

## Whereabouts essentials

This module is for athletes who are part of a Registered Testing Pool (RTP) or who may be added to an RTP in the future and who are (or will be) required to provide Whereabouts information into the WADA Anti-Doping Administration System (ADAMS).

## *Lesson 1*

### Purpose of the Lecture

- Define Registered Testing Pool (RTP) and Whereabouts.
- Explain how Whereabouts is connected to testing (doping control) and how it helps protect clean sport.
- Describe the Whereabouts requirements and consequences for not complying.
- Use ADAMS and/or Athlete Central to submit accurate and timely Whereabouts, including providing updates.

The aim is to help you understand all things “Whereabouts” so that you can provide “accurate” and “complete” Whereabouts information when you need to.

## *Lesson 2*

### What is a Registered Testing Pool (RTP)?

You may have been selected to be part of an RTP or think you may be in the future.

Think about how your responsibilities may have changed as your sport performances have improved. Maybe you now have some of the responsibilities listed below:

- Media interviews.
- Meetings with sponsors.
- Working with an agent.
- Financial management.
- Activities as a national team member.
- Increased training hours.
- Competing abroad.

Complete the content above before moving on.

In the same way, anti-doping responsibilities can change too. Anti-doping is not the exception!

And one way anti-doping responsibilities can change is when you become part of an RTP. Being part of an RTP and fulfilling your responsibilities is just as important as your other sporting responsibilities.

It is also a very important way that you can continue to demonstrate that you are training and competing clean.

**An RTP is a group of high priority athletes, selected by:**

1. An International Federation (IF) to be part of an International Registered Testing Pool (IRTP).
2. A National Anti-Doping Organization (NADO) for a National Registered Testing Pool (NRTP).

All RTP athletes are asked to provide Whereabouts information.

**Code definition of an RTP:**

The pool of highest-priority Athletes established separately at the international level by International Federations and at the national level by National Anti-Doping Organizations, who are subject to focused In-Competition and Out-of-Competition Testing as part of that International Federation's or National Anti-Doping Organization's test distribution plan and therefore are required to provide whereabouts information as provided in Code Article 5.5 and the International Standard for Testing and Investigations.

**Who's included in an RTP is decided by the IF or NADO. Their decision is based on multiple factors including:**

- Athletes who are part of their Olympic or Paralympic team.

- Athletes who compete in sports that are of high national priority.
- Athletes ranked highly in their sports discipline.
- Athletes who regularly compete at the highest level of international competition (e.g. potential World Championship medalists).

1. Athletes can be selected to become part of an RTP for a number of reasons
2. And as part of an RTP the you will need to provide Whereabouts information
3. Becoming part of an RTP means that you have additional anti-doping responsibilities

## *Lesson 3*

### Whereabouts information

All RTP athletes have to provide Whereabouts information.

Providing Whereabouts is one way for athletes to help protect clean sport.

Because some prohibited substances and methods are only banned in-competition, but other substances and methods are banned “at all times” and testing only doesn’t happen during a competition but it can happen anywhere, and at anytime.

Not all banned substances used out-of-competition will show in an in-competition test. It depends on what substance was taken, when it was taken and the biology of the person taking it. This is why out-of-competition testing is essential to protect clean sport.

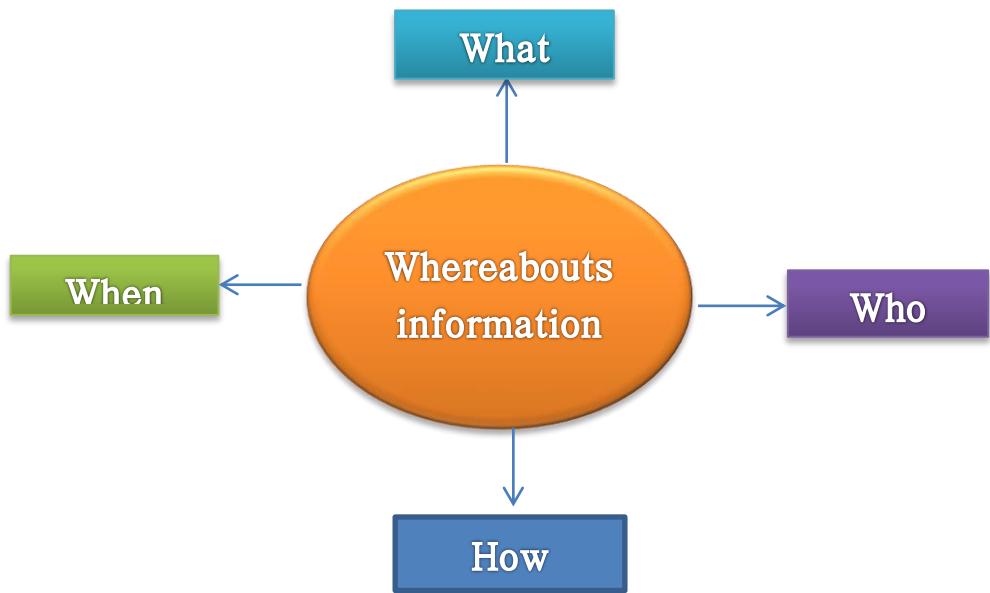
So, why does this matter?

