

# ADAMS and Whereabouts Filing

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## OUT-OF-COMPETITION TESTING

- Important Facts

## WHEREABOUTS FILING

- The UCI Registered Testing Pool
- Whereabouts Information Requirements
- Whereabouts Failures

## ADAMS

- User preferences
- SMS Function
- Address Book
- Compliance
- Overnight Accommodation and One-Hour Time Slot
- Travels
- Team Entries
- Delete Dates

# Out-of-Competition Testing

- Riders can be tested any time, including outside the one-hour time slot
- Tests are conducted with no advance notice.
- Riders are not called during the one-hour time slot. You must be available and accessible for testing during that time-slot.
- Refusal, evasion or lack of cooperation to ensure smooth testing is an Anti-Doping Rule Violation for which the applicable sanction is up to 4 years of ineligibility.

Note: also applies to in-competition testing

# Whereabouts Filing

Submission of a three-month schedule of your Whereabouts information:

- Deadline: at least 15 days before the start of the quarter (i.e. 15 December, 15 March, 15 June, 15 September)
- Mandatory even if your full schedule of the next 3 months is still unknown
- This submission cannot be made via the mobile application. It must be made via the website. Once the first submission is made via the website, you can do all the changes through the application.

### Specific Requirements:

- An email address
- A telephone number
- A complete mailing address
- Your overnight accommodation (where you will sleep) for each day
- A one-hour time slot between 05:00 and 23:00 for each day
- Your travel schedule
- Your competition schedule
- Your training schedule
- Your schedule of regular activities

*Note: You remain responsible to make sure your filing is accurate and complete even if you delegate this task.*

## General Requirements:

- Update as soon as possible.
- File to the best of your knowledge and update as necessary after.
- Provide every information necessary to locate you for Testing on any given day.



## Results management of a Whereabouts Failure:

1. Initial Review
2. Notification -The rider is invited to provide an explanation.
3. Review of the explanation provided by the rider.
4. UCI informs the rider whether it intends to record the Whereabouts Failures or not.
5. Possibility to request an Administrative Review of the decision.
6. Disclosure of the whereabouts failure (if confirmed by the administrative review)

## Two different Whereabouts Failures:

- Missed Test: A failure to be available for testing at the location and time specified in your 60-minute time slot for that day.
- Filing Failure: A failure to make an accurate and complete Whereabouts Filing or to update that Whereabouts Filing where necessary, all in accordance with Article 5.3 of the UCI Testing and Investigation Regulations (UCI TIR).

## The Anti-Doping Rule Violation:

- Three Whereabouts Failures in 12 months = Anti-Doping Rules Violation (art. 2.4 UCI Anti-Doping Rules).
- The Whereabouts Failures declared by other Anti-Doping Organizations are included in the count.
- The 12-month period stops if the rider retires .
- Sanction: Between 12-24 months of ineligibility (for a first violation).

## Leaving the UCI RTP:

- Retirement
- Notice of exclusion from CADF
- You remain bound to submit whereabouts information even if you don't have a contract for the following year

**ADAMS**

- CADF in WADA Testing Group for ADAMS
- ADAMS is our complete Anti-Doping platform
  - Whereabouts Management
  - Tests – planning and reporting
  - Tests Results
  - Biological Passport - hematological and steroidal profile modules
  - TUEs
- ADAMS App' for smartphones iPhones and Android



CADF recommends that you:

- Give access to whereabouts that are not submitted



**Access configuration for whereabouts that are not submitted**

Since Adams 2.0, without delegation, no organization can access whereabouts that are not submitted

- deny access to custodial organization
- grant access to custodial organization

- Authorise any ADAMS notification sent to your ADAMS mailbox to be emailed to you

**Email notifications**

- Use Organization's configuration: Always send email
- Always send email
- Never send email



- SMS can be used for last minute changes only if whereabouts information can't be directly updated through ADAMS. SMS can't be used to plan and schedule whereabouts.
- Go to your profile page – click edit – scroll down to

### Contact Details & SMS Setup

Phone type

Mobile



Phone Number

3364455264



use SMS

activate

[add phone number](#)

