TEMPLATE: NOTICE TO ATHLETE OF INCLUSION IN THE [ADO]’S TESTING POOL (TP)

***[Athlete’s contact details]***

***[c/o [Athlete National Federation (NF)’s contact details], if notification is done through NF]***

***[Date]***

**[ADO]**’s Anti-Doping Rules (ADR)

Notice of your inclusion in the **[ADO]**’s Testing Pool (TP)

Dear ***[Athlete’s name]***,

We are writing to you to notify you that you are included in **[ADO]**’s TP and are required, under the ADR, to provide information about where you can be found for the purpose of doping control. You will be required to provide the whereabouts information requested in Annex A from ***[Date]****.*

It is important that you understand the contents of this notice, as it explains your obligations and the applicable consequences if you fail to comply with such obligations.

You should also be aware that your whereabouts filing will be shared with other Anti-Doping Organizations (ADOs) who have the authority to conduct testing on you. Please note that any other ADO with the requisite authority under the World Anti-Doping Code may test you at any time, whether using the whereabouts information that you are providing or otherwise.

**Deadlines for submitting your whereabouts information as detailed in Annex A:**

***[Depending on ADO’s needs and demands of the relevant sports (e.g., team sports, seasonal patterns), the TP whereabouts requirements may be set up with more regular deadlines (e.g., weekly, monthly or quarterly)].***

By ***[date]***preceding the first day of each ***[week] [month] [quarter] [other period of time]***, i.e.:

***[date]***for ***[period 1]***: ***[Dates range]***

***[date]***for ***[period 2]***: ***[Dates range]***

**How to provide the required information**

Your whereabouts information will be provided in the World Anti-Doping Agency’s (WADA’s) Anti-Doping Administration and Management System (ADAMS), a secure web-based system that will allow you to comply with the whereabouts information required. In order to facilitate the submission and updates of your whereabouts filing, WADA has developed an ADAMS ‘Athlete Central’ App. Once you receive your ADAMS username and password (see below) and access ADAMS and Athlete Central the systems will guide you through the process for completing and submitting your whereabouts filing.

If you need more information including instructions on how to use ADAMS and the Athlete Central App you can always refer to <http://adams-docs.wada-ama.org/display/EN/ADAMS+User+Guide+for+Athletes>.

***[If an ADO is setting up a training session or athlete induction into ADAMS/Athlete Central then the details can be provided here]***

**Your ADAMS username and password:**

Please use your ADAMS username and password to enter both the ADAMS website <https://adams.wada-ama.org> and Athlete Central.

***[Insert details on how ADO provides athlete’s credentials (e.g., ADAMS automatically generated welcome letter, existing users to immediately contact ADO if their user account needs a reset, etc.]***

You must then enter your first required whereabouts information, by providing all the whereabouts information provided in Annex A, for the period ***[relevant period]***, using ADAMS / Athlete Central App no later than ***[date]***.

If you need assistance in entering your whereabouts in ADAMS / Athlete Central or have any questions related to your ADAMS account, do not hesitate to contact ***[contact details]***.

**Updating whereabouts information**

It is to be expected that you do not know at this time your exact whereabouts on each day for the next quarter. Nonetheless, please ensure you meet the filing deadline specified above, and provide the required details for each day to the best of your knowledge.

After filing and as you become aware of your schedule or things change you can easily update your whereabouts information throughout the quarter either directly in ADAMS or via the Athlete Central app.

**Important: Make sure the information you file is accurate at all times**

It is your responsibility to ensure that your whereabouts is accurate and up to date. Changes can be made in ADAMS or Athlete Central. In case you have no internet access, updates to your whereabouts information may be made by Short Message Service (SMS). Instructions on how to use the SMS component can be found at

<http://adams-docs.wada-ama.org/display/EN/Whereabouts+Quick+Reference+Card+-+EN>. **[*Alternatively please send an SMS to the following number [number] which is monitored by [ADO]]****.*

In the unlikely event that ADAMS or Athlete Central is not available, and you cannot update your whereabouts information using SMS, you should email us your whereabouts update to ***[email address]*** (marked “Private and Confidential”) and indicate as much detail as required in Annex A of this notice.

**Confidentiality**The information you provide is stored safely and securely, maintained and treated in strict confidence at all times. It will be accessed on a need-to-know basis only by any authorized individuals acting on behalf of WADA and any ADO with testing authority over you. All such organizations have accepted the same confidentiality obligations. The information provided by you will be used exclusively for the purpose of doping control and will be destroyed in accordance with the International Standard for the Protection of Privacy and Personal information (ISPPPI) once it is no longer relevant.