And how does this relate to Whereabouts?

You understand how important out-of-competition testing is. In order to locate athletes for out-of-competition testing, Anti-Doping Organizations (ADOs) need information about where they are so they can go and test them.

This information is called “**Whereabouts**.”

See below for a quick summary of what Whereabouts information includes:



### When

- By a specific date and time you will need to provide your Whereabouts information for the next 3 months.
- You must also ensure that any given time your Whereabouts information is accurate and up to date. Therefore you may need to change or update your Whereabouts information after it has been submitted.

## What

- Your address, email address and phone number.
- Your overnight accommodation address.
- Regular activities, such as training, work, school or university.
- Your competition schedule and where you are taking place.
- 60-minute time slot you will be available for testing.

## Who

You will need to provide your Whereabouts information to either your International Federation (IF) or your National Anti-Doping Organization (NADO).

## How

- The majority of RTP athletes use WADA's Anti-Doping Administration System(ADAMS) to submit their Whereabouts information.
- WADA has recently launched Athlete Central-a mobile App that athletes can use to submit and update their Whereabouts information.

To summarize...

You need to provide information about:

- Your address, email address and phone number.
- An overnight accommodation.
- Regular activities, such as training, work, school attendance.
- The competitions you are participating in.
- A 60minute time slot where you'll be available for testing.

Whereabouts information needs to be submitted each quarter (by a specific time and date) for the next 3 month.

Whereabouts information must provide sufficient detail so that the you can be found for an out-of-competition test.

## **Your contact details**

You must provide a mailing address and email address so your ADO can contact you.

TOP TIP: If you live in an apartment then make sure you include the people's unit as well as the building number if there is one. Also, if there is a "buzzer" or entry system, then add these details to your Whereabouts information.

## **Your phone number where you can be contacted.**

TOP TIP: You have an option to activate SMS text message in your ADAMS profile. This will allow you to provide Whereabouts "updates" via SMS.

## **Your overnight accommodation details and address (where you will be staying that night).**

You must include the full address of where you are staying that night such as your home, or partner's home, as examples.

TOP TIP: Don't forget this includes hotels too. If you are training or competing abroad then make sure you have provided the location and full address of where you are staying overnight.

You must include all address for the locations where you take part in regular activities such as training, work, school attendance.

**TOP TIP:** Make sure you include any key details such as building names, location of where you are training.

## **Your detailed competition schedule including the address.**

You must include the name of the competition, the date, location and full address of where the competition is being held.

If you need to travel to the competition then you must provide details of your travel arrangements such as the transportation type, the airline and flight number if you are traveling by air, departure date and time, etc.

**TOP TIP:** Always remember to update your Whereabouts information if you leave the competition earlier than planned or do not participate.

For each day of the quarter the athlete must provide a 60-minute time slot where you will be available and accessible for testing. This hour can be anytime between 5 a.m. and 11 a.m.

**TOP TIP:** Many athletes make their 60-minute time slot when they are most likely to be at home—such as early in the morning or in the evening.

If you are not available for testing at the location you indicated for the 60-minute time slot, then that may be declared a “missed test”.

At any time, if the plans change, you must update your Whereabouts information so that it is accurate at all times.

Important: As soon as you are aware of any changes in your plans you should update your Whereabouts information. You can update your Whereabouts information at any time, up to 1 minute before your 60-minute time slot. Using ADAMS or Athlete Central to update is easy and simple!

Providing Whereabouts information helps you demonstrate you are abiding by the anti-doping rules.

## *Lesson 4*

### **Providing Whereabouts (who to and how)**

If you have been notified that you need to submit Whereabouts information then you need to know where to do so.

Most athletes use WADA's Anti-Doping Administration and Management System (ADAMS) and/or Athlete Central to provide their Whereabouts information.

ADAMS is a web-based system that centralizes anti-doping information including Whereabouts information. It's a secure platform for Athletes and ADO's to use.

## 1. How to submit your whereabouts information in ADAMS?

You are aware what Whereabouts information you need to provide.

### All things ADAMS



#### Step 1

##### Log into ADAMS

Enter the username and password you received from your NADO or IF and click the login button to enter the site.

If this is your first time logging into ADAMS then you will need to provide and validate your email address.



#### Step 2

##### My Whereabouts

Click on “My Whereabouts” on your homepage to submit new Whereabouts information or to review existing Whereabouts details.

