

Name, Surname
Address
Country

First via email:

Aigle, date

Inclusion in the UCI Registered Testing Pool

Dear Mr./Mrs.***,

As you know, the Union Cycliste Internationale (UCI) and the Cycling Anti-Doping Foundation (CADF), the independent entity in charge of the implementation of the UCI Anti-Doping Program, are totally committed to protect your right to clean sport. The UCI Out-of-Competition Testing Program, led by the CADF, constitutes a crucial prong to ensure that our sport and your competitors stay on a level playing field. Whereabouts information is an indispensable tool to allow Anti-Doping Organisation (ADO) to locate athletes at any time and to conduct test on a no advance notice basis, which is a key element of an effective anti-doping program.

As an elite athlete, we need your contribution to protect the integrity of the sport.

This notification letter is to inform you of your inclusion in the UCI Registered Testing Pool (UCI RTP) and consequences thereof.

Please read this letter very carefully as the content conveys important information about your obligations resulting from your inclusion in the UCI RTP and consequences thereof. Moreover, this letter provides an overview of other essential aspects of your obligations as a rider covered by the UCI Anti-Doping Rules (ADR) and the World Anti-Doping Code (WADC). Finally, a formal notification about the Anti-Doping Rule Violation (ADRV) for "Prohibited Association" is included.

1. UCI Registered Testing Pool

Inclusion in the UCI RTP

The UCI Registered Testing Pool (UCI RTP) is the reference pool of riders to be submitted to the whereabouts requirements.

YOU ARE HEREBY NOTIFIED THAT YOU ARE NOW INCLUDED IN THE UCI REGISTERED TESTING POOL

You remain in the UCI RTP until the CADF notifies you of your removal from the UCI RTP or until you give written notice of your retirement .

From the date of this notification and until you are excluded from the UCI RTP, you are required to provide whereabouts information via the World Anti-Doping Agency's (WADA) Anti-Doping Administration and Management System (ADAMS).

If you are included in the RTP of USADA, DFSNZ or Sport Ireland, you are permitted to continue using the whereabouts platform provided by your National Anti-Doping Organization (NADO). The CADF will be given access to the whereabouts information you submit on this platform so you do not have to file additional whereabouts information on the ADAMS platform.

ADAMS

ADAMS is currently available in 20 different languages.

Your ADAMS username and password:

Site address: <https://adams.wada-ama.org>

Username: ***

Password: ***

You will have to configure a Two-factor authentication (2FA) at your first login to the ADAMS system. It's an ADAMS extra layer of security to protect your personal data. Although it is not mandatory, CADF strongly recommend you to activate this feature to strengthen the security of your personal data and prevent anyone from attempting to hack your ADAMS account. In order to activate this new feature, please read the [guideline](#).

If you forget your password, you should use the "forgotten password" function on the ADAMS platform login page.

Please note that for information security, ADAMS will lock your account automatically if you enter an incorrect password three times. If this happens or if the "forgotten password" function doesn't work, you must immediately contact us at adams@cadf.ch so we can assist you in unlocking your account. While we help you resolve this issue, you can also use this address to update your whereabouts information.

You must enter the required whereabouts information using ADAMS no later than 10 days following this notification.

Please note that you can submit your whereabouts via the ADAMS application but do not forget to submit your quarter by using the button "submit".

You will find an ADAMS user guide on the [CADF website \(https://www.cadf.ch/guidelines/\)](https://www.cadf.ch/guidelines/) which will assist you to navigate your way through the whereabouts process on ADAMS and ADAMS app.

2. Whereabouts information

You must file your whereabouts information in accordance with the requirements set out at article 5.3 of the UCI Testing and Investigation Regulations ([UCI TIR](https://www.cadf.ch/rules/)) <https://www.cadf.ch/rules/>

In general, riders in the UCI RTP are required to provide complete and accurate whereabouts information for each day of the quarter to enable any ADO to locate the Rider for testing, including but not limited to the 60-minute time slot period.

More specifically, you must supply the UCI with a three month schedule of your whereabouts information before the commencement of each quarterly period. The deadlines for the submission of this information are:

- 15 December at the latest for the period of January, February, March (First Quarter)
- 15 March at the latest for the period of April, May and June (Second Quarter)
- 15 June at the latest for the period of July, August and September (Third Quarter)
- 15 September at the latest for the period of October, November and December (Fourth Quarter)

Here is a WADA video tutorial <https://www.youtube.com/watch?v=UmTpHy9oJc8> on the whereabouts module.

