WORLD CURLING FEDERATION

WHEREABOUTS FILING REQUIREMENTS

ATHLETES WHEREABOUTS

All athletes on the Registered Testing Pool (RTP) of the World Curling Federation (WCF) are obliged to register their whereabouts on ADAMS (Anti-Doping Administration Management System).

- Use the username and password provided by the WCF to enter the online database system ADAMS: http://www.wada-ama.org/en/ADAMS/

- File quarterly whereabouts every 3 months:

1st quarter (Q1):	January-February-March
2nd quarter (Q2):	April-May-June
3rd quarter (Q3):	July-August-September
4th quarter (Q4):	October-November-December

To submit whereabouts correctly and efficiently, please consult the ADAMS User Guide available on the WADA website:

- **ADAMS 3.3 USER GUIDE FOR ATHLETES**
- ADAMS 3.3 Creating Travel Whereabouts Entries
- ADAMS 3.3 Whereabouts Quick Reference Card
- ADAMS 3.3 TUE Quick Reference Card
- ADAMS 3.3 Activating SMS feature

INFORMATION REQUIRED

The quarterly Whereabouts MUST include:

- An up-to-date mailing address and e-mail address (where correspondence may be sent to you for formal purposes)
- Contact telephone numbers.
- A daily residence for each day of the quarter.
- A one-hour testing time slot for each day of the quarter (between 06:00 and 23:00).
- Training whereabouts (training venue addresses + training schedules).
- All regular activities (work, school etc) as well as usual time frames for these activities.
- Competition schedules
- Travel schedules

CONTACT DETAILS

Athletes must provide a complete mailing address including postcode/zip code, to enable WCF or other Anti-Doping Organisations to make contact for notification purposes. This is essential so the athlete can be notified of Filing Failures, Missed Tests and Anti-Doping Rule Violations.

Athletes must supply the full residential address and should update the WCF when their place of residence changes e.g. moving home.

Contact telephone numbers should also be provided.

60-MINUTE TIME SLOT

Athletes must enter one specific **60-minute slot each day**, for a specified location between the hours of 06:00 and 23:00 where they will be available for testing. They must remain at that location for the time period specified. If a Doping Control Officer (DCO) arrives to make a test in this one hour period, and the athlete is not present, then a Missed Test will be registered.

TIP
Select a venue and time least likely to change eg home address between 06:00 and 07:00. Athletes should make it easy for the DCO to find them. It is unwise to select a large multi-sport venue unless an exact location can be given.

If this 60-minute slot changes it must be updated prior to commencing. This can be done using ADAMS and SMS, up to one minute before the 60-minute slot begins. However, if the slot is cancelled, an alternative slot must be given for that same day or the athlete may be liable for a Filing Failure.

TIP
*It is advisable for the athlete to be as **specific as possible** when submitting whereabouts information, to enable unannounced tests to be carried out. If the DCO cannot find their house or gain access to their building athletes **MUST NOT EXPECT A PHONE CALL**.*

Door bells must be in working order. Entrance pass codes to buildings may be given and **clear directions** to the buildings/rooms are advisable in order to assist locating the property and ensure accessibility to the testers. If athletes prefer not to give their pass codes then it may not be advisable to make your 60-minute time slot somewhere that requires one.

If living in a remote area and the property is difficult to find, clear directions and description of the property is advisable.

This information can be submitted in the `Additional Information` box on any whereabouts entry in the calendar.

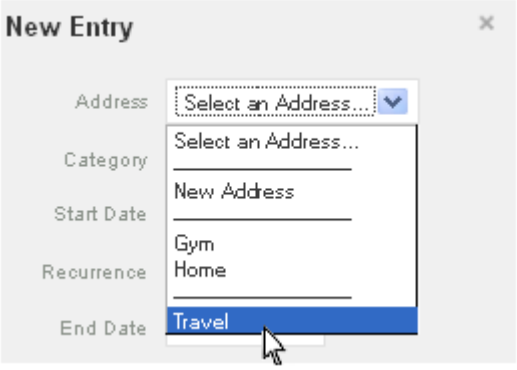
SMS FEATURE

The SMS feature in ADAMS allows an athlete to submit whereabouts updates via text using a mobile phone, smart phone or PDA - ADAMS 3.3 Activating SMS feature. *Up-to-date email addresses must be saved in ADAMS so reminders can be sent.*

