

Criteria for fair competition programmes

*Anti-doping and prevention
of manipulation of sports
competitions programmes*



**Finnish
Center for
Integrity
in Sports
FINCIS**





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Finnish Center for Integrity
in Sports (FINCIS)

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Contents

Fair competition programmes	2
Criteria for anti-doping programmes	3
Codes and agreements	4
Education and training	6
Communications	9
Doping control	12
Criteria for prevention of manipulation of sports competitions programmes	17
Codes and agreements	19
Education and training	20
Communications	22
Measures and co-operation network	24
Other activities	26
Updating, approving and publishing programmes	27
Conclusions.....	28



Fair competition programmes

The criteria for anti-doping programmes and prevention of manipulation of sports competitions programmes take into account the obligations laid down for sports organisations in both national and international agreements. The criteria draw together all matters concerning anti-doping activities and manipulation of sports competitions stated in different Codes and agreements. International Sport Federations might also have some additional obligations, for example, related to the activities of international athletes.

Everyone has an equal right to fair play and clean sports and the responsibility to ensure this right. Coordinated by the Finnish Center for Integrity in Sports (FINCIS), the Fair Competition programme forms a part of the responsibility programme of the entire sports community, with which we seek to ensure that everyone can participate in ethically sustainable sports culture. Our goal is that all sports stakeholders have the right attitude and sufficient knowledge, trust and expertise to follow the principles of fair play and promote the common values of sports in their own operations.

The organisations can prepare their own programmes based on these criteria. They can be prepared as a single Fair Competition programme or separate documents. Pilot organisations involved in the criteria work: shooting, skiing, ball,

floorball and gymnastics associations and the Paralympic Committee have prepared model programmes from which good practices should be disseminated. In addition to the organisation's staff, it is good to involve athletes, coaches, clubs and elected representatives, for example, in the preparation of the programme. This way, the programme becomes comprehensive and also one that takes the special characteristics of the target groups into account. FINCIS helps and supports organisations in preparing, planning and implementing their programmes, for example, by commenting on them before they are approved by the Board of Directors.

A good programme needs communication and commitment. Because of this, it is important that the organisations publish their programme on their website and communicate about its content and implementation. FINCIS will publish on its own website all the programmes that the organisations provide as PDF files that meet accessibility requirements. Otherwise, the programs will be linked to the organisation's website if the organisation provides the programme's address to FINCIS.

The programmes and their implementation are evaluated every 3 to 4 years. The evaluation takes into account the specific characteristics of the sport, including any possible focus areas. The results of the evaluation will be reported to the Finnish Ministry of Education and Culture.

FINCIS will review the criteria and update them if necessary, for example, with regard to updated Codes. Any changes will be communicated to the organisations covered by the programmes. Up-to-date criteria can be found on the FINCIS website.

Each Fair Competition programme is based on the organisation's values, on the basis of which the organisations set programme-specific goals and build measures to support the accomplishment of these goals. Since each sport and organisation is different, the programmes are built according to the characteristics. The criteria take into account various activities, such as rules, education and communication. The summaries at the end of the paragraphs play a key role in the evaluation.

Criteria for anti-doping programmes

Doping in sport is affecting the entire sports culture and the image of sport. The main purpose of anti-doping activities is, through education and communication, to promote a negative attitude towards doping and other violations of fair play among athletes and other sports stakeholders. All stakeholders must join forces in advancing the message of clean sports. All stakeholders of an organisation can play their part in promoting clean sports and ethical behaviour.



Organisations play a significant role in creating the value base for sports clubs and athletes, guiding the choices of the top athletes of tomorrow. It is important to commit athletes and other sports stakeholders to the Anti-Doping Code. In anti-doping activities, each operator should be aware of both their rights and their responsibilities.

Finland's Anti-Doping Code 2021 requires organisations to actively promote anti-doping activities and inform athletes of their obligations. Organisations are required to prepare anti-doping programmes based on Codes and standards and implement, evaluate and, if necessary, update them in their operations. Programmes must be based on the organisation's values, vision, mission and strategic choices. An effective anti-doping programme respects the fair play principles of sports.

The purpose of these guidelines is to help organisations plan and implement their anti-doping programmes as effectively as possible with consideration for the special features of their sport. The obligations of the Anti-Doping Code and standards for organisations have been taken into account when preparing these criteria.

Codes and agreements

Anti-doping activities are based on global codes to which athletes and other parties in the field of sports are committed. The national and international codes include, for example, the definitions of anti-doping rule violations and their consequences. The World Anti-Doping Code 2021 requires athletes, their support persons and organisations to commit to anti-doping activities and to support them with their own actions, such as efficient education and communications.

Finland's Anti-Doping Code is based on the provisions of the World Anti-Doping Code. The Code covers all sports organisations and other associations registered in Finland that are committed to complying with the Code in their provisions or through a separate agreement with FINCIS. Finland's Anti-Doping Code also applies to their members as well as competitive athletes and their support personnel.

All athletes and their support persons involved in sports are obliged to comply with Finland's Anti-Doping Code and sport-specific anti-doping codes (codes of national and international sports federations) in their particular sport as well as the anti-doping codes of the International Olympic Committee (IOC) or the International Paralympic Committee (IPC). In addition, athletes and their support persons involved in sports are obliged to familiarise themselves with the anti-doping codes that apply to sport in general and their specific sport, to agree to be bound by these codes and to recognise the results management authority of FINCIS under Finland's Anti-Doping Code as a condition of their participation. The support persons of athletes are, for instance, coaches, supervisors, managers, team members, clerks, medical experts and members of the medical staff.

The organisation must include the following in their official rules (approved by the Register of Associations), competition rules and anti-doping programmes: “Sports federation X agrees to comply with Finland’s Anti-Doping Code and accepts that, in cases of an anti-doping rule violation, disciplinary authority is held by the disciplinary body specified in Finland’s Anti-Doping Code.”

