

WORLD FLYING DISC FEDERATION TESTING POOL (TP) POLICY

INTRODUCTION:

This WFDF TESTING POOL (TP) policy informs athletes under the jurisdiction of WFDF on the requirements and consequences and is an integral part of the athletes' responsibilities when selected and thereafter notified on their inclusion in a TP.

PROCEDURE:

1. Athletes selected for inclusion in a WFDF TP are duly notified about their inclusion.
2. Athletes will be given in the inclusion notice a deadline for submission of personal data.
3. The personal data serve the purpose to create an ADAMS profile for the respective athlete.
4. WFDF will send an ADAMS welcome letter to the athlete to allow them to take ownership of their personal ADAMS account.
5. Athletes are required to undersign the Notice of Inclusion in WFDF's TP Acknowledgement Form and send it back within three days from the receipt to antidoping@wfdf.sport and as original signed document to WFDF.
6. From the date of sending the ADAMS welcome letter the athletes are fully responsible to:
 - Change settings of their account maintain the confidentiality of the password and username,
 - Update as required in the notification about inclusion in the TP their whereabouts on a quarterly basis,
 - Keeping their whereabouts current in all situations that might occur.
7. As part of the Notice of inclusion in the TP athletes will be informed:
 - That they are included in WFDF's TP and are required, under the WFDF Anti-Doping Rules, to provide information about where you can be found for the purpose of doping control.
 - That they will be required to provide the whereabouts information requested in Annex A from a date as per the notice letter.
 - That the notice explains the athletes' obligations and the applicable consequences if they fail to comply with such obligations.
 - That their whereabouts filing will be shared with other Anti-Doping Organizations (ADOs) who have the authority to conduct testing on the athlete.
 - That any other ADO with the requisite authority under the World Anti-Doping Code may test the athlete at any time, whether using the whereabouts information that they are providing or otherwise.
 - About the Deadlines for submitting whereabouts information as detailed in Annex A.
 - About the duty to provide the required whereabouts information in the World Anti-Doping Agency's (WADA's) Anti-Doping Administration and Management System (ADAMS).
 - About their duty and options to updating whereabouts information.
 - About their responsibility to make sure the information they file is accurate at all times.
 - About the confidentiality of the information.
 - About the potential consequences of violations of these requirements; and
 - About their Personal responsibility.

SUBMISSION DEADLINES FOR WHEREABOUTS INFORMATION:

By the 20 of the months preceding the first day of each quarter of the year, i.e.:

20 December for Q1:	1 January - 31 March
20 March for Q2:	1 April – 30 June
20 June for Q3:	1 July – 30 September
20 September for Q4:	1 October – 31 December

TOOL FOR PROVIDING THE REQUIRED INFORMATION:

The whereabouts information must 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 whereabouts filing, WADA has developed an ADAMS 'Athlete Central' App. Athletes, once they receive their ADAMS username and password and access ADAMS and Athlete Central the systems will guide them through the process for completing and submitting whereabouts filing.

More information related to instructions on how to use ADAMS and the Athlete Central App can be found under: <http://adams-docs.wada-ama.org/display/EN/ADAMS+User+Guide+for+Athletes>.

ADAMS USERNAME AND PASSWORD AND FIRST STEPS:

WFDF will provide athletes selected for the TP with an ADAMS welcome letter generated from ADAMS including athletes' credentials.

Athletes are advised to use their ADAMS username and password to enter both the ADAMS website <https://adams.wada-ama.org> and Athlete Central.

Athletes should inform WFDF immediately if their account needs a reset.

Athletes must then enter their first required whereabouts information, by providing all the whereabouts information provided in Annex A, for the period quarter, using ADAMS / Athlete Central App no later than as described above.

Athletes needing assistance in entering your whereabouts in ADAMS / Athlete Central or having any questions related to their ADAMS account should contact antidoping@wdf.sport.

DUTY AND OPTION TO UPDATING WHEREABOUTS INFORMATION:

Athletes are obliged to keep updated and accurate their whereabouts information at any time.

Failure to do so will lead to a filing failure which can be sanctioned by WFDF.

Athletes will not know at the date of submission for the next quarter their exact whereabouts on each day for the next quarter. Nonetheless, they need to ensure to meet the filing deadline specified above and provide the required details for each day to the best of your knowledge.

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

It is the athletes' responsibility to ensure that their whereabouts are accurate and up to date. Changes can be made in ADAMS or Athlete Central. In case one has no internet access, updates to 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>.

In the unlikely event that ADAMS or Athlete Central is not available, and the athlete cannot update their whereabouts information using SMS, they should email WFDF their whereabouts update to antidoping@wdf.sport (marked "Private and Confidential") and indicate as much detail as required in Annex A of this notice.

CONFIDENTIALITY:

The information athletes 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.

All such organizations have accepted the same confidentiality obligations. The information provided 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 athletes file the required whereabouts information of an upcoming quarter, by the deadline described above, but in no case later than the first day of that quarter. This is why we have provided the deadline of 20 of the months preceding the quarter to assist athletes in avoiding the potential consequences below.

It is also very important that athletes file accurate and complete information about their whereabouts, and that they update this information as soon as they know of any change of plans, so that this information remains accurate and complete and that they are available for testing at the declared whereabouts if a Doping Control Officer (DCO) attempts to test them.

If, without adequate justification, the athletes' 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 WFDF, that is contrary to the whereabouts provided, the **following consequences shall apply:**

1. issuing a formal written warning,
2. issuing a fine,
3. removal of funding,
4. inability to be selected for a team (for a certain period of time),
5. elevation into [ADO]'s Registered Testing Pool, etc.].

PERSONAL RESPONSIBILITY:

Athletes delegating the task of submitting 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 must provide WFDF with a written notice of that agreed delegation, signed by the athlete and the third party in question.

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

PERIOD OF INCLUSION – RETIREMENT FROM COMPETITION:

Athletes will remain in WFDF's TP and be subject to comply with the TP whereabouts requirements unless and until:

- a) they are given written notice by WFDF that they are no longer included in the TP; or
- b) they give written notice to WFDF that they have retired from competition.

ACTION TO TAKE BY ATHLETES:

Athletes are advised to keep a copy of the notice of inclusion in the TP letter for their records.

Athletes are required to sign and date the acknowledgement form annexed to their notice letter and send it back to WFDF at antidoping@wfdf.sport to confirm receipt and understanding of this notice.

Athletes can receive further information by contacting: antidoping@wfdf.sport.

ANNEX A – NOTICE OF INCLUSION IN WFDF’s TP – WHEREABOUTS REQUIREMENTS

By 20 of the months preceding the first day of each quarter, 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 quarter:

2. 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.
3. 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.
4. Your Competition/Event schedule for the following quarter, including the name and address of each location where are scheduled to compete during the quarter 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 WFDF's TP – ACKNOWLEDGEMENT FORM

I, the undersigned, hereby confirm that I have read and understood WFDF's notice of inclusion in its TP and Annex A and that, under WFDF's Anti-Doping Rules:

- ❖ I understand that I am part of the WFDF'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 antidoping@wfdf.sport.