

Major Events Organiser

Role descriptor

GLDF | Global Learning and Development Framework

The role descriptor will support the anti-doping industry by clarifying the main characteristics of key anti-doping roles. It can be used to support the development of a job description when a major event organisation aims to recruit staff for an anti-doping coordination function. Organisations should tailor this role descriptor to their specific needs and realities.

The Major Events Organiser role descriptor provides a high-level overview of this role and includes:

Key purpose of the MEO role

Role summary

Key responsibilities

Qualities and attributes

Qualifications and experience

Typical employer organizations

Example of job titles

Career progression and professional development opportunities for practitioners performing this role





Key purpose of the Major Events Organiser role

The Major Events Organiser role contributes to anti-doping initiatives by leading the development and implementation of a compliant anti-doping programme at a major event, by working with and coordinating stakeholders, to protect the integrity of the athletes and competition.”



Role Summary

The Major Events Organiser role involves establishing anti-doping rules, roles and responsibilities for an event, coordinating the design of an anti-doping programme and project plan and overseeing their implementation, monitoring and evaluation.



Key responsibilities

The day-to-day functions of the Major Event Organiser role typically include the following aspects:

Establishing anti-doping rules, roles and responsibilities for the event compliant with the World Anti-Doping Code, International Standards and other applicable rules

- Drafting the required anti-doping rules for the event.
- Ensuring all key event stakeholders understand the role of anti-doping at the event and their roles and responsibilities.
- Identifying and agreeing an anti-doping budget for the event.
- Agreeing roles and responsibilities with the appropriate stakeholders.
- Establishing methods for cooperation, communication and information sharing with and between event stakeholders.

Coordinating the design of the anti-doping programme and project plan for an event

- Coordinating the design of all aspects of the anti-doping programme framework.
- Coordinating the development of an anti-doping project plan for the event.

Overseeing the implementation and monitoring of anti-doping activities for an event

- Ensuring the availability of trained personnel and appropriate facilities and services for an anti-doping programme.
- Overseeing the implementation and monitoring of the anti-doping programme and project plan.
- Adjusting the project plan and/or anti-doping programme in response to monitoring.
- Evaluating and reporting on all aspects of the event anti-doping programme and project plan and identifying opportunities for future improvement.



Qualities and attributes

Common values in the anti-doping industry, regardless of the role a practitioner undertakes, which should be checked for in candidates to the position, are:

Integrity (equity, justice, fairness, courage, accountability)

Excellence (professionalism, innovation, quality, competence)

Respect (honesty, openness, inclusion, diversity)

Collaboration (engagement, teamwork)

Dedication (passion)

The [Core Competency Framework for Anti-Doping Practitioners](#) further describes these core values with descriptive statements and captures the competencies that are common across the various roles of the anti-doping industry. It is a useful tool to refer to if the Major Events Organisation seeks to further develop the list of qualities and attributes that a candidate to any position in anti-doping should be able to demonstrate.



Skills

Based on the results of a survey that was circulated among MEO practitioners across the anti-doping industry in 2024, a list of skills was identified as necessary for the profession. The following list details skills deemed as essential by 90% or more of respondents. Such skills should be assessed in candidates applying for a MEO role:

- Ability to deal with internal and external stakeholders
- Ability to give and receive feedback
- Ability to multi-task
- Ability to work in compliance with code, standards, ethics
- Ability to work under pressure
- Ability to work with sensitive information and maintain confidentiality
- Budgeting
- Decision making
- Goal setting
- Motivating
- Planning
- Project management
- Risk analysis
- Speaking
- Strategic thinking
- Stress management
- Teamwork collaboration
- Time management/ prioritization



Qualifications and experience

The MEO role is primarily concerned with regulation and project management. Ideally, candidates for the role should have had employment experience in anti-doping and/or anti-doping programmes for sport events. Experience or working knowledge of some of the following areas would be an advantage for the MEO role:

- Project management tools and methodologies
- Stakeholder management and communications
- Budgetary management
- Logistics and facilities management
- Recruitment and selection of expert support
- Training and development of anti-doping practitioners
- Monitoring and evaluation
- Anti-doping rules and regulations
- Anti-doping systems at national and international level
- The relevant technical, functional and governance aspects of anti-doping at national and international level



Typical employer organizations

Major Event Organization (MEO)

Local Organising Committee (LOC)

Other Anti-Doping Organisation (ADO)

Delegated Third Party (DTP)



Examples of job titles

Anti-Doping Manager

Anti-Doping Administrator



Career progression and professional development

One career pathway is a linear progression from administrator to manager positions which goes hand-in-hand with appropriate experience. MEO staff in junior positions will gain fundamental experience in the operational aspects of anti-doping activities at major events including for example data entry and monitoring, sample collection, people management and coordination of logistics. Acquiring knowledge in such specific areas may lead to career opportunities at future major events overseen by other anti-doping organisations.

MEO staff in more senior positions, due to the nature of major events, may move on to other events at a more complex or higher profile level or to management roles within anti-doping organisations including high-level decision making, strategic planning, policy development, negotiation, and mentoring of junior staff.

In general, opportunities for professional development are multiple and may also include further education or training in project, stakeholder, logistics and financial management.

Collaborators

WADA, while leading the standard setting work to develop the professional standards, works collaboratively with stakeholders and WADA technical teams. The development work for MEO was conducted by the Technical Working Group composed of:

- Daniel Ashworth - UKAD
- Grace Ji Unseon - KADA
- James Sclater - WADA
- Ling Lin - Chinada
- Matteo Vallini - International Testing Agency
- Rym Zerifi - North Africa RADO
- Valentin Capelli - WADA

This group was chaired by senior education practitioners from the anti-doping industry:

- Catherine Coley - Agence française de lutte contre le dopage
- Louison Boussard-Turbet - Agence française de lutte contre le dopage

Quality Management

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While WADA will update this document regularly to ensure it remains up-to-date, version 1.0 specifically is published as part of GLDF4CleanSport, an Erasmus+ project, and will be reviewed at the conclusion of the project.

GDLF Overview

One of WADA's six priorities under the World Anti-Doping Agency's 2020-2024 Strategic Plan is to 'Grow Impact'. As one of the key initiatives under this priority, the Agency has committed 'to developing training programs and qualifications standards for anti-doping professionals to improve professionalism and enhance the capabilities of the anti-doping workforce'.

Accordingly, in April 2020, WADA's Education Department commenced development of a Global Learning and Development Framework (GLDF), through which specific, standardized training for a range of anti-doping roles are being developed and made available for Anti-Doping Organizations (ADOs) and other stakeholders worldwide within the anti-doping ecosystem. The GLDF establishes role descriptors, professional standards and global learning and development activities for practitioner roles in the anti-doping industry.

The role descriptors have been used by WADA to develop competency-based training programs. They can be read alongside:

- (1) the professional standards for the corresponding role, which describe the expected standard of competence for a given role
- (2) the anti-doping core competency framework, which details the values and competencies that are common across the various roles in the anti-doping industry.

The Professional (occupational) Standards are the benchmarks of good practice and describe the expected standard of competence for a given role. They should not be confused with the International Standards, which are a set of documents that, along with the World Anti-Doping Code, seek to harmonize anti-doping policies, rules and regulations among Anti-Doping Organizations (ADOs) for specific technical and operational parts of anti-doping programs.



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