The organisation must include in their athletes’ licence agreements, or other documents granting athletes the right to represent the federation, the requirement that athletes agree to comply with Finland’s Anti-Doping Code. The duty to co-operate with an anti-doping organisation in the investigations of anti-doping rule violations should be recorded in the agreements. There can be no gaps in the commitment of athletes and other operators to the Anti-Doping Code, for example, between competition seasons. The organisation can ensure this, for example, by the terms of the licensing system and/or agreements. It is recommended that the licensing system check that athletes are under constant doping control. It is recommended that, in addition to the licensing system, the organisation have an anti-doping agreement that is valid until specifically annulled by the athlete and which commits its signatory to the Anti-Doping Code and, thus, to doping control and the disciplinary rules of the organisation even when the athlete does not have a valid licence.

All national federations shall also report any information suggesting or relating to an anti-doping rule violation to FINCIS and to their international federation. National federations shall co-operate with investigations conducted by any anti-doping organisation with authority to conduct the investigation.

The organisation’s disciplinary rules should include disciplinary methods related to anti-doping issues. These include threatening and inappropriate

behaviour of athletes, support personnel or other people under the disciplinary rules towards doping test personnel or refusal to co-operate in an anti-doping rule violation investigation carried out by an anti-doping organisation.

The organisation can also record the clause on doping and the anti-doping programme in their sponsor agreements. In the event of a potential anti-doping rule violation, the organisation can request an objective evaluation of their anti-doping programme from FINCIS. This enables the organisation to prove their responsible anti-doping activities to public investors and sponsors as well as the media. Responsible, open and active anti-doping activities also affect the actions of athletes and their support persons as well as the reputation of the entire sport.



Highlights of the Code

- The organisation is committed to Finland’s Anti-Doping Code in its entirety, and its disciplinary rules include the disciplinary procedures required by the Anti-Doping Code for inappropriate behaviour towards doping test staff and refusal to co-operate.
- The licensing systems of athletes cover the issues required by the Anti-Doping Code.
- Athletes and other operators have separate anti-doping agreements.

Education and training

The purpose of education is to ensure that all sports stakeholders have the required up-to-date information about anti-doping matters and the ability to make ethical choices in sport. Sports stakeholders are committed to fair play and promote clean sports actively. Athletes make conscious decisions to promote clean and fair sports and no anti-doping rule violations are made by accident. The goal is to introduce anti-doping activities to athletes through education.

Organisations have an important role in promoting clean sports and committing sports stakeholders to anti-doping codes. It is important that organisations plan education measures for their own anti-doping programme as concretely as possible, taking into account the specific characteristics of the sport. The education and training activities should be systematic and long-term. Organisations should take the clubs' strong expertise and influential power into account in grassroots activities. In addition, national sports federations must determine the education obligations of international sports federations and whether the international federation recognises FINCIS' Clean Win training. Clubs play an important role in bringing up athletes who believe in clean sports and fair play.

Finland's Anti-Doping Code requires all national sports federations to arrange anti-doping education and training sessions in co-operation with FINCIS. They must ensure that athletes, their support persons and other sports stakeholders are

aware of the following themes as defined in the Code and Standard for Education, taking into account the target group:

- The principles and values related to clean sports;
- Right and responsibilities of sports stakeholders, the Anti-Doping Code;
- The principle of strict liability;
- The effects of using doping (physical, social, financial);
- Anti-doping rule violations;
- Prohibited Substances and Methods in Sports;
- Risks associated with the use of nutritional supplements;
- Athlete's therapeutic use exemption;
- Testing protocol (urine and blood test, Athlete Biological Passport);
- Testing pool, ADAMS and whereabouts information and
- Raising awareness of concerns about doping.

In order to ensure the dissemination of up-to-date information, face-to-face education and training must be either ordered from FINCIS or provided by a qualified instructor of the sports federation. Concerning the training of key target groups, such as top athletes and young athletes aiming for the top and their coaches, it is essential that the organisation orders education and training services primarily from FINCIS. The qualifications of a federation trainer can be obtained by annually participating in the training for training personnel organised by FINCIS.

The main functions of the organisations' anti-doping education and training sessions are to:

- Ensure that athletes, their support persons and other sports stakeholders have received training and education in anti-doping activities in accordance with the training pool defined by FINCIS. The training pool is a constantly updated document which can be

- found as an attachment to FINCIS' training programme and can also be enquired after from the Education Manager. The training programme will be published on the FINCIS website.
- Order training from FINCIS for key target groups;
 - Integrate anti-doping content into instructor and coach training;
 - Discuss how to take anti-doping issues into account in the different stages of development in the lives of athletes;
 - Appoint a person who will co-ordinate anti-doping education and training sessions in the organisation and participate in training and education events organised by FINCIS in order to be qualified to provide training on the subject and have access to the latest training materials;
 - Report any training and education held to FINCIS via the reporting form (link can be requested from the Education Manager)
 - Monitor the implementation of training obligations in the sports federation.

The programme should also detail how the education is carried out for different target groups, taking into account the specific characteristics of the sports. If an international sports federation requires a national federation to, for example, complete their online training in their own training programme, the sports federation must describe this in its training measures.

Top athletes and young athletes striving for the top

- Organisations must ensure that athletes have current information and are aware of their responsibilities and rights in anti-doping matters
- Organisations determine how and where training and education for athletes is arranged (for example,

- during training camps, online or in season-opening events)
- Training and education is recommended to be ordered primarily from FINCIS
- Organisations should consider including a training obligation as part of the athlete agreement (see the Code section)

FINCIS is responsible for the training of athletes in FINCIS's Registered Testing Pool and athletes returning to sports after a period of ineligibility (online training and personal discussion). It is important that organisations contribute to the training and education of these target groups.

Sports clubs

- Organisations must ensure that clubs also have the necessary information on anti-doping issues (online training as the primary training type)
- Organisations must describe how the training and education of the various stakeholders in clubs is carried out
- It is the responsibility of the organisations to ensure that athletes covered by FINCIS' level determination have received anti-doping education and training

Coach and instructor training

- Organisations define the levels of coach and instruction training on which anti-doping education and training is arranged
- Organisations define how coach and instructor training is carried out on different levels (e.g., as online training, FINCIS' training or a qualified trainer of the organisation)
- Organisations should consider how anti-doping matters are also brought to the attention of other coaches working with the sport (e.g., coach clubs)

Other target groups (e.g. staff of the organisation, elected representatives, health care workers)

- It is important for organisations to ensure that the staff and elected representatives are aware of anti-doping issues. It is recommended that the staff and elected representatives of organisations complete an online training
- Organisations should consider whether there are other key target groups in the sport that should be trained
- In addition to online training, suitable training methods may include informing the target groups about anti-doping issues or organising training sessions at federation meetings, club days or season-opening info events

Events organised by FINCIS for organisations

The person(s) responsible for the training appointed by the organisation shall participate regularly in the training for training personnel organised by FINCIS. Qualified trainers can hold the organisation's anti-doping education and training sessions.