At a minimum, you must include the following information in your whereabouts submission:

1. A complete emailing and mailing address where correspondence may be sent to you for formal notice purposes.
2. At least one designated phone number that the UCI will use, if necessary, to reach you for testing and notice purposes.
3. One daily specific 60-minute time slot between 5am and 11pm where you guarantee to be available and accessible for Testing.
4. Your overnight residential address for each day. This is the place where you will be staying overnight (e.g. home, temporary lodging, hotel, etc.) ;
5. Your training schedule
6. Your competition schedule.
7. Your travel schedule.
8. Any additional information deemed necessary to enable any ADO intending to locate you for Testing.

Please note that any rider may be required to provide a Sample at any time and at any place by the UCI or any other Anti-Doping Organisation with Testing Authority over him or her (article 5.2 ADR).

The filing of one specific 60-minute time slot between 5 a.m. and 11 p.m. does not limit in any way the rider's obligation to submit to Testing at any time and place upon request of an ADO with Testing Authority over him or her. Nor does it limit the rider's obligation to provide accurate and complete information to enable competent ADO to locate the rider for testing at any time on any given day of the quarter, as to his/her whereabouts outside that 60-minute time slot.

Updating Whereabouts Information- Make sure the information you file is accurate at all time

When filing your information for the upcoming quarter, it is possible that you do not know your exact whereabouts for each day for the next three months. Nonetheless, you should be sure to meet the filing deadline specified above, and provide the required details for each day to the best of your knowledge. You should then update them when you become aware of a change.

Alternatively, your current plans may subsequently change after you make your initial Whereabouts Filing, in which case you should immediately update the information directly using ADAMS.

In any event your whereabouts information must be updated as soon as you become aware of a change to your schedule.

You should always make changes directly in ADAMS. You can do this on-line or via the ADAMS mobile phone App.

The SMS function (if you have activated this function in your ADAMS profile) may only be used to indicate an unforeseen last-minute change when the ADAMS platform is momentarily unavailable.

Please note that patterns of last-minute whereabouts updates may be investigated and potentially be pursued as ADRVs.

Sanction for Non Compliance

Non-compliance with whereabouts requirements could amount to a whereabouts failure, i.e. a Filing Failure or a Missed Test.

Filing Failure: A failure by the rider (or by a third party to whom the rider has delegated the task) to make an accurate and complete Whereabouts Filing that enables the rider to be located for testing at the times and locations set out in the Whereabouts Filing or to update that Whereabouts Filing where necessary to ensure that it remains accurate and complete, all in accordance with Article 5.3 of the UCI TIR.

Missed Test: A failure by the rider to be available for testing at the location and time specified in the 60-minute time slot identified in his/her Whereabouts Filing for the day in question, in accordance with Article 5.3.2 of the UCI TIR.

If you commit three Filing Failure(s) and/or Missed Test(s) in a 12-month period, this amounts to an ADRV under the ADR, for which the sanction is a period of ineligibility between 12 to 24 months (first offence) or more (in a case of a second and subsequent ADRV).

Moreover, please note that a whereabouts failure declared by another ADO shall be recognized by the UCI provided it has been declared in compliance with the International Standard for Testing and Investigations and shall count in the relevant 12-month period.

Personal Responsibility- ignorance is no excuse

You may wish to have a third party (e.g. coach or agent) assist you with respect to these whereabouts requirements. That is permitted. However, please note that you remain personally responsible for any failure to comply with the whereabouts requirements. As with any other

ADRV, the hearing panel will not accept a plea that you delegated the task to someone else and should not be blamed for his/her failure.

Confidentiality:

We will maintain the confidentiality of the whereabouts information that you provide. It will only be used for anti-doping purposes.

In this regard, we hereby inform you that the UCI has concluded Sharing Agreements with several NADOs. As background information, WADA encourages ADOs to enter into sharing agreements in order to enhance the efficiency of the programs, including avoiding overlapping with respect to Testing, for instance. The data sharing complies with the International Standard for the Protection of Privacy and Personal Information. If such agreement has been reached with your NADO, whereabouts information and data related to your Athlete Biological Passport are shared between the UCI (via CADF) and the NADO for anti-doping purposes exclusively.

