



SPORT INTEGRITY
AUSTRALIA

GUIDE

ATHLETE

WHEREABOUTS



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Copyright statement

Sport Integrity Australia Athlete Whereabouts Guide

Canberra

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Updated July 2020

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 Sport Integrity Australia Athlete Whereabouts Policy. Always refer to the policy for full clarification of whereabouts requirements.

Where there is an inconsistency between this booklet and Sport Integrity Australia's Athlete Whereabouts Policy, the Policy prevails.

The Athlete Whereabouts Policy is on the [Sport Integrity Australia website](#).

How to keep up to date

Under the World Anti-Doping Code ignorance is no excuse, so keep up to date by regularly visiting www.sportintegrity.gov.au

DEFINITIONS

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 6 pm, the in-competition period starts at 6 am that day.

This may not always be the case. You must check with the competition organiser or National Sporting Organisation 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.

Surveys have consistently recorded almost 100% of Australian athletes and sporting bodies 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 athletes are required to 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 Sport Integrity Australia or International Federations and are placed into a Registered Testing Pool, Testing Pool or Domestic Testing Pool for whereabouts purposes.

Registered Testing Pool athletes are required to submit current, complete and accurate athlete whereabouts information to Sport Integrity Australia or their International Federation for the purposes of no-advance notice out-of-competition sample collection. This is managed through the Anti-Doping Administration and Management System (ADAMS).

Testing Pool athletes are required to provide limited athlete whereabouts information. This is managed through the ADAMS.

Domestic Testing Pool athletes must keep their National Sporting Organisation informed of changes to their contact details such as address, phone number, and email address. The National Sporting Organisation will then update Sport Integrity Australia of those changes.

REGISTERED TESTING POOL

How do you know if you're on the Registered Testing Pool?

You will be notified by Sport Integrity Australia or your International Federation that you have been entered onto a Registered Testing Pool 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 Sport Integrity Australia or your International Federation.

NOTE: If you have been placed on an International Federation Registered Testing Pool, you need to contact your International Federation for information about your whereabouts responsibilities. **This booklet is aimed at athletes added to the Sport Integrity Australia Registered Testing Pool only.**

How do you get on the Registered Testing Pool?

The decision to include you in a Registered Testing Pool may be based on a number of factors.

- Those athletes included on any International Federation Registered Testing Pool (where relevant to Sport Integrity Australia's Test Distribution Plan).
- Olympic and Paralympic athletes (where relevant to Sport Integrity Australia's Test Distribution Plan).
- Physical demands of a sport and possible performance enhancing benefits that doping may elicit.
- Available doping analysis statistics.
- Available research on doping trends.
- Injury, or return from injury, or any period of inactivity from other causes.
- Withdrawal, or absence from expected competition.
- Going out, or coming into retirement.
- Behaviour indicating doping.
- Sudden major improvement in performance.

- Changes in Athlete Whereabouts Information that can indicate a potential increase in the risk of doping, including moving to a remote location.
- Athlete sport performance history.
- Details of past tests.
- Athlete reinstatement after Period of Ineligibility.
- Reliable information from a third party.
- Training periods and competition season.
- Athletes who are serving Periods of Ineligibility, or provisional suspensions as a consequence of an anti-doping rule violation.
- Subject to agreement from time to time with the relevant International Federation.

When you are placed on the Registered Testing Pool, your National Sporting Organisation provides Sport Integrity Australia with your full name, gender and date of birth. National Sporting Organisations 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.

NOTE: You must immediately notify Sport Integrity Australia and your National Sporting Organisation 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 Registered Testing Pool, Sport Integrity Australia will also inform your spouse, parent or guardian, coach, or a representative of your National Sporting Organisation.

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 5 am and 11 pm 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: Sport Integrity Australia can choose to, and frequently does, test athletes outside their 60-minute time slot.