Educational and training materials

Organisations define the target groups to which it annually delivers the Prohibited Substances and Methods in Sports, i.e. the KAMU quick guide, and possibly other FINCIS materials. Organisations can use the training materials available on the FINCIS website if they so wish. FINCIS' YouTube channel has ready-made training videos that can be used in the sports federations' own training sessions.



Highlights of education and training

- Organisations must have a concrete plan for fulfilling the training obligations (what, to whom and how often)
- Organisations must monitor the implementation of training obligations
- Organisations must appoint a person responsible for co-ordinating anti-doping education and training sessions and participating in training events organised by FINCIS



Communications

The reputation of sports is made up of the images that various target groups have of sports. Sports offer pleasant experiences, actions of fair play, and good role models. It is in the interests of all sports stakeholders that fair play and clean sports will continue to prevail. We must communicate this message as a sign of our mutual appreciation of sports.

The aim of communications is to convey information and change attitudes, as a result of which the right choices can be made. Communication is a powerful means to prevent anti-doping rule violations. Through consistent and long-term communications, organisations can take a stand against foul play and create a negative attitude towards anti-doping rule violations and other unethical actions. Organisations must assign a person responsible for communication, who also helps co-ordinate anti-doping communications in the organisation.

Core message and target groups

Organisations must decide on a core message for their anti-doping activities and include it in all of their communications. This ensures that fair play and clean sport are the uniform foundation of all of their operations. Communication must be consistent, so that all stakeholders will commit to the values of clean sports. At the same time, the organisation's anti-doping expertise and active approach to anti-doping work will be communicated clearly. For example, when writing a news article or press release that is not directly related to doping, the content can still communicate the organisation's stand on fair play.

Organisations must determine their target groups in advance and use various communication channels, so that the message will reach the target groups as effectively as possible. Target groups

are defined, for example, in the training section of the programme. The following are examples of good channels, events and methods:

- Newsletters
- Websites and social media
- Press releases
- Various meetings
- Education and training
- Press conferences
- Season-opening info events, competitions and camps

Websites

The organisation's website might have a page that describes their anti-doping activities. The materials published by FINCIS are available for use, provided that the source is mentioned. In the so-called permanent material of the sites, it is advisable to favour links to FINCIS' material because it is the user's responsibility to check that the material used is always the latest up-to-date information.

For example, the organisation's own programme and other material produced by the organisation on the subject must be published on the website. Links to FINCIS' website are recommended, for example, to KAMU, the ILMO reporting system, educational materials, online training and publications on the subject. The website must mention the therapeutic use exemption procedure and include the necessary links for further information. FINCIS' releases can be shared and re-published. It is also worth communicating about the topic on social media channels on a regular basis.

The person in charge of anti-doping matters in the organisation should also be mentioned on the website. The different parts of the programme (e.g. codes, training, communication) may, if necessary, have separate contact persons or a single person in charge who will be responsible for co-ordinating the

anti-doping programme until it is updated. FINCIS provides, for example, training and other up-to-date information to the persons responsible for the various tasks of federations, which is why it is worthwhile to inform FINCIS of all personnel changes related to anti-doping matters.



The international Play True Day is celebrated annually on 9 April. On this day, organisations can raise anti-doping issues in their communications, for example through a social media campaign. Clean sports and national campaigns are also recognised internationally. Use the hashtags #PlayTrueDay, #PlayTrue and #puhtaastiparas. FINCIS will provide organisations with WADA campaign material.

Communications

Organisations can prepare their own information materials or use content and press releases offered by FINCIS. In communications, it is worth mentioning the services specified above on the FINCIS website. The material bank of the website also contains a printable anti-doping guide available in three different languages for athletes, aimed especially at young people and athletes with foreign backgrounds. FINCIS makes anti-doping materials available for organisations through its information sharing network and website. The materials are freely available for use, provided that the source is mentioned. More information on the use of the materials is available from the Communication Manager of FINCIS.

FINCIS publishes a quarterly newsletter for federations. Urgent matters are communicated via email. Organisa-

tions must ensure that key people are included in the mailing list and receive the information they need. Invitations to FINCIS' sports federation events are sent via email. Events are organised a couple of times per year, covering different topical anti-doping subjects. Organisations must ensure that they are represented in the sports federation events by the person appropriate to the topic of the event.

List of Prohibited Substances and Methods in Sports

FINCIS will communicate the new list of Prohibited Substances and Methods in Sports to the organisations on an annual basis. Organisations are responsible for communicating the information to their own members. The KAMU medicine search service, available in Finnish, Swedish and English, can be found on the FINCIS website as well as in the mobile application.

Information stands and campaigns

Organisations may also request a FINCIS information stand for their events. Information on anti-doping activities as well as other FINCIS' ethical tasks are shared at the information stands. Before the event, it is agreed with the event organiser what kind of ancillary activities are planned. These may include, for example, different types of competitions, statements or lectures and information sessions for different target groups. International events can also be held in co-operation with an international federation. Information stands are free of charge for the organiser.

Crisis communication

In spite of well-managed communications, organisations must be prepared for crises and crisis communication. It is advisable that organisations prepare a crisis communication plan that defines the responsibilities and operating methods in the case of an anti-doping rule violation or manipulation of sports competitions, for example. Observing the so-called weak signals, i.e. taking note of potential rising themes as early as possible, is also part of good crisis communications. Weak signals can be observed by, for instance, following the discussion in social media or the coverage in traditional media, or by listening in the stands and in the changing rooms. It is essential to assign a person or several persons responsible for crisis communication.