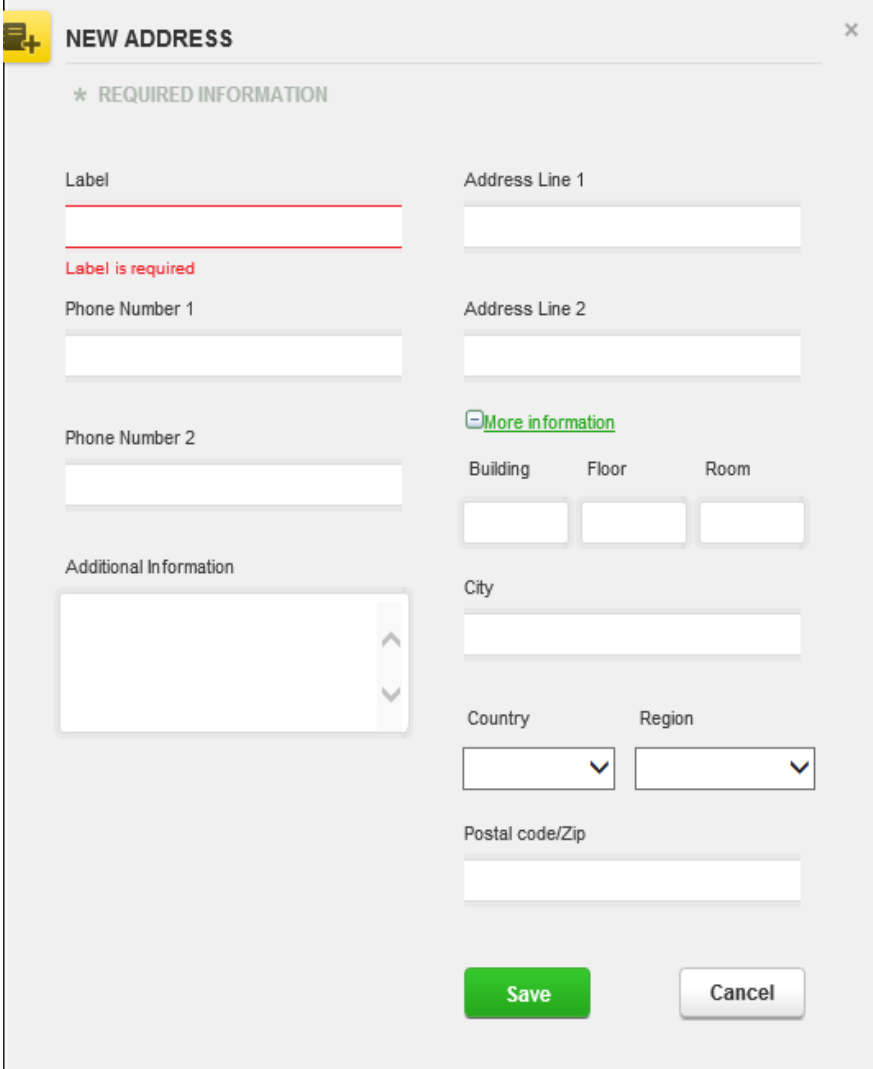
use SMS SMS activation started on 26-Jan-2016 07:09 GMT.  
Athlete must reply via SMS (to +447781480710) with activation code 475 to validate.





- Think like a Doping Control Officer (DCO). Address must be as detailed as possible to allow the DCO to locate you easily. You can check the location on a GPS navigation device or a web maps application (ex. Google Map) to help you assess what information is needed to locate the address.

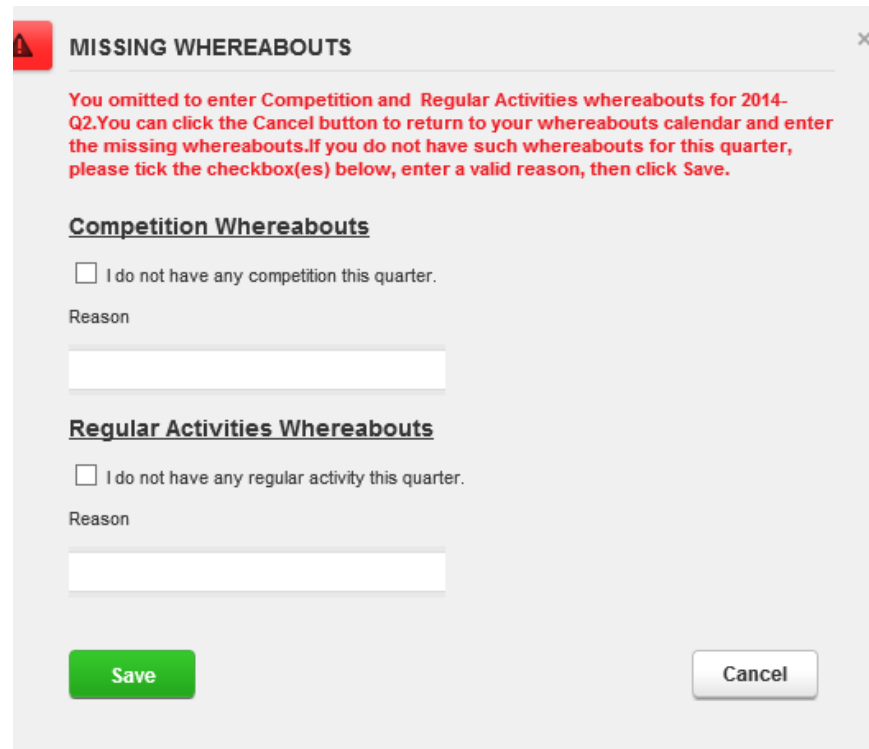
**Important: Put your Room Number when staying in an Hotel**