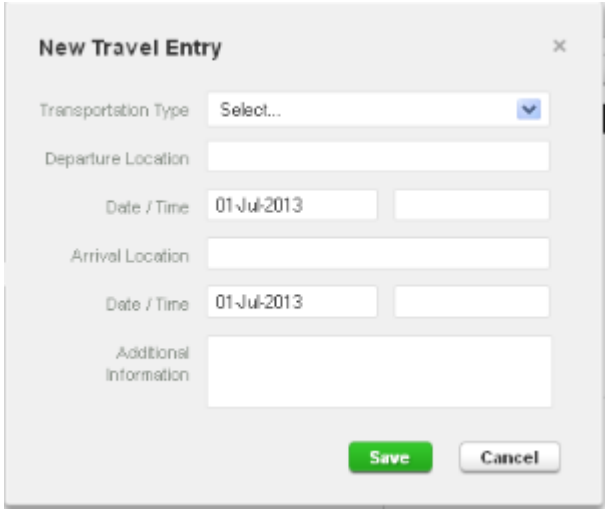
TRAVEL ENTRY

To create a Travel Whereabouts Entry:

- Create a new regular entry: click the **New** button at the top of the whereabouts page, or click any blank area on the calendar.



- From the **Address** drop-down list on the **New Entry** pop-up, select **Travel** at the bottom of the list.
- A warning will be displayed. Should the travel circumstances be as described, you can click **Confirm** to continue, otherwise click **Go Back** to return to the **New Entry** pop-up.
- The **New Travel Entry** pop-up is displayed. This pop-up is modal, which means that you must close it in order to return to the Whereabouts page. Enter the information about your trip:



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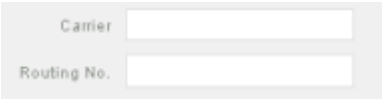
  - **Transportation Type**: select either Air, Ground or Other.
  - **Carrier** and **Routing Number**: these fields are shown only for air transportation type. For a simple itinerary, enter the carrier (e.g. the airline) and the routing number (e.g. the flight number) for your trip. For a more complex itinerary, consider adding an attachment (for example a pdf document containing your itinerary) in addition to the travel entry.



  - **Departure**: indicate your point of departure: for example specific airport terminal, hotel for bus transportation, etc. This is the point where you get on board the major carrying vehicle.

- Departure **Date** and **Time**
- **Arrival**: indicate your point of arrival. This is the point where you deboard the vehicle.
- Arrival **Date** and **Time**
- Details: you may include the details of your trip, or a note (e.g. "See attachment *filename*.pdf on *date*").

- Click **Save** to create the travel entry, or **Cancel** (or the close icon, "x", in the upper-right corner), to cancel creation of the entry.
- Travel The Travel entry will be displayed on the calendar with a blue background color and a small, right-justified, airplane icon. It will either appear as an All Day entry – in the case of a Daytime Travel entry – or as an Overnight Travel entry – in lieu of the Overnight Accommodation entry.

This information can be found in the ADAMS 3.3 User Guide – Creating Travel Whereabouts Entries

COMPETITION SCHEDULES

It is a requirement to provide details of the competition schedule, including exact dates, times and locations of all events.

If an athlete exits a competition earlier or later than expected they must update their Whereabouts.

TIP
Athletes should work with their coach and support team to identify a competition schedule for the forthcoming quarter. If this changes for any reason e.g. due to injury, whereabouts filings must be updated in ADAMS.

REGULAR ACTIVITIES

By providing as much information as possible about regular activities, WCF is provided with a greater means of testing outside the 60-minute slot which reduces the risk of receiving a Missed Test during a 60-minute slot.

It is a requirement that athletes must provide the name and address of each location where they will train, work or conduct any other regular activity, as well as the time frames for these activities. Athletes are required to make any changes to their regular activities via ADAMS.

Athletes are not required to provide any last minute updates to their regular activities when there is an occasional change in schedule e.g. if an athlete does not attend a training session on one day. This does not apply if the 60-minute slot falls within this activity or if the details of their regular activity changes permanently.

Athletes will not be subject to a Missed Test if they are not available at their regular location (unless this is also the 60-minute slot), however, submitting incomplete or inaccurate information may result in a Filing Failure.

TIP
Once the athletes have updated and submitted their whereabouts in ADAMS, they should make sure that the ADAMS page clearly states `**SUBMITTED**` next to the relevant quarter (Q1, Q2, Q3 or Q4).

THERAPEUTIC USE EXEMPTIONS (TUE)

If an athlete has a medical condition requiring the use of a Prohibited Substance or Method, they must submit a TUE application **(including medical documentation)** to the WCF as soon as a diagnosis is received, and in any event no later than 30 days before the approval to use the Prohibited Substance is required (eg for a competition*). (The TUE application form and further information can be found in the TUE section under Anti-Doping & Medical on the WCF website here.)*

TUEs can also be submitted through the ADAMS system. Please click here for the quick reference guide.

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The athlete has the final responsibility for ensuring that all whereabouts details are correct and TUEs are submitted on time. In addition, sufficient information should be provided for a DCO or Chaperone to find the athlete at the specified locations.

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Please contact Susan Keith by email doping@worldcurling.org or by telephone on +44 1738 451630 should you require any assistance with ADAMS.

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