The person should be contacted in a crisis or a potential crisis. The person responsible for crisis communication discusses the situation with management and other parties concerned. It is important to decide who responds to the crisis and how: Will the organisation issue a press release or hold a press conference? Who will make statements on the crisis to the media? The person responsible for crisis communication informs the organisation's personnel and key stakeholders about how the organisation will respond to the crisis and who will make statements. This ensures that everyone knows to whom any enquiries must be forwarded.

Crisis communication calls for rapid, open and honest action. Facts must be studied and presented, but it is important to keep things in proportion. In crisis communication, it is important to pay attention to the legal security of the various operators and that any rumours are not confirmed prematurely.

The following questions must be addressed in press releases and at press conferences:

- What?
- Where?
- When?
- How?
- What are the consequences?
- How to go forward from here?
- How is the matter studied?

FINCIS is responsible for the investigation of possible violations and co-ordinating the reporting of the case with the organisation. FINCIS helps with crisis communications whenever necessary and its experts are available for preparing a press release as well as planning and arranging a press conference. See also the paragraph Anti-doping rule violations.



Highlights of communication

- The organisation's website must contain information on the topic and links to KAMU, ILMO and online training. The theme is annually featured in the organisation's communications. The organisation must ensure that information related to anti-doping matters is communicated to the appropriate parties actively and without undue delay regarding possible updates.
- The organisation's person(s) responsible shall attend the federation events organised by FINCIS, where the topic is discussed.
- The organisation has a crisis communication plan that takes into account crisis communication in the event of a possible doping case and/or suspicion.

Doping control

In accordance with Finland's Anti-Doping Code, FINCIS and other anti-doping organisations have the right to test all athletes for doping who have agreed to comply with Finland's Anti-Doping Code through agreements or the provisions of sports organisations or other associations. As a rule, doping control covers every athlete who participates in organised sports and competitive activities. Testing mainly focuses on top athletes in various sports.

Doping tests

FINCIS is responsible for doping control in Finland. In Finland, the parties responsible for conducting doping tests on athletes are FINCIS, the World Anti-Doping Agency (WADA) and international sports federations. In general, tests are conducted by a doping control team authorised by FINCIS under the supervision of a representative of the relevant international federation at international competitions.

Athletes are tested at and between competitions. Tests are conducted as surprise tests without prior notice. This also applies to competitions except for major international events, where doping tests are governed by the rules of the relevant international federation or other relevant body.

Competition organisers are obliged to ensure that doping tests can be conducted in accordance with rules in conjunction with their competitions. In practice, organisers are advised to prepare for doping tests in advance.

At international competitions organised in Finland, the international sports federation is responsible for doping control and the processing of the results. The competition organiser is responsible for doping testing together with the anti-doping organisation carrying out the testing in accordance with the require-

ments of the relevant international sports federation. In Finland, the testing is usually carried out by FINCIS. If no doping tests are conducted in the competitions by other parties, FINCIS can do so on the approval of the relevant international federation or WADA.

The national federation should agree on the arrangements of doping control and paying the fees in international competitions with the international federation when making the competition agreement. The national federation or the competition organisation should contact FINCIS well in advance, so that an agreement on doping tests and other preparations can be made appropriately. FINCIS will charge the cost of testing to the competition organiser or the international sports federation in accordance with the agreement.

Organisations and competition organisers must support one another in carrying out tests and addressing any problems. Organisations are obliged to inform competition organisers about test practices and the related obligations. Competition organisers are obliged to provide appropriate facilities for doping tests. If necessary, competition organisers are also obliged to provide the requested number of escorts aged over 18 for the doping control team as well as the competition results, lists of participants, their itineraries and accommodation addresses to facilitate testing.

In-competition testing in remote/virtual competitions

Online, virtual and remote competitions are new forms of competing in many sports. In these competitions, athletes are not competing in the same place but, instead, in several different places and the progress of the competition is monitored, for example, through a video connection. If an organisation arranges such competitions, it must ensure, either in its rules of competition or in another binding manner, that the athlete's whereabouts are known during the entire competition and that the information is delivered to FINCIS for carrying out in-competition tests.

If an athlete cannot be reached from the pre-notified place, the athlete may be suspected of violating the Anti-Doping Code concerning the avoidance of doping testing. These matters must be clearly communicated to the participants—for example, in connection with the call for competition—and address information must be collected when the athletes register for the competition. Information about the event and participants must be submitted to FINCIS well in advance and at least seven (7) days before the competition event via email to antidoping@suek.fi.

More information on competition organisers' obligations is available on the FINCIS website.

National federations can request FINCIS to test athletes at or between competitions. FINCIS will decide who will be tested and when. Tests are ordered from the Doping Control Manager at FINCIS.

In some sports, a record result (Finnish, European or world) cannot be officially approved until the athlete has produced a negative sample. Athletes must attend the doping test without prompting, in accordance with the rules of the sport. Competition organisers should ensure in advance that a FINCIS doping control officer is available in case of record-

breaking results. Athletes can acquire further information from their organisation. The task of the organisation is to inform both event organisers and their athletes about the sports where a doping test is required in order to confirm a record. In the case of a record-breaking result, the cost of doping control is incurred by the organisation or the athlete in accordance with the rules of the organisation.

Testing pools

National sports organisations are required to co-operate with FINCIS with regard to the establishment and maintenance of FINCIS' testing pools and providing athletes and teams with the necessary information and their obligations. In addition, national federations are obliged to provide FINCIS with the names and contact information of athletes who meet the criteria to be included in a testing pool.

Testing pools are reviewed and updated regularly. FINCIS reserves the right to decide which athletes are to be included in its testing pools. FINCIS also reserves the right to assign responsibilities related to testing pools to national federations, in accordance with WADA's valid International Testing Standard. The testing pool system is integral to anti-doping activities. The athlete whereabouts system, used by testing pools, allows for testing athletes without prior notice between competitions anywhere at any time. A global system will improve equality between athletes and support the principle of clean sports.

The testing pool system requires co-operation between athletes, organisations and FINCIS to keep the whereabouts information up to date. Organisations must assign and provide contact details to FINCIS regarding the person who is responsible for issues related to athletes' whereabouts information. The name and contact information of the contact person must be submitted to the doping control

experts of FINCIS every January and immediately if the contact person changes during the year.