However, please note that any other ADO with the requisite authority under the WADC may test you Out-Of Competition at any time, whether using the whereabouts information that you are providing or otherwise.

Retirement and return to competition

If you retire from competition at international level, i.e. no longer participate in *International Events*¹, you must give written notice to the CADF using the retirement form, available at: <https://www.cadf.ch/retirement/>

Please note that your retirement is effective only when the CADF has received your written notice or as from the 1st January of the year for which you have not requested a licence allowing participation in International Events.

Then, if you wish to resume competition at international level, you must give the UCI/CADF 6-month prior notice in writing of your intention to return to competition and make yourself available for testing in accordance with Article 5.7.1 ADR.

¹ The list of international events for each discipline is available under the respective calendar section of each discipline on the UCI website.

Article 5.7.1: If a Rider in the UCI Registered Testing Pool retires in accordance with the UCI Testing & Investigations Regulations and then wishes to return to active participation in sport, the Rider shall not compete in International Events until the Rider has made himself or herself available for Testing, by giving six months prior written notice to the UCI.

WADA, in consultation with the UCI, may grant an exemption to the six-month written notice rule where the strict application of that rule would be manifestly unfair to a Rider. This decision may be appealed under Article 13.

For More Information

The ADR, the TIR, user guides and instructions relating to whereabouts information and the ADAMS system can be downloaded on the CADF website: <https://www.cadf.ch/rules/>

If you require further help with ADAMS or have any questions regarding your whereabouts, please contact CADF (adams@cadf.ch).

3. The Prohibited List

The List of Prohibited Substances and Methods is updated by WADA and adopted by the UCI. It is reviewed yearly. The list is effective from 1st January of each year.

It is your duty to know the content of the Prohibited List and remain aware of the possible changes to it. It is essential that you advise all your medical personnel of your obligation to abide by the ADR and that any medical treatment received must not violate these rules.

Whilst your medical staff should assist you to ensure your medications and supplements are not included on the Prohibited List, **you remain responsible at all times for what goes into your body**. Therefore, you must always check at least the Prohibited List and consult your medical support team before taking any medications or nutritional supplements.

If you are using dietary supplements, you have to accept the inherent risk associated to the use of such products. It is nowadays common knowledge that such product may be contaminated with banned substances or mislabeled. Utmost awareness, caution, education and common sense must be exercised when considering their use.

You can find the current version of the Prohibited List on the [CADF website \(https://www.cadf.ch/prohibited-list/\)](https://www.cadf.ch/prohibited-list/)

4. Therapeutic Use Exemptions (TUEs)

Riders, like everyone else, may have illnesses or injuries which require taking particular medications. If the medication or method that you need to treat an illness or a medical condition is included in the Prohibited List, you must apply for a Therapeutic Use Exemption (TUE) before starting the treatment. After the CADF Therapeutic Use Exemption Committee (TUEC) has reviewed the application, you may be given authorization to take the needed medicine.

As a rider in the UCI RTP **you are required to apply for a TUE directly to the CADF through ADAMS exclusively.**

If you already had a TUE granted by your NADO, you must apply for the recognition of this TUE by the TUEC through ADAMS exclusively. If that TUE meets the criteria set out in Section 4.0 of the UCI TUE Regulations, then the TUEC shall recognize it.

More details on the matter are provided in the Appendix Therapeutic Use Exemption – information.

5. Ban on injection “No Needle Policy”

We remind you that the use of injections to administer drugs or substances without a clear and recognised medical indication is prohibited. This applies to any substance that is injected whether endogenous or exogenous, prohibited under the ADR or not, and to any type of injection (article 13.3.052 of the UCI Cycling Regulations).

Moreover, in case of a local injection of glucocorticoids, which is subject also to the Anti-Doping Rules and the Prohibited List, you must rest and are prevented from competing for 8 days (article 13.3.055 of the UCI Cycling Regulations).

More details on the matter are provided in the Appendix Therapeutic Use Exemption – information.

6. Education Program

A comprehensive anti-doping program must be accompanied with a strong Education program promoting the spirit of doping-free cycling. In furtherance of such principle, you are requested to complete the educational program “ADel” available on the eLearning platform ADeL here: <https://adel.wada-ama.org/> .

