Australian Sports Anti-Doping Authority

ATHLETE WHEREABOUTS GUIDE

ENGAGEMENT • DETERRENCE • DETECTION • ENFORCEMENT
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INSTRUCTIONS FOR ATHLETES

What is in this booklet
This document is a guide for athletes who are required to submit whereabouts information.

How to use this booklet
Use this guide when providing whereabouts information. This guide is a simplified version of the ASADA Athlete Whereabouts Policy. Always refer to the policy for full clarification of whereabouts requirements.

Where there is an inconsistency between this booklet and ASADA’s Athlete Whereabouts Policy, the Policy prevails.

The Athlete Whereabouts Policy is on the ASADA website at the following link:
(QR code located on page 19)

How to keep up-to-date with anti-doping
Under the World Anti-Doping Code ignorance is no excuse, so keep up-to-date by regularly visiting www.asada.gov.au
In-competition period
The in-competition period is generally considered to commence 12-hours prior to the commencement of an event. For example; if your event starts at 6pm, the in-competition period starts at 6am that day.

This may not always be the case. You must check with the competition organiser or NSO in charge of the event to establish the exact in-competition time periods for each event.

Out-of-competition period
Out-of-competition is any time that is not in-competition.
ATHLETE WHEREABOUTS

Out-of-competition tests conducted without notice are one of the most powerful means of deterrence and detection of doping and is an important step in strengthening athlete and public confidence in doping-free sport.

In the latest survey of Australian athletes and sporting bodies almost 100% believed it is important for Australia to have a strong anti-doping program. A vital part of Australia’s anti-doping testing program is the ability to test athletes without any advance notice out-of-competition. To do this a limited number of elite athletes provide whereabouts information.

Accurate whereabouts information is crucial to ensure efficiency of the anti-doping programs, which are designed to protect the integrity of sport and to protect clean athletes.

WHO SUBMITS WHEREABOUTS?

A limited number of athletes are selected by ASADA or International Federations (IFs) and are placed into a Registered Testing Pool (RTP) or Domestic Testing Pool (DTP) for whereabouts purposes.

**RTP athletes** are required to submit current, complete and accurate athlete whereabouts information to ASADA or their IF for the purposes of no-advance notice out-of-competition sample collection. This is managed through the Anti-Doping Administration and Management System (ADAMS).

**DTP athletes** must keep their NSO informed of changes to their contact details such as address, phone number, and email address. The NSO will then update ASADA of those changes.
THE REGISTERED TESTING POOL

How do you know if you're on the RTP?

You will be notified by ASADA or your IF if you are entered onto an RTP and are required to submit whereabouts information.

**NOTE:** If you have not been notified about your responsibility to submit whereabouts information then you are not required to submit any whereabouts information, although you can still be tested out-of-competition by ASADA or your IF.

**NOTE:** If you have been placed on an IF RTP, you need to contact your IF for information about your whereabouts responsibilities.

How do you get on the RTP?

The decision by ASADA, or an IF, to include you in an RTP is based on a number of factors. These may include:

- physical demands of your sport and possible performance-enhancing effect of doping
- doping analysis and statistics
- available research on doping trends
- injury
- withdrawal or absence from expected competition
- going into, or coming out of, retirement
- behaviour indicating doping
- sudden improvement in performance
• changes in your whereabouts, such as moving to a remote location
• sport performance history
• past doping
• returning to competition or sport after serving a sanction
• reliable information from a third party, such as a tip off
• training periods and competition schedule
• serving periods of ineligibility or provisional suspensions.

When you are placed on the RTP, your NSO provides ASADA with your full name, gender and date of birth. NSOs are also required to provide initial contact details for you which will include, but is not limited to, your:

• primary residential address
• primary mailing address
• primary contact telephone numbers
• coach details
• team doctor details (if applicable)
• primary email address (if applicable).

**NOTE:** You must notify ASADA and your NSO of any changes to your personal information.

**Athletes with intellectual disabilities**

If you are an athlete with an intellectual disability and you have been included in the RTP, ASADA will also inform your spouse, parent or guardian, coach, or a representative of your NSO.
WHAT INFORMATION DOES AN ATHLETE NEED TO PROVIDE?

Your whereabouts information must be submitted in advance four times a year, known as the quarterly submission. Additionally you must make sure your whereabouts information is kept up to date during the quarter.

60-minute time slot or test hour

For every day of the upcoming quarter, you must provide a specific 60-minute time slot between 5am and 11pm that anchors you to a specific location, sometimes referred to as the ‘test hour’ or ‘nominated hour’.

You must be present and available for testing at your nominated specific location for the entire 60-minute time slot each day.