Organisations must provide FINCIS, promptly and without request, with the following information on all national teams and their members:

- Athletes: name, date of birth, contact information
- Training camps in Finland and abroad: list of participants, places of accommodation and training, schedules
- Competition information
- Information on any other meetings of national teams
- Information on athletes included in the registered testing pool of the relevant international sports federation

Organisations must inform FINCIS about any changes to this information via e-mail to antidoping@suek.fi.

FINCIS monitors the fulfilment of this obligation to provide information and must report repeated neglect to the Ministry of Education and Culture.

If necessary, organisations must also contribute to informing FINCIS about the whereabouts of athletes and teams included in testing pools. If clubs fail to comply with their obligations regarding the reporting of team information, the federation must, upon FINCIS' request, handle and sanction the matter in accordance with its own disciplinary rules. In addition, organisations must collaborate with FINCIS to provide athletes and teams included in testing pools with the necessary education and information.

Therapeutic use exemptions

If an athlete has an illness, the treatment of which requires them to take a pharmaceutical substance or use a method which falls under the Prohibited List, they may apply for a Therapeutic Use Exemption (TUE). The therapeutic use exemption may give the athlete the authorisation to take the prohibited medicine or use the prohibited method for the treatment of the illness.

Athletes covered by FINCIS' sport-specific level determination must apply for a TUE in advance, as instructed in the International Standard of therapeutic use exemptions and FINCIS' guidelines. FINCIS' TUE decisions concern national-level athletes and national-level competitions all around the world. With regard to athletes not covered by sport-specific level determination, FINCIS will check afterwards (after a possible doping test) that a medical reason exists for the use of substances included in the List of Prohibited Substances and Methods. To prove this, the athlete should apply for a therapeutic use exemption afterwards. The level determination is available on FINCIS' website. Athletes can be instructed to use the ERKKA therapeutic use exemption search engine which also includes level determination.

Therapeutic use exemptions are granted to athletes participating in international level events and international sports events by the relevant international sports federation, regardless of the athlete's age or national status. The international sports federation defines international-level athletes and international sports events which it considers should be exempted through the international sports federation. If an athlete who has been granted a TUE by FINCIS reaches the international level, it must be determined if the international sports federation in question automatically recognises the TUE

granted by FINCIS or if the recognition of the TUE should be applied for from the international sports federation.

The federation and/or organisation has an obligation to be aware of TUE practices for international-level athletes and athletes participating in international sports events. Its website should contain instructions on the therapeutic use exemption procedure or, for example, links to the FINCIS and the international sports federation websites, where more detailed instructions can be found. Organisations must assign a contact person who provides advice for athletes on issues related to applying for TUEs at the national and international levels. It is also advisable for organisations to communicate matters related to the therapeutic use exemption procedure to its own clubs and other key parties.

Anti-doping rule violations

The actions to be taken in cases of anti-doping rule violations are defined in Finland's Anti-Doping Code and the International Standard for Results Management. According to these texts, suspected violations are processed by the Anti-Doping Hearing Panel or, in certain cases, the FINCIS office.

On 1 January 2021, Finland's Anti-Doping Code changed significantly with regard to disciplinary procedures. According to the code, the responsibility for processing and issuing decisions regarding anti-doping rule violations belongs to the Anti-Doping Hearing Panel and, in certain cases, to FINCIS. A hearing panel appointed by the General Meeting of FINCIS with independent decision-making authority will investigate and decide whether an anti-doping rule violation regarding the code has taken place and issue the related sanctions. FINCIS will make the case public when the disciplinary decision is final, i.e. when there is no further appeal.

In accordance with the Code, organisations must co-operate with FINCIS in cases of doping. They must report any information suggesting an anti-doping rule violation to FINCIS. During investigation, co-operation may be needed, for example, to ensure the contact details of a person and retrieve information about anti-doping training and other similar information that is known to the organisation.

As a general rule, appeals related to decisions based on Finland's Anti-Doping Code are submitted to the Finnish Sports Arbitration Board. If the appeal involves international-level athletes or international sports events, the appeal can only be submitted to the Court of Arbitration for Sport (CAS).

FINCIS keeps on its website a list of persons subject to a suspension.

Confidentiality of processing anti-doping rule violations

In the context of a decision processing procedure related to a suspected anti-doping rule violation, FINCIS will always deliver the relevant reports to the person suspected of the anti-doping rule violation, who will have the right to inform anyone about this at their discretion. In addition, FINCIS will submit the information about the suspected violation to the Secretary General of the sports federation, who has the right to share the information with those who have a legitimate need to know. Such persons may include, for example, the chairman of the federation and the person in charge of coaching and, possibly, club representatives. Sports federations must emphasise the confidentiality of information.

FINCIS may also submit the information to the Finnish Olympic Committee, the Finnish Paralympic Committee and/or the Ministry of Education and Culture if it considers that they need to be informed of the suspected violation. In addition to

the above, FINCIS will also submit the information to the international sports federation and WADA.

During the process, the information is classified until a final disciplinary decision in the matter is made or the person suspected of an anti-doping rule violation publicly confirms the potential suspicion of a violation. According to the Anti-Doping Code, FINCIS will announce the disciplinary decision. Before the announcement, FINCIS will contact the sports federation. After the announcement, its representatives may also communicate about the violation.



Highlights of doping control

- Organisations must appoint a doping control contact person
- Organisations must co-operate with FINCIS in the implementation of doping control, for example, by submitting necessary information and investigating anti-doping rule violations
- Organisations must inform competition organisers about their obligations
- Organisations must be aware of the therapeutic use exemption practices of both national and international-level athletes and provide information about the exemption procedure through their own channels. Organisations must appoint a contact person to instruct athletes on matters related to the therapeutic use exemption process.

Criteria for anti-doping programmes will continue after the Competition Manipulation Criteria in the section Other activities (p. 25).