[ALPHA is an Athlete eLearning Program about Health & Anti-Doping](#) and the online educational program launched by the WADA. It adopts a fresh approach to anti-doping education by addressing how an athlete’s attitude shapes his or her intentions, and ultimately determine doping or anti-doping behaviors.

Thank you for promoting this program to any of your cycling friends to contribute in the fight to protect clean athletes.

7. Prohibited Association – Article 2.10 ADR

As per article 2.10 ADR, you are prohibited from associating with any Rider Support Person (*RSP*) who:

- 2.10.1 is serving a period of ineligibility (disqualifying status of the RSP applies only during his ineligibility period); or
- 2.10.2 has been convicted or found in a criminal, disciplinary or professional proceeding to have engaged in conduct which would have constituted an ADRV (disqualifying status of such a person shall be in force for the longer of six years from the criminal, professional or disciplinary decision or the duration of the criminal, disciplinary or professional sanction imposed); or
- 2.10.3 is serving as a front or intermediary for an individual described in Article 2.10.1. or 2.10.2.

In substance, you must not work with coaches, trainers, doctors or others who are ineligible because of an anti-doping rule violation or who have been criminally convicted or professionally disciplined in relation to doping.

Some examples of this type of prohibited association include obtaining training, strategy, nutrition or medical advice, therapy, treatment or prescriptions. Moreover, the “athlete support person” may not serve as an agent or representative.

Consequently, it is essential that you carefully verify the status of all Athlete Support Personnel (and other Athletes you associate with in a professional or sport-related capacity) to ensure that they are not disqualified.

In this respect, WADA maintains and updates on a quarterly basis a list of Athlete Support Personnel with “disqualifying status” under the Prohibited Association Rule (<https://www.wada-ama.org/en/resources/the-code/prohibited-association-list>).

In particular, the CADF, on behalf of the UCI, hereby notifies you that the following individuals fall under article 2.10.1- 2.10.3 ADR:

- **Bernard Sainz**
- **Eufemiano Fuentes**
- **José Ignacio Labarta**
- **José Landuyt**
- **Michele Ferrari**
- **Stefano Ferrari**
- **Geert Leinders**

Any association in a professional or sport-related capacity with a disqualified individual amounts to a potential ADRV as per Article 2.10 ADR and will be investigated accordingly.

The period of ineligibility for violation of Article 2.10 ADR is two years, subject to reduction down to a minimum of one year, depending on the rider’s degree of Fault and other circumstances of the case.

8. Report Doping

Since January 01, 2015, the ADR has introduced the obligation on riders and rider's support personnel to report any circumstance they become aware of that may constitute an Anti-Doping Rule Violation, and collaborate in any subsequent investigation.

The CADF is giving everyone an opportunity to report any suspicion of doping, by email at: reportdoping@cadf.ch or anonymously or not, via its website at <https://www.cadf.ch/intelligence/>.

This confidential email will only be accessed by staff of the Cycling Anti-Doping Foundation, the independent body mandated by the UCI to plan and carry out anti-doping in cycling

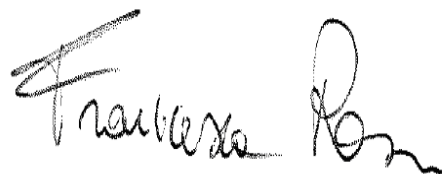
We welcome your comments, suggestions and feedback on these issues. Please feel free to contact the Cycling Anti-Doping Foundation:

CADF Team, +41 24 468 5937
ADAMS/Whereabouts - adams@cadf.ch
Therapeutic Use Exemptions - tue@cadf.ch

Once again, we urge you to take your responsibilities as an elite international-level cyclist very seriously. We hope this information is helpful to you and thank you for your commitment to clean sport.

Yours sincerely,

Cycling Anti-Doping Foundation



Francesca Rossi, Director, PHD

Encl :
- Therapeutic Use Exemption – information

Appendix : THERAPEUTIC USE EXEMPTION INFORMATION

1. What is a Therapeutic Use Exemption (TUE)?

The TUE process is managed by the CADF on behalf of the UCI.

A TUE is special permission to use a prohibited substance or method for a legitimate medical condition.

