

## ADAMS WHEREABOUTS MODULE

### TEAM MANAGERS QUICK REFERENCE CARD

#### 1 Riders and Teams (§2)

Riders are solely and ultimately responsible for submitting their whereabouts information. Teams only provide support for the Riders who are using ADAMS to provide their whereabouts.

#### 2 Team Whereabouts (§2)

The Team must **solely** file the competitions in ADAMS in accordance with the UCI Rules, i.e. *In-Competition* refers to the period that starts one day before (three days before for a major tour) and finishes at midnight of the day on which the Event finishes.

#### 3 Notifications (§3.2)

In compliance with the International Standard for the Protection of Privacy and Personal Information (ISPPPI), ADAMS no longer allows the Team Manager to receive notifications regarding the rider's (re)submission of whereabouts information.

#### 4 Address Book (§5.4)

An address is created for each race to which the Team will participate and the address has to be created differently if it is a one day and stage race.

#### 5 Races (§7.2)

Enter every race in the Team Calendar according to UCI rules. A date concerning a stay in a hotel refers to the date of arrival at the hotel and where the Riders stay overnight.

Only the Riders participating in the race must be selected for the race. To see all the Riders in the selection box before selecting them, type "**ma**" in the text zone.

#### 6 Attachments (§7.5)

For every race, attach the list of hotels and the notification sent to the riders participating in the race, if the Team has sent a notification. Provide information in the attachments which clearly and easily allows any Anti-Doping Organization to locate the riders of your team.

The documents attached into ADAMS must only concern the Riders participating in the corresponding race.