NOTE: ASADA can choose to, and does, test athletes outside their 60-minute time slot.

60-minute location

The 60-minute location must be accurate and easily accessible by an ASADA DCO. It is your responsibility to ensure your whereabouts locations and times include sufficient information to allow you to be located at your nominated location.

- You should ensure that when you check into any accommodation (e.g. a hotel) your name is included on the reservation so if a DCO were to ask for you, the reception can identify the reservation on the hotel’s system.
- You should always ensure the reception is advised that you may be subject to no-advance notice drug testing and that you authorise the reception to allow a properly identified DCO access to them.
• You should also ensure that your authorisation is noted on the hotel's system.

• You need to update your whereabouts information to include your room number and any other information you think will assist a DCO to locate you as soon as possible after checking in.

• If you nominate your location within a gated community, you should provide this information.

**TIP:** The free text section of whereabouts filings should be used to give instruction or clarification about your nominated location.

You need to ensure your 60-minute time slot is in a location where you can hear the doorbell or knock at the door, no obstacles are in the way (such as dogs/security gates/inaccessible areas) and the DCO can find you without difficulty.

If other people live at your nominated location, you need to ensure they understand the requirements of no-advance notice testing.

A missed test may be declared against you if you are not available in the 60-minute time slot at the location you have nominated.

**TIP:** Most athletes make their 60-minute location at the same location each day, either as an early morning time or an evening time to help keep track of their whereabouts obligations.

The DCO must make reasonable efforts to locate you. Acting unlawfully (such as trespassing or entering into private areas without authorisation) is not action allowed to be taken by DCOs to locate an athlete. They are also not expected to put themselves or their equipment in danger or at risk.
Overnight accommodation

For each day of the upcoming quarter you must nominate an overnight accommodation address.

Regular activities

For each quarter you must nominate the name and address of each training location (known as ‘Regular Activity’ in ADAMS) where you are scheduled to train (e.g. ‘gym workout’ or ‘swimming session’).

**TIP:** If you are not training during this period, you must provide some other type of regular activity (e.g. your work place if you are employed).

Competition details

For each quarter you must provide the name and address of each competition you are scheduled to compete in.

If there are no upcoming competitions during this selected period, 'no competitions' may be selected within the ‘Whereabouts Guide’ in ADAMS.
Travel

Travel entries may be used for overseas or long-distance travel. Essentially travel entries are to be used only for legitimate long distance travel. Proof of travel must be kept by you, such as boarding passes and tickets.

**NOTE:** Travel entries are regularly audited and misuse of travel entries may be investigated as possible evasion of testing (see Article 2.3 of the Code and the anti-doping policy of your sport).

Submitting whereabouts information

ASADA uses ADAMS to receive whereabouts information from athletes in ASADA’s RTP.

If you are new or reinstated to the RTP, you will be provided with a USERNAME and PASSWORD to log into ADAMS. There is a comprehensive Whereabouts Guide available when first logging into ADAMS. A video tutorial is also available on the WADA YouTube Channel at:

http://youtu.be/UmTpHy9oJc8
(QR code located on page 19)

Once you have logged your whereabouts information using the ADAMS website for the quarter, you can then download the ADAMS app to a smartphone and use it to make updates and set reminders in your phone.

**NOTE:** Logging your whereabouts information for the initial quarter is not possible from the ADAMS App.
Quarterly submissions

Effective test planning would not be possible without you submitting your whereabouts information in advance in three-month blocks (or quarters). The whereabouts quarters are:

1 January to 31 March  
1 April to 30 June

1 July to 30 September  
1 October to 31 December

**NOTE:** ASADA sends you reminders for whereabouts due dates via SMS and email. These reminders are usually sent out three weeks prior to the start of each quarter.

You may not know exactly where you will be for the entire quarter, but information needs to be submitted to the best of your knowledge. Changes to your whereabouts information can be made at any time online and changes to the nominated hour can be made up to one minute prior to the test hour.

**NOTE:** If you cannot access ADAMS to make the change, you should email or phone through changes to ASADA or ADAMS and details will be kept on your file.

Contact details:

✉️ athlete@asada.gov.au

📞 13 000 27232 (and follow the prompts)
   +61 2 622 4200 (if calling from overseas)
   +44 7781 480710 (ADAMS SMS)

**TIP:** We recommend these contact details are added to your phone for easy access.
Holidays
Going on holidays does not excuse you from your whereabouts obligations. You must have accurate whereabouts for every day of the year no matter where you are or what you are doing.

Last minute changes
There may be a need to make last minute changes to your whereabouts filings due to unforeseen circumstances.