Riders, like everyone else, may have illness or condition which requires taking particular medication. If a substance contained in your medication or the method used appears in the [Prohibited List \(https://www.wada-ama.org/en/resources/science-medicine/prohibited-list\)](https://www.wada-ama.org/en/resources/science-medicine/prohibited-list), you must apply for a Therapeutic Use Exemption (TUE) before starting the treatment. After the CADF Therapeutic Use Exemption Committee (TUEC) has reviewed your application, you may be given authorization to obtain treatment.

2. Which riders should apply to the CADF for a TUE?

A. Rider included in the UCI Registered Testing Pool (UCI RTP)

If you are included in the UCI RTP, you must apply for a TUE directly to the CADF through ADAMS exclusively.

If you already had a TUE granted by your National Anti-Doping Organization at the time of your inclusion in the UCI RTP, you must apply for the recognition of this TUE by the TUEC through ADAMS exclusively. If that TUE meets the criteria set out in Section 4.0 of the UCI TUE Regulations, then the TUEC shall recognize it.

B. Rider not included in the UCI RTP but participating in an International Event

If you are not included in the UCI RTP, you shall apply for a TUE to your National Anti-Doping Organization (NADO) in accordance with the regulations of your NADO. However, if you are not included in the UCI RTP and wish to participate in an International Event (i.e. an event where the UCI is the ruling body) you must, prior to such participation, obtain recognition from the TUEC of the TUE already granted by your NADO. Please refer to this link to view the list of NADOs that allow automatic recognition of a TUE (<https://www.cadf.ch/therapeutic-use-exemptions/>). If that TUE meets the criteria set out in Section 4.0 of the UCI TUE Regulations, then the TUEC shall recognize it.

If the need for the TUE arises during the International Event Period and you do not already have a TUE from your NADO, you may apply directly to the TUEC.

Note: The list of international events is published on the UCI website under each discipline.

3. When shall I apply to the CADF for a TUE?

A rider who needs a TUE should apply as soon as the need arises, unless exceptional circumstances or true emergencies exist.

For substances prohibited in-competition only, the rider should apply for a TUE at least 30 days before his/her next Competition, unless exceptional circumstances or true emergencies exist.

The rider should apply to the CADF TUEC, using the TUE application form available on ADAMS. Please refer to section 5 below for further information on the TUE application process.

4. Particular information with regard to Glucocorticoids, Beta-2 Agonists for Asthma and Injections (“No Needle Policy”)

A. Glucocorticoids

Authorized Routes of Administration

The following routes of administration (i.e how the medication is administered or taken) are authorized and hence do not require a TUE for the use of glucocorticoids :

- Dermatological – on the skin;
- Auricular - in or on the ear;
- Buccal – inside the mouth (without swallowing);
- Gingival - on the gums;
- Nasal - inside the nose, either by topical application or nasal spray;
- Ophthalmic – on or in the eye;
- Perianal – on or around the anus;
- Inhalation – through the mouth via an inhaler or “puffer”;
- Intradermal injection – into the skin;
- Epidural injection – into the spine;
- Intra-articular injection – into a joint capsule;
- Periarticular injection – around a joint;
- Peritendinous injection – around a tendon.

Prohibited Routes of Administration (systemic administration)

You must complete a full TUE application before taking glucocorticoids by any of the following systemic routes:

- Orally – through the mouth, usually in the form of pills or tablets or syrup or drops;
- Intravenous injection – injection into a vein;
- Intramuscular injection – injection into a muscle;
- Rectally – into the rectum usually in the form of a suppository or rectal application of a cream.

Local injection of glucocorticoids - “8-days rest period”

In case of a local injection of glucocorticoids, which is subject also to the Anti-Doping Rules and the Prohibited List, the rider must rest and is prevented from competing for 8 days (article 13.3.055 of the UCI Cycling Regulations).

B. Beta-2 Agonists for Asthma

Whether or not you need to apply for a TUE before using a beta-2 agonists for asthma depends on the medication you use to treat your asthma. Please pay utmost attention to the substance which is included in your inhaler.

Salmeterol /Salbutamol/Formoterol

Inhaled salbutamol (maximum 1600 micrograms over 24 hours in divided doses not to exceed 800 micrograms over 12 hours starting from any dose), inhaled formoterol (maximum delivered dose 54 micrograms over 24 hours) and inhaled salmeterol (maximum delivered dose of 200 micrograms over 24 hours) are not prohibited and therefore do not require a TUE.