The screenshot shows a 'NEW ADDRESS' form with the following fields and options:

- Label:** A text input field with a red error message below it: "Label is required".
- Address Line 1:** A text input field.
- Address Line 2:** A text input field.
- Phone Number 1:** A text input field.
- Phone Number 2:** A text input field.
- Additional Information:** A text area with up and down arrow icons on the right side.
- More information:** A green link with a plus icon.
- Building, Floor, Room:** Three separate text input fields.
- City:** A text input field.
- Country:** A dropdown menu.
- Region:** A dropdown menu.
- Postal code/Zip:** A text input field.
- Buttons:** A green 'Save' button and a grey 'Cancel' button.

- Non-Compliant whereabouts – always indicate competitions or regular activities for a quarter. If you do not have any, please confirm so.



**MISSING WHEREABOUTS**

You omitted to enter Competition and Regular Activities whereabouts for 2014-Q2. You can click the Cancel button to return to your whereabouts calendar and enter the missing whereabouts. If you do not have such whereabouts for this quarter, please tick the checkbox(es) below, enter a valid reason, then click Save.

**Competition Whereabouts**

I do not have any competition this quarter.

Reason

**Regular Activities Whereabouts**

I do not have any regular activity this quarter.

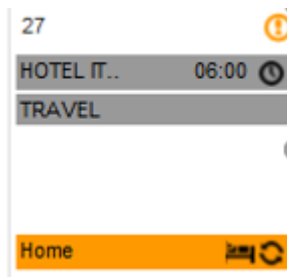
Reason

**Save** **Cancel**

- A one-hour time slot or an overnight accommodation entered for a given day applies to that day.
- 2 possibilities:
  - A 60' time slot connected to the overnight accommodation.



- A 60' time slot not connected to the overnight accommodation.



- Two possibilities:

1/

25	26	27
T-Course Italie	T-Course Italie	HOTEL IT.. 06:00
		TRAVEL
HOTE.. 06:00	HOTE.. 06:00	Home

2/

25	26	27
T-Course Italie	T-Course Italie	TRAVEL
HOTEL ITAL... 06:00	HOTEL ITAL... 06:00	Home 19:00

## ONE-HOUR TIME SLOT AFTER A RACE

WRONG

25	26	27
T-Course Italie	T-Course Italie	
HOTEL ITAL... 06:00	HOTEL ITAL... 06:00	Home 06:00

RIGHT

25	26	27
T-Course Italie	T-Course Italie	HOTEL IT.. 06:00
		TRAVEL
HOTE.. 06:00	HOTE.. 06:00	Home

- Short travel= entry category 'Other'

24	25	26	27
TRAVEL	T-Course Italie	T-Course Italie	HOTEL ITALY 06:00
			TRAVEL
HOTEL ITALY 19:00	HOTEL ITALY 06:00	HOTEL ITALY 06:00	Home

### View Entry ✕

*Created by WALLACE-JONES, Vanda from UCI on 26-Jan-2016 07:22 GMT*

*Last updated by WALLACE-JONES, Vanda from UCI on 26-Jan-2016 08:06 GMT*

Label TRAVEL

Address TRAVEL HOME  
Monaco  
MONACO


Category Other

Date 23-Feb-2016

Recurrence **None**

Start Time 09:00

End Time 15:00

60-Min Time Slot 

Additional Information

Edit

Delete

Duplicate

23 

TRAVEL

HOME

19:00  



- The Long Travel entry shall be used in case your extensive travel do not allow you to provide a One-Hour Time Slot or Overnight Accommodation for a given day.
- Bug: If you travel by night and you leave at 23.30, enter your travel from 23h00, otherwise you will be asked to provide an overnight accommodation.

**New Entry**

Address Search for Address... New

Category Brisbane  
HOME  
HOTEL ITALY  
HOTEL OUTRE M ER  
Maison Famille  
TRAINING  
TRAVEL  
Travel

Date Day

Recurrence

Start Time

End Time

60-Min Time Slot

Save Cancel

7	8	9
Home 06:00	T-OUTRE MER	T-OUTRE MER
air ✈	air ✈	
	HOTEL OUTRE... 22:00	HOTEL OUTRE... 06:00



- Do not forget to reject the Team entry if it is not correct or if you abandon the Race.
- The information entered by your Team prevails over the information your entered.

