for the doping control with authorities.
- Deals the summons for the chief of chaperons or escorts (who gives them to the competitors selected to the Tests).
- Supervises the doping tests.
- Can stop the fight in case of dangerous injury.
- Checks that ambulance with staff is present before the start of competition.
- Can recommend to stop the competition in case the delay of ambulance is more than 15 min.
- Collects Injury Statistics each day of competition.
- Compiles JJIF Medical Report and sends it within 7 days to the JJIF Presidential Office and General Secretariat together with all documentation.
- Sends to the JJIF Medical Commission Chairman a short report by e-mail ASAP. Any serious incident during competition is reported immediately.

Chief of medical matters = Medical coordinator (organizer) and Chief of Chaperons Co operate:

- Communicates closely with JJIF doctor before and during competition.
- Takes care (provides somebody) that JJIF doctor is aware of results during the competition.
- Provides all the medical materials, rooms, doctors, medical staff, ambulances, Doping Control Station, staff etc. according to the rules.
- **Takes care that there are adult escorts of same gender equal to the amount of athletes to be tested a day.**
- Organizes the escorts available for JJIF doctor and tells the duties to the escorts (or leader of doping officers do it).
- Communicates with the doping control officers before competition and checks the number of DCO's (female and male and one for waiting room).
- Medical coordinator organizes a **chief for escorts**. He/she can organize summons to athletes for D-Tests.
- Provides 1-2 guard(s) to keep order in front of doping control station.
- Takes care that transportation has to be arranged for everybody after doping controls.

Local doctors (organizers)

- Knows the medical rules of JJIF
- One of those is leader of doctors.
- Takes care of medical assessment during a fight, if there is no team doctor.
- Has the right to make a decision if the contestant can continue the fight or not in case there is no team doctor.
- Fulfills the **JJIF Injury Form** always after visiting the tatami and also after every examination out of tatami.
- Has equipment for visiting the tatami and for treatment if needed.

Team doctor(s)

- Knows the rules of JJIF.
- Takes care of her/his team members.
- Have to sit behind the doctors table with local doctors during the fight of jujitsuka of her/his team or with the coach of his/her team and can function only as a physician and not as a coach.
- Is allowed to go on the tatami .
- Takes a decision if his contestant can continue the fight or not (the referee asks the Doctor).
- Always fills in the **JJIF Injury Form** after leaving the tatami.
- Checks her/his team that the athletes have valid TUE Certificate.
- In case of acute medical condition/ emergency fulfils TUE application if needed.
- Communicates with EJU doctor.

Doping Control Officers (DCO)

- At least leader of officers has to be authorized by national Anti Doping Committee (WADA granted).
- He/ she has to communicate with the JJIF doctor on the first day of the competition and to be present early enough(about 2 hours) before the results of places 5th- 7th. according to the agreement with JJIF doctor.
- Participates at the draw lot together with Drawing commission if present.

- Knows basic JJIF anti-doping rules/ Medical Handbook Anti doping sections
- Has enough doping control forms (translated in English/French), chain of custody forms and doping control kits and extra kits with them(WADA IST).
- Checks the facilities of the doping control with local organizers before the Event.
- Instructs the escorts and the guards of their tasks.
- The staff consists of 3 members: 1 female, 1 male, 1 assistant. (At least one of the staff must be of the same gender with those to be tested). One of them is observing the waiting room.

Escorts

- The role of escorts is extremely important.
- The Chaperons have to be briefed for their tasks in co operation by NADO (DCO) and chief of medical matters/ chief of escorts latest two (2) weeks and just before the competition
- All of them have to have at least a badge: e.g Chaperon / name of NADO or /and e.g. similar vests or (T)-shirts so that they can be easily identified.
- They have to be adult and **same gender** than the athlete to be tested
- Number of escorts= number of athletes to be tested a day
- Have to have pens to get athletes signature on summons.
- The escort give the summon to the athlete selected to the doping control after her/his last fight just when the athlete is taking her/his ID-card at check-point table inside the restricted area . JJIF doctor, Sport Director in charge and Chief of escort can agree an other kind of system, too
- The escort demands the signature of the athlete, marks the time and gives to him/her the copy and keeps the original.
- **The escort has to be physically beside the athlete all the time before they enter the doping control station** (also into the dressing room . No urination before DCS). That is why the escort has to be of the same gender as the athlete.
- The Escort asks the athlete to take the ID for the control and informs the athlete that he/she has right to have one accompanying person with her/him (e.g. Coach, doctor, etc.) and/or interpreter if necessary in the DCS.
- Athletes have the right to go to press conference if needed, but escorts are beside them
- Within 60 min. after the athlete has signed the notifications they have to be in the doping control station.
- In case the victory ceremony interrupts the doping control procedure, the escorts must be physically beside the athletes at all times.
- The escort gives the original form to the DCO in the doping control station.