For inhaled salbutamol, you must obtain a TUE if you need to take more than 1600 micrograms over 24 hours in divided doses not to exceed 800 micrograms over 12 hours starting from any dose.

You must obtain a TUE if you need to inhale more than 54 µg per day of formoterol.

You must obtain a TUE if you need to inhale more than 200 µg per day of salmeterol.

You must obtain a TUE if you take salmeterol, salbutamol and/or formoterol by any other routes of administration.

Terbutaline or other beta-2 agonist

If you take terbutaline or any other beta-2 agonist not mentioned above for the treatment of asthma, you must submit a TUE request for asthma and your full medical file through ADAMS to confirm the diagnosis of asthma and/or its clinical variants.

The medical file should include:

- A detailed medical history and clinical review;
- Lung function test with spirometry;
- Bronchodilator response;
- Bronchial provocation tests.

To assist your doctor in completing the correct tests, and providing the correct medical information, we suggest that he or she consults the [WADA Guidelines on Asthma](https://www.wada-ama.org/en/resources/therapeutic-use-exemption-tue/medical-information-to-support-the-decisions-of-tuecs-asthma) (<https://www.wada-ama.org/en/resources/therapeutic-use-exemption-tue/medical-information-to-support-the-decisions-of-tuecs-asthma>)

C. Injections – “No Needle” Policy

We remind you that the use of injections to administer drugs or substances without a clear and recognised medical indication is prohibited. This applies to any substance that is injected whether endogenous or exogenous, prohibited under the UCI AntiDoping Rules (ADR) or not, and to any type of injection (article 13.3.052 of the UCI Cycling Regulations).

Accordingly, the injection that falls under the “No Needle Policy” must be reported immediately and in writing not later than 24 hours afterwards to the UCI Doctor (via email medical@uci.ch).

5. How to apply for a TUE to the CADF?

If you need to take any substance or method which is included in the Prohibited List or to have your TUE granted by your National Anti-Doping Organization (NADO) recognised, your must

apply for a TUE to the CADF, using exclusively the TUE application form available on ADAMS. The completed TUE application form and a comprehensive medical file must be submitted to the CADF via ADAMS.

All TUE applications must be submitted in legible French or English. Written medical reports must also be submitted in legible French or English, although results of tests may be in the original language.

If you need a TUE, you should apply as soon as the need arises. For substances prohibited in-competition only, the rider should apply at least 30 days before his/her next competition, unless exceptional or true emergencies exist.

To assist your doctor in providing the correct medical documentation we suggest that you consult the [WADA website \(https://www.wada-ama.org/en/what-we-do/science-medical/therapeutic-use-exemptions\)](https://www.wada-ama.org/en/what-we-do/science-medical/therapeutic-use-exemptions) to access the medical information required to support TUEs application for treatments of several common medical conditions.

If you are a rider whose doctor has a medical ADAMS account, your team doctor can undertake this task on your behalf through ADAMS.

6. Conditions for granting TUE

For detailed set of conditions for granting a TUE, please refer to article 4.1 of the UCI Regulations for Therapeutic Use Exemptions. The UCI Regulations for TUE can be accessed following this [link](http://www.uci.org/inside-uci/constitutions-regulations/regulations) (<http://www.uci.org/inside-uci/constitutions-regulations/regulations>. Part XIV Anti-Doping Rules / UCI Regulations for TUE).

7. Contact Info

If you do not have access to ADAMS, please request an ADAMS user account from adams@cadf.ch. Please contact tue@cadf.ch if you need assistance in applying for a TUE.

Declaration in the scope of the "No Needle Policy" (article 13.3.052 of the UCI Medical Rules) must be reported to UCI Doctor via email (medical@uci.ch)

All relevant information can also be found in the CADF website : <https://www.cadf.ch/therapeutic-use-exemptions/>.

8. Rules and Procedure

Part 13 Medical Rules of the UCI Cycling Regulations can be accessed here (<http://www.uci.org/inside-uci/medical> ; Part XIII: Medical Rules

Anti-Doping Rules and Procedure can be accessed here. <http://www.uci.org/inside-uci/constitutions-regulations/regulations>; Part XIV Anti-Doping Rules