ADAMS will automatically take you to the Whereabouts guide which walks you through the steps required to submit your information.

# All things ADAMS



## Step 3

### Enter your Whereabouts

You will receive a warning from ADAMS if you have not submitted all the key sections required as part of your Whereabouts submission.

As you enter your Whereabouts information a green check mark will indicate you have completed each section.

If you do not see the green tick then check closely as you may have missed something.



## Step 4

### Submit your Whereabouts

Once all relevant Whereabouts information is entered for a specific quarter and is complete and error-free, click “submit” .

You may edit your Whereabouts information even after you have submitted it by selecting the entry and clicking “edit” .

Don’t forget to save and resubmit your Whereabouts information after you make a change.

You must keep your Whereabouts information **up-to-date at all times**. If your schedule changes for any reason, **you are responsible** for updating your Whereabouts.

Set a reminder in your calendar/agenda of the key dates/deadlines to submit your quarterly Whereabouts information.

Set an alarm for the start of your 60-minute time slot so you are where you say you are.

Be as specific as you can when submitting your Whereabouts information—remember the aim is that you can be easily located for testing.

Check and update (if needed) your contrast information such as email, mailing address and phone number.

Ask! If you have any doubt, ask your IF, NADO or contact the ADAMS support team.

## 2. Where to go for help?

Contact your NADO or IF if:

- You forgot your ADAMS username.
- Your account is under “permanent lock” because you entered an incorrect username and password combination at least 9 times in a row.

Contact the ADAMS help desk if:

- You encounter technical difficulties such as:
  - An error on the ADAMS system.

## *Lesson 5*

### Consequences

#### **1. What happens if you fail to comply with your Whereabouts requirements?**

There are consequences if you do not comply with your Whereabouts requirements – in fact it is one of the 11 Anti-Doping Rule Violations (ADRVs).

This ADRV is known as a "Whereabouts failure".

A Whereabouts failure is when there is any combination of 3 missed tests and/or a filing failure within a 12-month period.

#### **2. What is considered a filing failure?**

- Not submitting the quarterly Whereabouts information on time and by the specified date.
- Not updating your Whereabouts information so that it remains accurate at all times. That means not amending or updating your Whereabouts information when plans change. For example, if you need to change your 60-minute time slot or the place where you will be staying overnight.
- Not including all of the required information in the quarterly Whereabouts submission or update. All information provided should be sufficient so that you can be located for testing.

- Submitting inaccurate information. For example, an address that does not exist or a vague location.

Any of the above could result in a “Filing failure”

### 3. What is considered a missed test?

You are not present or available for testing during your specified 60-minute time slot at the location specified.

Remember: you must remain in the location you have specified for the entire 60 minutes.

#### Testing outside the 60-minute time slot

You may also be tested outside of the 60-minute time slot you specified in your Whereabouts.

If the Doping Control Officer (DCO) cannot locate you for testing based on your Whereabouts information, even if it is outside your 60-minute time slot, you may still be held accountable.

For example, if you indicated that you would be training at 1234 Runaway Lane and when the DCO arrives she notices that this address does not exist, there may be consequences. If you provided inaccurate information, you could receive a filing failure.

You must submit your Whereabouts information up-to-date at all times. If your schedule change for any reason, you are responsible for update his/her Whereabouts.

**Remember**

- If you don't submit your Whereabouts information quarterly and update it as necessary, or you provide inaccurate information, you may receive what is called a filing failure.
- If a Doping Control Officer (DCO) can't find you at the location indicated during your 60-minute time slot, you may receive what is called a missed test.

Any combination of 3 filing failures and/or missed tests in an 12-month period, may result in an Anti-Doping Rule Violation (ADRV), called Whereabouts failure, which could result in a 2-year sanction.

**Remember**

Remember that, even if someone is helping you to submit your Whereabouts information, you are always responsible for the information submitted and whether it is accurate or not. Only you will face the consequences if you fail to comply.

# Whereabouts



Whereabouts information needs to be provided quarterly.



Home, work, hotels, competition, training venues—details matter. Make sure the athlete can be found.



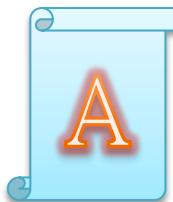
Each RTP athlete has the same anti-doping responsibilities.



Remember that only you are responsible for the accuracy of your Whereabouts information.



Every day of the quarter requires you to provide a 60-minute time slot.



ADAMS can be used to submit and update your Whereabouts information.



**B**e where you say you are—if you cannot be found then you may face consequences.



**O**ut-of-competition testing is an essential part of clean sport.



**U**pdate your Whereabouts information when things change.



**S**ubmit your Whereabouts information on time and by the specified date.