60-minute location

The 60-minute location must be accurate and easily accessible by a Sport Integrity Australia Doping Control Officer. It is your responsibility to ensure your whereabouts locations and times include sufficient information that 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 Doping Control Officer 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 Doping Control Officer 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 Doping Control Officer 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: Add instructions or clarification about your nominated location in the free text section of whereabouts filings.

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 Doping Control Officer 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 Doping Control Officer must make reasonable efforts to locate you. Acting unlawfully (such as trespassing or entering into private areas without authorisation) is not an action Doping Control Officers will take 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 (for example, '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).

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 (Article 2.3 of the World Anti-Doping Code) and the anti-doping policy of your sport.

Submitting whereabouts information

Sport Integrity Australia uses ADAMS to receive whereabouts information from athletes in Sport Integrity Australia's Registered Testing Pool.

If you are new, or reinstated to the Registered Testing Pool, you will be provided with a USERNAME and PASSWORD to login to ADAMS. There is a comprehensive Whereabouts Guide available when first logging in. A [video tutorial](#) is also available on the World Anti-Doping Agency YouTube Channel.

Once you have logged your whereabouts information using the ADAMS website for the quarter, you can then download the ADAMS Athlete Central 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 Athlete Central 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: Sport Integrity Australia 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 Sport Integrity Australia or ADAMS and details will be kept on your file.

Contact details



athlete@sportintegrity.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.

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 National Sporting Organisation provides Sport Integrity Australia 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 Registered Testing Pool.

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 Sport Integrity Australia if you wish to nominate an authorised representative to assist with your whereabouts obligations.

Retirement

If you're on Sport Integrity Australia's Registered Testing Pool and wish to retire from competition, you must complete the Sport Integrity Australia Retirement Notification form and submit it to Sport Integrity Australia.

If you're on the Domestic Testing Pool and you wish to retire from competition, you must immediately notify your National Sporting Organisation in writing of your decision to retire. It is the responsibility of the National Sporting Organisation to notify Sport Integrity Australia.

If you're on an International Federation Registered Testing Pool, you will also be subject to the International Federation's retirement requirements. You should contact your International Federation 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 late submission of information, 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 Sport Integrity Australia 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 6 pm to 7 pm 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 Sport Integrity Australia'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 Doping Control Officers 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 Sport Integrity Australia believes you have missed a test during your nominated test hour or have not filed your quarterly whereabouts by the due date, Sport Integrity Australia will write to you about the apparent breach and provide supporting information to you. You will be given 14 days to respond to Sport Integrity Australia.

If after considering any explanation and supporting evidence Sport Integrity Australia 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 National Sporting Organisation will be notified of all declarations as will your International Federation and World Anti-Doping Agency.

How is athlete information managed?

Any information collected by Sport Integrity Australia, 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 *Sport Integrity Australia Act 2020* and the *Sport Integrity Australia Regulations 2020*.

When collecting, storing, using and disclosing personal information Sport Integrity Australia is bound by the *Privacy Act 1988* (which incorporates the Australian Privacy Principles), the *Sport Integrity Australia Act 2020* and the *Sport Integrity Australia Regulations 2020* (which contains the National Anti-Doping scheme).

Sport Integrity Australia also has regard to the World Anti-Doping Code, and recognises the *International Standard for the Protection of Privacy and Personal Information* as published by the World Anti-Doping Agency.

Additional information about ADAMS and the handling of an athlete's data is available on the [World Anti-Doping Agency website](#). The World Anti-Doping Agency is also subject to [Canadian Privacy legislation](#).

Whereabouts assistance

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



athlete@sportintegrity.gov.au



13 000 27232 (and follow the prompts)



+61 2 622 4200 (if calling from overseas)



+44 7781 480710 (ADAMS SMS)

TIP: Add these contact details to your phone for easy access.

SPORT INTEGRITY AUSTRALIA

www.sportintegrity.gov.au

Update whereabouts

Check the status of substances

Confidentially raise a concern

Access eLearning