Criteria for prevention of manipulation of sports competitions programmes

Manipulation of sports competitions refers to unfair influence over the course or outcome of a match or competition. This phenomenon is a threat to fair competition. That is why it is important for the whole sports community, together with the authorities, to defend the common rules and the principle of fair play. Sports stakeholders must be aware of the threat of manipulation of sports competitions and the means of combating it, in order to detect, prevent and sanction any manipulation attempts. By working together, we can ensure fair and equal competition for all.

Manipulation of sports competitions can be divided into sports-based manipulation and betting-related manipulation. It manifests itself in different ways in different sports, for example, in the form of manipulation of competitions, matches or results. The goal may be, for example, to gain financial profits or to secure a desired title, future opponents for the team or a tier of competition. It has effects on the basic values of sports, such as unpredictability and fair play. It is important to remember that manipulation of sports competitions is not a phenomenon that only applies to top-level sports, but the majority of cases have been targeted at minor competitions and lower tiers. Manipulation of sports competitions has a negative impact on the credibility, reputation and economy of sport.

In accordance with the Council of Europe Convention on the Manipulation of Sports Competitions, the first national situation picture of competition manipulation in Finland was prepared for the first time in 2021. It was prepared under the supervision of FINCIS in a national platform set by the Ministry of Education and Culture for 2020–2022. The purpose of the situation picture is to identify the risks and vulnerabilities related to Finnish sports that play a key role in the prevention of manipulation of sports competitions.

These criteria for prevention of manipulation of sports competitions programmes complies with the national situation picture and aims to summarise the measures that must be taken by sports federations and other sports organisations in planning, implementing and evaluating their activities in order to prevent manipulation of sports competitions. The key to preventing the phenomenon is to identify and understand it in order to plan effective and concrete measures for the main target groups. The purpose of the criteria is to

help organisations take responsibility for eliminating the phenomenon both in their own sport and in sports as a whole.

FINCIS conducts sport-specific risk assessments based on federation surveys. Risk assessments should be recorded in prevention of manipulation of sports competitions programmes, as the risk assessment essentially guides the type of measures a sport must take to prevent manipulation of sports competitions. Organisations with an increased risk of manipulation of sports competitions initially refer to a risk assessment, which presents the characteristics of the sport that increase the risk of manipulation. In their programme, organisations with a low risk will outline measures to keep the risk of manipulation of sports competitions low.

Federations with high risk can include the following text in their programme:

*According to the national situation picture (2021), the risk of manipulation of sports competitions regarding *** (name of the sport) is low. *** is a target of betting nationally and internationally, but the volumes are smaller than in other major sports in Finland and elsewhere in the world. There are no widely known cases of international crime related to betting in Finland or worldwide. However, the risk cannot be completely excluded because the sport is a target of betting. The risk is also mitigated by the absence of foreign ownership or questionable sponsorship of clubs. In practice, there is a potential risk of manipulation towards people within the sport and more towards competitive goals than betting.*

The greatest challenge in the fight against manipulation of sports competitions is posed by the ability to identify and control the risks of manipulation. This is why, for example, education and communication play an important role here.

Organisations with low risk can include the following text in their programme:

*According to the situation picture published by FINCIS in 2021, the risk of manipulation of sports competitions in *** (name of the sport) is low. There have been no cases of manipulation of sports competitions in the sport and the volume of betting is low both nationally and internationally. There is also no significant private or international ownership or questionable sponsorship of Finnish sports clubs. There is no reason to believe that *** is being exploited in criminal activities.*

The primary measures of organisations in combating the threat of manipulation of sports competitions are rules, training and communication measures and their co-operation network.

The national action group will regularly update the national situation picture, where available, including sport-specific situation pictures, and it will communicate this to the organisations. The aim of this prevention of manipulation of sports competitions programme is to ensure that planned and effective measures are taken to minimise the risk.

Codes and agreements

The organisation's Code of Conduct must specify that the organisation is committed to combating manipulation of sports competitions. The specifics are outlined in the disciplinary and/or competition rules.

The disciplinary/competition rules must specify that the manipulation and attempted manipulation of competitive events and the results of competitions is sanctionable. In addition, these rules must specify that if a sports stakeholder does not report a known case of manipulation to the federation, club or FINCIS, they will be sanctioned. In addition, these rules must specify that it is punishable to share inside information of a sports stakeholder with third parties. Inside information refers to information that is not known by anyone outside the club/team. Examples of such information include undisclosed line-up data, athletes' health conditions and tactics used in competitions.

Athletes, coaches, guardians, members of the club's management, the club's medical staff, other persons closely involved with the team and referees are considered sports stakeholders.

Competition/disciplinary rules must prohibit sports stakeholders from betting on their own matches or competition events and on their own tier, as well as on their own club and their affiliated clubs' series/competitions. Betting refers to both one's own betting activities and those carried out by a representative and other means of affecting a betting procedure.

The organisation's athlete and coach agreements and other agreements made with other sports stakeholders must include an entry that the person is committed to combating manipulation of sports competitions and report if they detect this type of manipulation as well as an entry that they are committed not to bet on their own matches or competition

events and on their own tier, as well as on their own club and their affiliated clubs' series/competitions.



Highlights of codes and agreements

- Through the Code of Conduct, there is a commitment to combating the manipulation of sports competitions
- The competition and disciplinary rules provide for the manipulation of sports competitions, betting on close subjects and sharing of inside information to outsiders as a criminal offence
- Commitment to combat the manipulation of sports competitions as well as a ban on betting have been recorded in the agreements of sports stakeholders

Education and training

The purpose of training and education about manipulation of sports competitions is to provide resources for identifying and addressing the phenomenon through raising awareness of manipulation. The phenomenon can be prevented more efficiently if it can be identified. The goal is to ensure that all sports stakeholders have the required up-to-date information about the manipulation of sports competitions.

It is important that education and training activities are targeted at all types of sport, but especially at those that are the target of betting and, according to the situation picture, are high-risk sports. Key target groups for education and training are athletes, coaches and young athletes who, according to studies, might be in a more vulnerable position than others. An additional attractive target for manipulation of sports competitions are referees who have a lot of power to influence the process of matches and judges giving scores. Organisations should also take the clubs' and player associations' strong expertise and influential power into account in grassroots activities.