**Potential Consequences**

* It is very important to ensure that you file the required whereabouts information of an upcoming ***[relevant period]***, by the first day of that ***[relevant period]*.** This is why we have provided the deadline of **[date]** preceding the ***[relevant period]*** to assist you in avoiding the potential consequences below.
* It is also very important that you file accurate and complete information about your whereabouts, and that you update this information as soon as you know of any change of plans, so that this information remains accurate and complete and that you are available for testing at the declared whereabouts if a Doping Control Officer (DCO) attempts to test you.
* If, without adequate justification, your whereabouts information is not filed on the required dates, or is not found to be accurate following an attempt to test, or information is obtained by ***[ADO]***, that is contrary to the whereabouts provided, the following consequences shall apply:

***[Insert appropriate and proportionate non-Code Article 2.4 consequences, including consideration for elevating athletes in ADO’s Registered Testing Pool (RTP). For example, consider the following consequences: issuing a formal written warning, issuing a fine, removal of funding, inability to be selected for a team (for a certain period of time), elevation into [ADO]’s Registered Testing Pool, etc.]***.

**Personal responsibility**

You may choose to delegate the task of submitting your whereabouts filings and updates to a third party such as a coach, agent, parent, or an official in your National Federation, provided that the third party agrees to such delegation. In such case, please provide us with a written notice of that agreed delegation, signed by yourself and the third party in question.

Please note, however, that you remain personally responsible for any failure to comply with the whereabouts requirements contained in this notice and ensure that you are available for testing at the whereabouts declared on your whereabouts filing. If you are subject to consequences as described above, because a third party failed to comply with the requirements, those consequences will remain even though you delegated such responsibility.

**Period of inclusion - Retirement from competition**

Please note that you will remain in the [ADO]’s TP and be subject to comply with the TP whereabouts requirements unless and until:

1. you are given written notice by [ADO] that you are no longer included in the TP; or
2. you give written notice to [ADO] that you have retired from competition.

**Action to take**

* Please keep a copy of this letter for your records.
* Please sign and date the attached acknowledgement form below and send it back to us at ***[Insert contact details]*** to confirm receipt and understanding of this notice.

If you have any question about the contents of this letter, please contact ***[contact details]****.*

We thank you in advance for your cooperation on this matter and your commitment to the fight for doping free sport!

Yours sincerely,

***[[ADO]’s sender signature]***

Copy to ***[[NADO] [IF]’s name]***

***[If notification is not done through NF, add: Copy to [NF’s name]]***

ANNEX A – NOTICE OF INCLUSION IN [ADO]’s TP – WHEREABOUTS REQUIREMENTS

By ***[date]*** preceding the first day of each ***[period]***, you shall file whereabouts for that quarter that must include:

1. A complete mailing address and personal e-mail address where correspondence may be sent to you for formal notice purposes.

For each day during the ***[period]***:

1. The full address of the place where you will be staying overnight (e.g., home, hotel, temporary lodgings, etc.).

* If your plans change so that you will be staying at a different place on a particular night, you must update your whereabouts filing prior to that night to provide the new address where you will be staying that night.

1. The name and address of each location where you will train, ***[work or conduct any other regular activity]***, as well as the usual time frames for such training ***[regular]*** activities.

* If your training ***[regular]*** activities change, e.g., if you stop training in the mornings and train in the afternoons instead, or if you train at the gym on Mondays and Thursdays, then move to Tuesdays and Fridays, you must update your whereabouts filing to reflect that change.
* However, if you simply change your regular schedule on an occasional basis, e.g., one Monday you decide as a “one-off” to train in the gym rather than the pool, but next Monday you plan to go back to your regular schedule of training in the pool, then you do not have to make any change to your whereabouts filing to reflect that “one-off” change.

1. Your Competition/Event schedule for the following ***[period]***, including the name and address of each location where are scheduled to compete during the ***[period]*** and the date(s) at which you are scheduled to compete at such location(s).

Again, if this changes, you must update your whereabouts filing to reflect the changes.

You must provide sufficient information to enable Doping Control Officers (DCOs) to find you at your location with no advance notice, such as a phone call. For example, please provide entrance pass codes to buildings and give clear directions to find your building/room.

NOTICE OF INCLUSION IN [ADO]’s TP – ACKNOWLEDGEMENT FORM

I, the undersigned, hereby confirm that I have read and understood **[ADO]**’s notice of inclusion in its TP and Annex A and that, under **[ADO]**’s Anti-Doping Rules:

* I understand that I am part of the **[ADO]**’s Testing Pool;
* I am aware that I must submit my whereabouts in ADAMS / Athlete Central and will be liable for consequences as described in this notice if I do not comply or if I submit late, inaccurate or incomplete whereabouts information that does not enable me to be located for testing at the times and locations set out in the whereabouts filing;
* I understand that my whereabouts information will be shared with Anti-Doping Organizations with testing authority over me, and that I can be tested by such ADOs at any time.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, First Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (yyyy/mm/dd): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this signed and completed form to ***[contact details].***