



Pony Club Association of Victoria Inc

Inc Number A13413S

Checklist for PCAV Medication Control Planning

Planning Event MCP – A Step by Step for Each Event
For MCP Sampling at all PCAV Events

Event Name

Event Location

Event Date

Event Discipline

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

1. Organise an approved PCAV event sampling steward(s)
2. Organise an event sampling veterinarian
3. Confirm the financial resources for MCP sampling at the event.
(Ensure that the level of sampling is consistent with the PCAV 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 PCAV Sampling steward has the following documentation
 - PCAV Notification Forms *(at least 1 for each sample)*
 - PCAV Sampling Procedure Documentation
 - PCAV Sampling Procedure – Rider Handout
 - PCAV Blank Horse MCP Identification Forms
(to identify horses without papers)
 - Prepaid Courier Labels (if required)
(Sufficient for the number of samples to be taken)

3. Make sure the PCAV Sampling Steward has a personal equipment kit

This kit includes;

- Identity badge
- 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 PCAV Sampling Steward who has the custody of the samples post event).

2. Complete a Post Event MCP Report and return to the PCVIC
This must be done by the PCAV 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 PCAV Office *(This must be done by the sampling steward within 7 days of the event)at PO Box 2025, Brighton North. Vic. 3186*

5. Ensure the return of unused samples kits
(Back to the RASL laboratory)