25



T-Course Italie

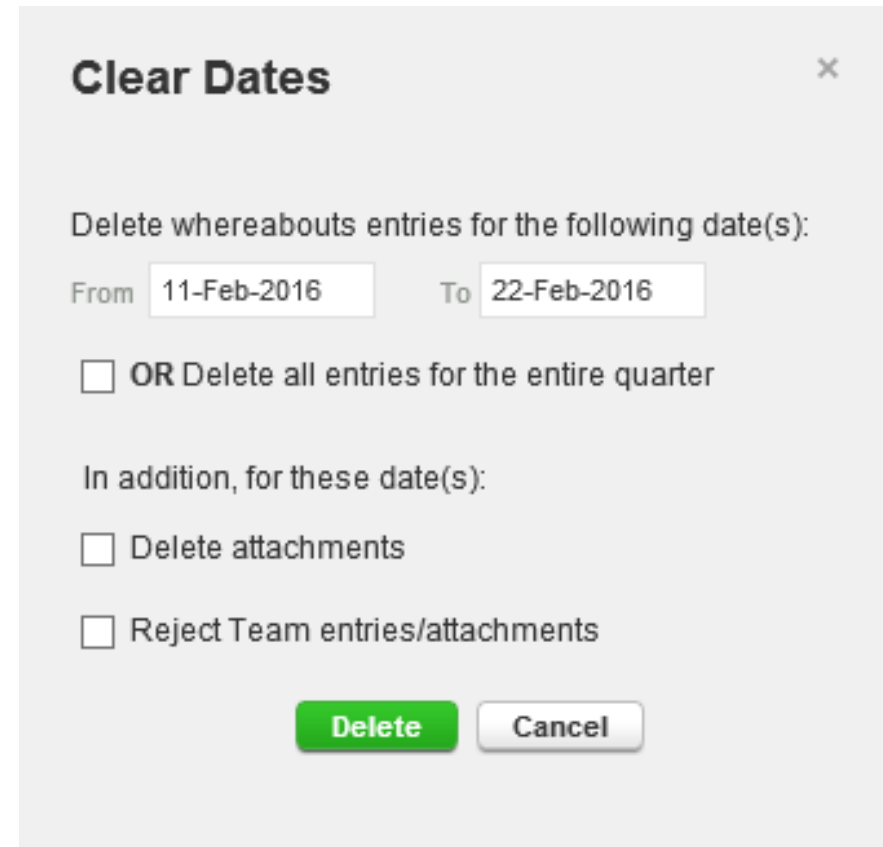
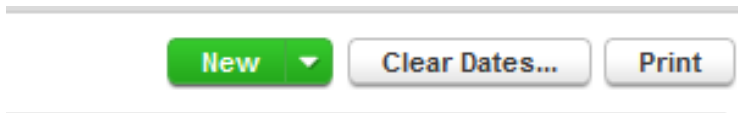


Edit

Reject

HOTEL ITALY 06:00

- You can delete all information for the selected dates



A screenshot of a 'Clear Dates' dialog box. The dialog has a title bar with the text 'Clear Dates' and a close button (X). The main content area contains the following text and controls:

Delete whereabouts entries for the following date(s):

From  To

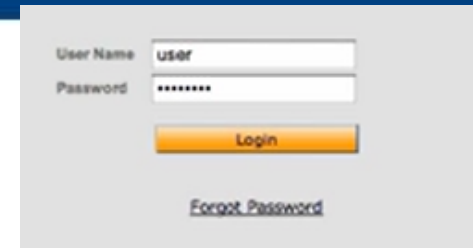
OR Delete all entries for the entire quarter

In addition, for these date(s):

Delete attachments

Reject Team entries/attachments

At the bottom right, there are two buttons: a green 'Delete' button and a grey 'Cancel' button.



User Name user  
Password \*\*\*\*\*  
Login  
Forgot Password

### If your ADAMS is locked:

- use the function « Forgot Password »

Check in your spam, temporary password expires after 24 hours

- only after having tried that function without success, contact [adams@cadf.ch](mailto:adams@cadf.ch) for a new password.
- note somewhere your new password once created.

### Personal Verification Questions .

- at your first connection you will have to answer the 3 questions
- it is important to note your replies somewhere to remember the exact way you have entered them in the system (Upper/lower case)
- at each connection you will have to reply to one of those questions in order to access your page

**During weekends and office closing days, if you need to contact the cadf, send an email to [adams@cadf.ch](mailto:adams@cadf.ch) together with your whereabouts update**

**Thank you**

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**Q/A**