Athlete selected to the doping control

- The athlete has to come out from the restricted area through a certain route.
- The restricted area is guarded so that the escorts are able to easily, without any mistake, identify the athlete who comes to check-point table
- Signs the summons form and takes the copy.
- The escort will be with her/him all the time before they enter into Doping Control Station (DCS).
- Have to be in DCS not later than 60 min. after signed the summons
- Is not allowed to urinate before doping test

- Is not allowed to take shower before suitable urine sample has been produced
- Takes ID card/ laissez-passer / passport, with him/her to the DCS.
- Has right to have one accompanying person with him/her in the DCS.
- Once entered into the DCS he/she is not allowed to leave DCS before the doping control procedure has been completed. Exception: he/she can leave the DCS escorted for the Victory Ceremonies and media commitment.
- Have to thoroughly wash her/his hands before producing urine sample and dry hands.
- Have to produce urine sample which meets the WADA/ JJIF rules(volume ,sg)
- Is the last person who signs the Protocol Form
- After the procedure has been completed, he/she must leave the DCS.
- Has the right to have transportation to her /his official hotel.

Accompanying person

- Has right to accompany the athlete to the DCS and check the control procedure but not the urination.
- Signs the protocol forms and has rights to write comments.
- Can leave the station for instance to bring the missing ID or belongings.

Guards

- Are guarding the restricted area
- Are guarding the entry of the DCS so that unauthorized people are kept out.
- Communicates with doping control staff and JJIF doctor if any problem arises.
- Takes care of order.
- Must be present until the JJIF Official gives permission to leave.
- Has a phone or other system for communication (transportation problems etc).

17. Restricted area

The organizers have to build the competition area and the restricted area, too

The athletes come out from the restricted area through a certain route

It is guarded so that the escorts are able to easily, without any mistake, identify the athletes who come to the check-point table.

The escorts hand over the summons to the athletes after their last fight, just when they are taking their ID-card at check-point table before leaving the restricted area

The chaperon approaches the athlete as soon as the athlete comes to the check-point table inside the restricted area.

The athlete give the signature and the escort fixes her/his eyes to the athlete all the time.

There have to be order and discipline on the area of ID check-point table

The doping control notification system assumes that the athletes have to stay in the restricted area (from where they can not go out before got a permission)

18. Statistics on Injuries

The Doctors Form is important to evaluate the reasons why doctors have been on the tatami during a fight or contacted out of the tatami.

Member of referee commission is asked to add Technique, tori/uke, time, video ID (yellow parts of the form) in case of severe injury. This is the basis for the statistic to check the safety of the rules

See appendix i.

19. Therapeutic Use Exemption (TUE) Application Form

See Appendix and find the Form. Application Form is to be sent to General Secretariat JJIF or Presidential Office JJIF which forwards it to JJIF TUEC, (WADA rules). By NADO's (before and 31.12.2008) granted ATUE's (and accepted by JJIF)TUEC are valid as granted or maximum 31.12.2009. . All the new application has to be granted by Continental TUEC or JJIF TUEC.

Appendices (hyperlinks)

- i. Doctors Form v.6.4
- ii. JJIF Rules 2009
- iii. JJIF Rule: Article 29- Injury, Illness or Accident
- iv. WADA Prohibited list 2009 (prohibited substances and prohibited methods 2009)
- v. WADA monitoring list 2009
- vi. Accredited laboratories
- vii. International Standard Testing (IST) 2009
- viii. Models of best practise for international Federations 2009
- ix. WADA: International Standards for Therapeutic use Exemptions (TUE)
- x. Standard Application template (TUE)
- xi. Sample Collection Personnel: Recruitment, Training, Accreditation and Reaccreditation guideline. Version 2.0 July 2006
- xii. International Standard Therapeutic Use Exemptions (ISTTUE) 2009
- xiii. WADA: Testing Standards Laboratory Accreditation and operating standards
- xiv. Athlete's Guide to WADA's Out-of- competition Doping control program
- xv. WADA Flow chart