Last minute changes should only be made where the circumstances are unavoidable. The overuse of late changes to whereabouts information may be investigated as possible anti-doping rule violations of tampering and evasion.

Professional and non-professional team sport athletes
If you are part of a team sport, such as rugby or basketball, your club or NSO provides ASADA with team training schedules, so you are not required to provide athlete whereabouts information unless you have been notified that you have been added to the RTP.

Delegating whereabouts
You are ultimately responsible for making sure that your whereabouts information is accurate, but you can nominate a trusted person known as an authorised representative to submit and manage whereabouts on your behalf.

You are responsible for being at your nominated location for the 60-minute time slot, whether or not you relied on an authorised representative to file or update your whereabouts information.

You should contact ASADA if you wish to nominate an authorised representative to assist with your whereabouts obligations.
Retirement

If you're on ASADA's RTP and wish to retire from competition, you should complete the ASADA Retirement Notification form and submit it to ASADA.

If you're on the DTP and you wish to retire from competition, you must immediately notify your NSO in writing of your decision to retire. It is the responsibility of the NSO to notify ASADA.

If you're on an IF RTP, you will also be subject to the IF’s retirement requirements. You should contact your IF for more information.

Compliance

Filing Failure

If you fail to provide your whereabouts information prior to the cut-off date for the upcoming quarter, you could be subject to a Filing Failure declaration. A Filing Failure declaration could be for insufficient information, inaccurate information or fraudulent information being provided.

NOTE: If you file an update, but the updated information is incomplete, or inaccurate, or insufficient to enable ASADA to locate you, then it may be pursued as a Filing Failure in accordance with clause 4.1(b) of the Whereabouts Policy.

Missed Test

If you are not available for a test during your nominated 60-minute time slot, you could be subject to a Missed Test declaration.

You need to be available for the entire nominated hour; not just a part of it. For example, if you nominate 6pm to 7pm as the testing hour you need to be available for the full hour as doping control staff can attempt to test you starting at any time within that period.
NOTE: The accumulation of three declarations (Filing Failure and/or Missed Test) in a rolling 12-month period could result in an anti-doping rule violation involving a ban from sport between one to two years.

It is ASADA’s responsibility to check for any last minute updates to whereabouts information filed by you prior to attempting to collect a sample. However, there may be occasions when this is not possible and DCOs arrive to test you in the original 60-minute time slot. Should this occur and you are located by doping officials, you must still submit to testing.

NOTE: While an update of the 60-minute time slot may be made at any time up until the beginning of the time slot, repeated last-minute updates may be pursued as a possible anti-doping rule violation of tampering and evasion of sample collection.

What is a declaration?

If ASADA believes you have missed a test during your nominated test hour or have not filed your quarterly whereabouts by the due date, ASADA will write to you about the apparent breach and provide supporting information to you. You will be given 14 days to respond to ASADA.

If after considering any explanation and supporting evidence ASADA remains satisfied there is a filing failure or a missed test, you will be notified of the declaration.

NOTE: A declaration under the Athlete Whereabouts Policy is considered a serious matter. Your NSO will be notified of all declarations as will your IF and WADA.
How is athlete information managed?

Any information collected by ASADA, such as doping control forms or athlete whereabouts information, will be maintained, used and disseminated by us for the lawful purposes of carrying out functions as authorised under the *Australian Sports Anti-Doping Authority Act 2006* (the ASADA Act) and the *Australian Sports Anti-Doping Authority Regulations 2006* (the ASADA Regulations).

When collecting, storing, using and disclosing personal information ASADA is bound by the *Privacy Act 1988* (which incorporates the Australian Privacy Principles), the ASADA Act and the ASADA Regulations (which contains the NAD scheme).

ASADA also has regard to the Code, and recognises the International Standard for the Protection of Privacy and Personal Information as published by WADA.

Additional information about ADAMS and the handling of an athlete’s data is available on the WADA website:


WADA is also subject to Canadian Privacy legislation:

Whereabouts assistance

The following contact details can be used to clarify any information regarding whereabouts requirements. ASADA office hours are 9am - 5pm, Monday to Friday, Australian Eastern Time.

✉️ athlete@asada.gov.au
📞 13 000 27232 (and follow the prompts)
     +61 2 622 4200 (if calling from overseas)
     +44 7781 480710 (ADAMS SMS)

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ADAMS PRIVACY POLICY

ADAMS INSTRUCTIONS GUIDE - YOUTUBE

ASADA WHEREABOUTS POLICY

WADA WHEREABOUTS POLICY
AUSTRALIAN SPORTS ANTI-DOPING AUTHORITY

www.asada.gov.au

- check the status of substances
- update whereabouts
- confidentially report doping activity
- access anti-doping eLearning