The education and training activities should be systematic and long-term. It is important that organisations plan education measures for their own prevention of manipulation of sports competitions programme as concretely as possible, taking into account the specific characteristics of the sport. In order to ensure the dissemination of up-to-date information, face-to-face education and training must be either ordered from FINCIS or provided by a qualified instructor of the organisation. The qualifications of a federation trainer can be obtained by regularly participating in the training for training personnel organised by FINCIS.

With regard to sports deemed high-risk sports according to the situation picture, it is important to extend education and training to a wider range of people. Concerning the training of key target groups, such as top athletes and young athletes aiming for the top and their coaches and referees, it is essential that the organisation also arranges face-to-face education and training sessions. Training for these target groups is primarily ordered from FINCIS.

The key target groups specified above must also be trained by other organisations. The primary method of training is online training, but all sports federations can also order face-to-face education and training from FINCIS or arrange it themselves by a qualified federation trainer.

The main functions of the organisations' manipulation of sports competitions education and training sessions are to:

- Ensure that key sports stakeholders have received education and training in manipulation of sports competitions
- Order training from FINCIS for key target groups
- Include manipulation of sports competitions issues as part of coach training
- Discuss how to take manipulation of sports competitions issues into account in the different stages of development of athletes
- Appoint a person who will co-ordinate manipulation of sports competitions education and training in the organisation and participate annually in training for training personnel organised by FINCIS
- Report any training and education held to FINCIS via the reporting form (link can be requested from the Education Manager)
- Monitor the implementation of training obligations within the organisation

The programme should also detail how the education and training is carried out for different target groups. The weightings and choices are made according to the specific characteristics of the sport and the situation picture.

Athletes

- Organisations determine how and where education and training for athletes is arranged (for example, online, during training camps or in season opening events)
- Organisations must discuss how to take manipulation of sports competitions issues into account in the different stages of development of athletes
- Manipulation of sports competitions education and training is recommended as face-to-face training in connection with anti-doping education and training sessions
- In sports deemed high-risk according to the situation picture, it is recommended that the training for the key target groups is ordered from FINCIS. For others, it is recommended that the training is arranged as online training

Coaches

- Organisations define the levels of coaching training at which manipulation of sports competitions training is organised.
- Organisations define how the training is carried out on different levels of coach training (e.g., as online training, FINCIS' training or by a qualified trainer of the sports federation after completing FINCIS' training)
- Organisations should consider how manipulation of sports competitions matters are brought to the attention of other coaches (e.g. coach clubs)

Referees

- Organisations define how and where coaches are trained (e.g., as online training, FINCIS' training or by a qualified trainer of the sports federation after completing FINCIS' training)

Other target groups (e.g. the organisation's staff, member clubs, elected representatives)

- It is important for organisations to ensure that the staff and elected officials are aware of the prevention of manipulation of sports competitions. It is recommended that the staff and elected representatives complete the training online
- The organisation should consider whether there are other key target groups in the sport that should be trained
- Online training is the primary form of training

Events organised by FINCIS for organisations

A person appointed in charge of training by the organisation must participate regularly in training for training personnel arranged by FINCIS. Qualified trainers can hold the organisation's manipulation of sports competitions education and training sessions.



Highlights of education and training

- Organisations must have a concrete plan for fulfilling the training obligations (what, to whom and how often)
- Organisations must monitor the implementation of training obligations
- The organisation has appointed a responsible person who co-ordinates manipulation of sports competitions training and education and participates in training for training personnel arranged by FINCIS

Communications

The key aspect of communication about manipulation of sports competitions is that the issue is visible so that it can be recognised and understood in sports and that the phenomenon is viewed negatively. It is important that the key target groups specified by the organisation in other parts of its programme are identified and reached using the organisation's various channels of communication.

The organisation's website can have a page that describes manipulation of sports competitions and their own activities related to the prevention of this phenomenon. The materials published by FINCIS are available for use, provided that the source is mentioned. In the so-called permanent material of the sites, it is advisable to favour links to FINCIS' material because it is the user's responsibility to check that the material used is always the latest up-to-date information.

For example, the organisation's website must include the organisation's own guidelines for preventing manipulation of sports competitions, its own programme and other materials produced about the subject. Links to FINCIS' website are recommended, for example, to the ILMO reporting system, educational materials, Fair Win online training and publications on the subject. FINCIS' releases can be shared and re-published. It is also worth communicating about the topic on social media channels. A person in charge of communications who will also participate in FINCIS' federation events and/or communicate the information to other key people must be appointed. The person in charge of communications can also be the person in charge of manipulation of sports competitions activities according to the division of tasks in the organisation.



The International Anti-Corruption Day is celebrated annually on 9 December. On this day, organisations can raise awareness of manipulation of sports competitions in their communications, for example, through social media campaigns. Use the hashtag #reilustiparas

Information stands

Organisations may also request a FINCIS information stand for their events. Information on the prevention of manipulation of sports competitions as well as other FINCIS' ethical tasks are shared at the information stands. Before the event, it is agreed with the organiser what kind of ancillary activities are planned. These may include, for example, different types of competitions, statements or lectures and information sessions for different target groups. International events can also be held in co-operation with an international federation. Information stands are free of charge for the organiser.

Crisis communication

In spite of well-managed communications, organisations must be prepared for crises and crisis communication. It is advisable that organisations prepare a crisis communication plan that defines the responsibilities and operating methods in the case of an anti-doping rule violation or manipulation of sports competitions, for example. Observing the so-called weak signals, i.e. taking note of potential rising themes as early as possible, is also part of good crisis communications. Weak signals can be observed by, for instance, following the discussion in social media or the coverage in traditional media, or by listening in the stands and in the changing rooms. It is essential to assign a person or several persons responsible for crisis communication. More information on crisis communication can be found in the criteria for anti-doping programmes section, under communication.

FINCIS helps with crisis communications when necessary and its experts are available in crisis communication matters related to FINCIS.



Highlights of communication

- The organisation's website must contain information on the topic and links to ILMO and the Fair Win online training. The theme is annually featured in the organisation's communications.
- The organisation's person(s) responsible shall attend the federation events organised by FINCIS, where the topic is discussed;
- The organisation has a crisis communication plan that takes into account possible cases that relate to the manipulation of sports competitions.

