

## Athlete Whereabouts Program Guidelines

August 25, 2005

### 1.0 Introduction and Scope

- 1.1 As per the CANADIAN ANTI-DOPING PROGRAM, Section 1: General Principles, Rule 1.5, “The Canadian Centre for Ethics in Sport may issue detailed guidelines or practices for these Rules and Standards from time to time.”
- 1.2 The *Athlete* Whereabouts Program (AWP) is a detailed mandatory program issued in accordance with the CANADIAN ANTI-DOPING PROGRAM (CADP). It supplements Section 6: Doping Control Rules, Rule 6.13. The AWP is in compliance with the World Anti-Doping Code (*Code*) and mandatory requirements set out in the *Code*.
- 1.3 Unless otherwise specified, all references within this document are to sections of the CADP, which can be found at <http://www.cces.ca/pdfs/CCES-POLICY-CADP-E.pdf>.
- 1.4 *Athlete* whereabouts information shall be:
  - a) maintained by the Canadian Centre for Ethics in Sport (CCES) in strict confidence at all times;
  - b) used exclusively for the purpose of planning, coordinating or conducting testing; and
  - c) destroyed after it is no longer relevant.

### 2.0 Roles and Responsibilities

- 2.1 An effective AWP requires a coordinated effort of many organizations and individuals, including the CCES, *Sport Organizations*, Doping Control Officers (DCOs), and *Athletes*. Their respective responsibilities are set out below.

### 3.0 Definitions

- 3.1 *Italicized* terms are defined in the CADP Glossary.

### 4.0 Provision of Athlete Whereabouts Information

- 4.1 The CCES shall establish a *Registered Testing Pool of Athletes* in accordance with the requirements of Section 6: Doping Control Rules, Rules 6.6 through 6.9.
- 4.2 The CCES may make the list of *Athletes* within the *Registered Testing Pool* available to International Federations and the World Anti-Doping Agency (WADA).
- 4.3 *Athletes* within the *CCES Registered Testing Pool* shall provide accurate and current whereabouts information to the CCES as required in Section 6: Doping Control Rules, Rules 6.13 and 6.14.
- 4.4 The CCES shall coordinate the gathering of *Athlete* whereabouts information through national *Sport Organizations*.
- 4.5 The CCES shall provide national *Sport Organizations* with an up-to-date list of *Athletes* within the *CCES Registered Testing Pool* at a minimum every three months.
- 4.6 The *Registered Testing Pool* shall be reviewed and updated at a minimum every three months.

- 4.7 The *CCES* may coordinate the gathering of whereabouts information with relevant International Federations in order to prevent *Athletes* from completing more than one *Athlete Location Form* for different *Anti-Doping Organizations (ADOs)*.
- 4.8 *Athletes* who are not a part of the *CCES Registered Testing Pool* may also be subject to Testing in accordance with Section 6: Doping Control Rules, Rules 6.10 through 6.12.

## **5.0 Informing the Athlete of the Requirement to Provide Whereabouts Information**

- 5.1 The *CCES* shall provide national *Sport Organizations* with a copy of the *CCES Registered Testing Pool* via written notice.
- 5.2 The national *Sport Organization* shall confirm receipt of such notice directly to the *CCES*.
- 5.3 The national *Sport Organization* shall inform its *Athletes* within the *Registered Testing Pool* of their requirement to provide whereabouts information.
- 5.4 *Athletes* shall submit whereabouts information using the *CCES Athlete Location Form* or their International Federation *Athlete Location Form* (provided that it has been accepted by the *CCES*). *Athletes* may submit whereabouts information by email, fax, and mail or by an on-line system should one be available.

## **6.0 Minimum Information Required**

- 6.1 At a minimum, *Athletes* within the *Registered Testing Pool* shall be required to submit the following information to the *CCES*:
- name;
  - date of birth;
  - gender;
  - sport/discipline;
  - addresses;
  - contact phone numbers;
  - training times and venues;
  - training camps;
  - travel plans;
  - Event* schedule; and
  - disability, if applicable, including the requirements for third party involvement in the notification.
- 6.2 *Athlete* whereabouts information shall be submitted to the *CCES* on a quarterly basis. Should an *Athlete's* plans change from those originally submitted on the whereabouts form, the *Athlete* shall provide updates as soon as possible to the *CCES* using the *Athlete Change of Information Form*.

