

# Equestrian Australia

## Checklist for BMCO's and EA Swab Stewards



### ***For MCP Sampling at all EA and FEI Events.***

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_ Discipline: \_\_\_\_\_

#### **(A) Organise the Sampling Personnel** – liaise with the Event Organisers

1. Organise an approved EA/FEI event sampling steward(s)
2. Organise an event sampling veterinarian (*may need to be an FEI vet*)
3. Notify the NMCO of the staffing selections and event details
4. Confirm the financial resources for MCP sampling at the event.  
(*Ensure that the level of sampling is consistent with the EA Anti Doping Policy*)

#### **(B) Organise the Sampling Kits, Documentation and Equipment**

1. Make the appropriate number of sampling kits available
2. Make sure that the EA Sampling steward has the following documentation:
  - a) EA MCP Notification Forms (*at least 1 for each sample*)
  - b) EA MCP Sampling Procedure Documentation
  - c) EA MCP Sampling Procedure – Rider Handout
  - d) EA Horse Medication Control Policy
  - e) EA Blank Horse MCP Identification Forms  
(*to identify horses without papers*)
  - f) Prepaid Courier Labels (if required)  
(*sufficient for the number of samples to be taken*)
3. Make sure the EA Sampling Steward has a personal equipment kit 

This kit includes;

  - Identity badge (available from the EA)
  - Stapler
  - Collection pan/urine collector
  - File/notebook
  - Pens
  - Spare Plastic Gloves
  - Sunscreen lotion
  - Sun hat or cap

**(C) Post-Event Sampling**

1. Confirm the shipping/delivery of the samples via courier to the testing laboratory   
*(Liaise with the EA Sampling Steward who has the custody of the samples post event)*
2. Complete the EA Post Event MCP Report and return to the NMCO   
*(This may be done by either the BMCO or the sampling steward within 7 days of the event)*
3. Return all of the Sample Card Sheets, Notification Forms and any completed MCP Horse Identification Forms to the to the National EA Office   
*(This must be done by either the BMCO or the sampling steward within 7 days of the event)*
4. Advise the National Office/NMCO of the billing details for the Laboratory fees
5. Ensure the return of unused samples kits   
*(Preferably back to the BMCO or laboratory)*