Measures and co-operation network

Preventing manipulation of sports competitions requires not only up-to-date rules, education and training and communication, but also independent measures such as a sport-specific situation pictures and guidelines. It is essential that organisations are prepared for possible cases of manipulation and handling them. Multi-channel, secure notification channels play a key role and allow notifications and tips to be given and received. In addition to these, the guidelines and the information on the contact information of the person in charge of manipulation of sports competitions must be accessible to everyone. Organisations must communicate about FINCIS' ILMO reporting service.

Both national and federation-specific situation pictures help organisations prepare for and take the necessary measures to minimise threats. The situation picture must be reviewed with all parties involved and discussed, for example, by a competition committee and the Board of Directors.

Organisations should establish their own internal guidelines for cases of manipulation of sports competitions. The protocol can be as follows, for example:

1. The organisation must have clear channels (e.g. instructions on the website) and persons (contact person for manipulation of sports competitions) to whom it is possible to inform or report any suspicions of manipulation of sports competitions. The contact information must be clearly accessible and available to all parties involved.
2. The preliminary handling of the case is carried out within the organisation by the contact person in charge of manipulation of sports competitions. In practice, this means the collection of information available on the events.

3. All cases shall be reported to the Chief Investigative Officer of FINCIS. The cases and co-operation are discussed with the federations on a case-by-case basis with an aim to agree on communication, roles and responsibilities. See section. Crisis communication.
4. If necessary, FINCIS will refer the matter to the National Platform. The National Platform includes, for example, the police. The police decide on criminal investigations and the federation's disciplinary body on any sanctions imposed.
5. If the case does not result in criminal investigation measures, the organisation may request FINCIS' help in resolving matters that do not meet the characteristics of a crime. The investigation is carried out in co-operation with the federation.
6. At the end of the investigation, the organisation should consider taking the case to its own disciplinary proceedings or concluding the case.
7. If necessary, the parties involved must be informed of the conclusion of the case or its outcome.

The organisation must appoint a contact person in charge of manipulation of sports competitions matters who will also report to the FINCIS' Chief Investigative Officer. The contact persons are part of federations' manipulation of sports competitions co-operation network, which is co-ordinated by FINCIS. The network makes it possible to communicate between operators and to inform them of current manipulation of sports competitions issues and phenomena. The contact persons play a key role in the organisation's work to prevent manipulation of sports competitions. It is their responsibility to ensure that the organisation has up-to-date policies that are followed. Any changes to contact persons must be communicated to FINCIS.



Measures and highlights of the co-operation network

- Organisations must prepare their own guidelines for cases related to the manipulation of sports competitions.
- Organisations must have a valid situation picture.
- Organisations must appoint a manipulation of sports competitions contact person to be contacted in cases of suspected manipulation of sports competitions. The contact information must also be communicated to FINCIS as well as any possible changes to personnel.

Other activities

Anti-doping activities and prevention of manipulation of sports competitions can be carried out in many ways at several levels. The activities range from the athlete and club level to international activities. With these programmes, each organisation can define its own role as well as sport-specific activities and co-operation networks in which the message of fair competition is conveyed.

Organisations must include their positions of trust in national and international organisations in their programmes. Activities in international organisations increase opportunities for influence and improve global equality. The programmes can be presented internationally as a model for other parties and as an example of how the obligations specified in international treaties can be implemented nationally. These criteria can also be found in English on FINCIS' website.

The programme helps organisations to communicate positively. The programme provides a number of options. Organisations can request a FINCIS anti-doping information stand for their events free or charge or arrange lectures or bulletins at their events. Players' associations can be involved as partners in national events, for instance. In international events, it is also worth involving the international sports federation already in the planning phase. Co-operation with different parties allows for more extensive and effective operations.



Updating, approving and publishing programmes

Commitment to fair play and clean sports is a conscious decision. It is reflected in all operations and by all participants. Effective and goal-oriented ethical activities are long-term, open, creative and visible. Through the programme, it is possible to get positive publicity for the sport's fair play and commitment to clean sports, and that is what the programme needs.

Organisations must assign a person responsible for their programme, who will supervise the implementation, monitoring and updating of the programme. In order to be successful, the programme must be communicated actively. It is a good practice, for example, to go through the content of the programme and the responsibilities of different people in the implementation of the programme within the organisation according to the annual calendar, for example. Practical measures can be recorded in the annual action plan.

The boards of organisations or other similar bodies decide on the programmes and their updates. The programme must be updated whenever necessary and the relevant personnel must participate in the process. FINCIS helps and supports organisations in preparing, planning and implementing their programmes, for example, by commenting on them before they are approved. When updating the programmes, it is advisable to apply the best practices from the programmes of other organisations.

The Board must evaluate the implementation of the programme annually and record the measures carried out in their annual report. The programme plans approved by the board are presented in the action plan and the evaluation of implementation is presented in the annual report. The Board's task is to ensure that the organisation has sufficient personnel and/or other resources at its disposal to implement the programme and its measures.

Members of the Board and other key elected representatives are recommended to complete the online training and participate in webinars and events for elected representatives arranged by FINCIS.

The organisation's programme must be easily available to all parties. Good Fair Competition programmes deserve publicity and commitment, making them genuinely effective and operational. Because of this, it is important that the organisations publish their programme on their website and communicate about its content and implementation. FINCIS will publish on its own website all the programmes that the organisations provide as PDF files that meet accessibility requirements. Otherwise, the programs will be linked to the organisation's website if the organisation provides the programme's address to FINCIS.



Summary of the conclusions

- Organisations assign a contact person, of which FINCIS must be informed.
- The right persons at the organisation can be reached and FINCIS will be informed about any changes of responsible persons.
- The programme plans approved by the board are presented in the action plan and the evaluation of implementation is presented in the annual report.
- The programme and its implementation are communicated.

Conclusions


These criteria present some anti-doping activities and ways to combat the manipulation of sports competitions. Each party chooses its own methods of operation. Clean sports and fair play can be promoted in countless ways. We each have a responsibility and a role to play in protecting the fairness of athletes, sports stakeholder and sports in general. Effective activities enable all of us to enjoy and operate in an ethically sustainable sports culture.




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