## **7.0 Receipt of Whereabouts Information**

- 7.1 Upon receipt of whereabouts information and/or updates to *Athlete* whereabouts information by the *CCES*, the *CCES* shall date and file the information.

- 7.2 The *CCES* shall monitor receipt of whereabouts information and identify failures to provide whereabouts information and inaccurate whereabouts information.

## **8.0 Failure to Provide Whereabouts Information**

- 8.1 The *CCES* shall require *Athletes* within the *Registered Testing Pool* to submit whereabouts information every three (3) months. The *CCES* shall set a deadline, in writing, for when *Athletes* are required to submit whereabouts information prior to the commencement of each three-month period. This deadline shall be approximately two weeks prior to the commencement of the three-month period.
- 8.2 If whereabouts information is not received by the *CCES* from an *Athlete* prior to the established deadline, the *CCES* shall notify the *Athlete's* national *Sport Organization* in writing. The *Athlete* shall be given ten (10) consecutive days, from the time the *CCES* notified the *Athlete's* national *Sport Organization*, to provide his/her whereabouts information. In addition, the *Athlete* shall provide a written explanation to the *CCES* as to the reason why his/her whereabouts information was not provided prior to the established deadline.
- 8.3 The *CCES* shall consider the *Athlete's* written explanation and may declare a Failure to Provide Whereabouts Information on the *Athlete*. The *CCES* may request the advice of its Anti-Doping Review Board (ADRB) in making such a determination.
- 8.4 Should the *Athlete* not submit a written explanation within ten (10) consecutive days of the national *Sport Organization* being notified, the *CCES* may make its determination as to whether the *Athlete* has committed a Failure to Provide Whereabouts Information without consideration to the *Athlete's* explanation.

## **9.0 Missed Tests as a Result of Inaccurate Whereabouts Information**

- 9.1 The *CCES* shall provide its Doping Control Officers (*DCOs*) with current and accurate *Athlete* whereabouts information.
- 9.2 Should the *DCO* not locate the *Athlete* based on the *Athlete's* whereabouts information, the *DCO* shall complete a detailed Unavailable *Athlete* Report that shall include the times, locations and all other details of the *DCO's* attempt to locate the *Athlete*.
- 9.3 Upon receipt of an Unavailable *Athlete* Report, the *CCES* shall confirm that the *Athlete* whereabouts information provided to the *DCO* was the most up-to-date / accurate information received from the *Athlete*. If the whereabouts information is not the most up-to-date, the *CCES* shall not continue to process a Missed Test.
- 9.4 If the *Athlete's* whereabouts information is the most up-to-date, the *CCES* may notify the *Athlete's* national *Sport Organization*. The *Athlete* will be provided ten (10) consecutive days from the time the *CCES* notified his/her national *Sport Organization* to provide a written explanation.
- 9.5 The *CCES* shall consider the *Athlete's* written explanation in determining whether it should declare a Missed Test on the *Athlete*. The *CCES* may request the advice of its ADRB in making such a determination.
- 9.6 Should the *Athlete* not submit a written explanation within ten (10) consecutive days of the *Athlete's* national *Sport Organization* being notified, the *CCES* may make a determination as to whether it should declare a Missed Test on the *Athlete* without consideration to the *Athlete's* explanation.
- 9.7 After each missed test the *CCES* shall carry out the procedures outlined in Rules 9.3 to 9.6 of this guideline. The *Athlete* cannot accrue a second missed test unless he/she has been advised

of the first one and has been provided the opportunity to update his/her whereabouts information.

## **10.0 Results Management and Coordination**

- 10.1 Should an *Athlete* receive any combination of three (3) Failures to Provide Whereabouts Information and / or Missed Tests in a rolling period of 18 months, the *Athlete* may be subject to an Anti-Doping Rule Violation as defined by Section 7: Doping Violations and Consequences Rules, Rules 7.26 and 7.27.
- 10.2 For coordination purposes and in order to provide more information for Hearings, the *CCES* may make available to International Federations and *WADA* information related to an *Athlete's* Failure to Provide Whereabouts Information and/or Missed Tests.
- 10.3 The *CCES* may combine an *Athlete's* failure to provide whereabouts information and/or missed tests under the CADP with other ADOs' recorded failure to provide whereabouts information and/or missed tests to determine an Anti-Doping Rule Violation.