



International Golf Federation (IGF) WHEREABOUTS GUIDE – Rio 2016 Olympic Games

Please read this carefully, it applies to you as an athlete in the IGF Registered Testing Pool (RTP).

*This summary guide explains how to provide and update your information for the **whereabouts** programme from 6 May to 21 August 2016¹. You are required to provide certain information about where you are every day during this period, and where you may be located for testing, at any time, without notice.*

Repeated failure to provide or to update whereabouts information, or to be available at your specified time(s) and/or location(s) may result in an Anti-Doping Rule Violation.

How do I provide Whereabouts Information?

IGF will give you access to ADAMS (through a letter sent by email).

Log into ADAMS on the Internet: <http://adams.wada-ama.org/>



Enter your **username** and **password**. Click [**login**]

When you log in for the first time, an information form will appear; read this carefully, type your date of birth, and type your *password* to indicate you agree, click [**Accept**]. You will be required to change your password to a unique 8 digit format.

If you delegate a third party (e.g. agent / manager) to manage your whereabouts information on your behalf, be aware your log in is unique. Your delegated third party will have a separate ADAMS account that will be linked to your profile. Your delegated third party will receive an email from the IGF with their log in information. It is not recommended to share log in details.

A short video on Logging into ADAMS can be found [HERE](#).

What is the deadline to provide Whereabouts Information?

Whereabouts information must be submitted using ADAMS by the deadline of 6 May for the period of 6 May to 21 August. However, the IGF recommends submitting the required whereabouts information no later than 29 April, a week before the official 6 May deadline. If you are notified of your inclusion in the IGF RTP after 6 May, you will have one week from the date of your notification to submit your whereabouts for each day remaining in the period until 21 August.

Update your Profile and Set your Preferences

To update your profile, Click [**My Profile**] and add information. To set your preferences, click on your name displayed at the top right of header on the Home page. Preferences include: adjusting password, language selection, selecting first day of calendar week, requesting email notifications, and activating mobile (SMS) access. Once complete, click [**Save**] to save your modifications.

A short video on Updating Profile in ADAMS can be found [HERE](#).

¹ At the end of the period of the Olympic Games (21 August 2016), the IGF will remove you from the IGF RTP and send you a written confirmation.



What Information do I need to provide?

You are required to provide the following information for each day from 6 May until 21 August 2016:

- full address details of where you stay overnight (e.g., home, temporary lodgings, hotel, etc);
- One specific 60-minute time slot* between 5am and 11pm each day where you will be available and accessible for Testing at a specific location;
- name and address of each location where you practice, train, or conduct any other regular activity, as well as the usual timeframes for these regular activities; and
- your Competition schedule for the period **6 May to 21 August 2016**, including name and address of each location where you are scheduled to compete during this period and the date(s) on which you are scheduled to compete at such location(s). ***Tip: Anticipate that you will make the cut and adjust the dates at that time, if necessary.**

***Requirement to provide the 60-minute time slot In-Competition**

In-Competition is defined as from midnight the night before the first day of a tournament in which you are entered through to midnight of the day you finish participating in a tournament.

From 6 May - 23 July: For this time period, during In Competition periods, you are **NOT** required to specify a daily **60-minute** time slot and specific location where you will be available and accessible for *Testing*. Therefore, if you miss the cut, you must update your whereabouts, including the daily **60-minute** time slot, from midnight of the day you finish playing until your next scheduled In-Competition period, as you are now deemed to be Out of Competition.

From 24 July - 21 August: For this time period, all athletes on the IGF's RTP must provide a specified **60-minute** time slot and specific location where you will be available and accessible for *Testing* during the In-Competition period.

Additional Information on the 60 Minute Time Slot

You must be available for the entire **60** minutes period. This **60** minutes time slot must be a full hour; it cannot be divided or shortened. Remember testing can occur outside the **60** minutes window as well. The DCO may attempt to call you at the end of the **60** minutes time slot, if he or she cannot find you at your specified location using the information you have provided, (and assuming you have provided a telephone number on which you can be contacted at that location).

HINT: Provide a 60 minutes time slot outside your expected play and/or practice schedule. Identify a predictable part of your regular routine, less likely to change (e.g. when & where you wake-up, train etc.) Set a reminder alarm on your calendar to alert you to the 60 minutes time slot, it will help you to submit an amendment if necessary.

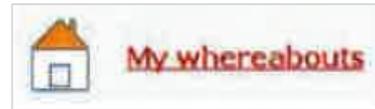
You are responsible for providing accurate information in sufficient detail to enable an authorised Doping Control Officer to locate you for testing on any day from 6 May to 21 August 2016. Advise if the building has restricted access; give hotel room numbers and specific location information to assist the DCO find you.



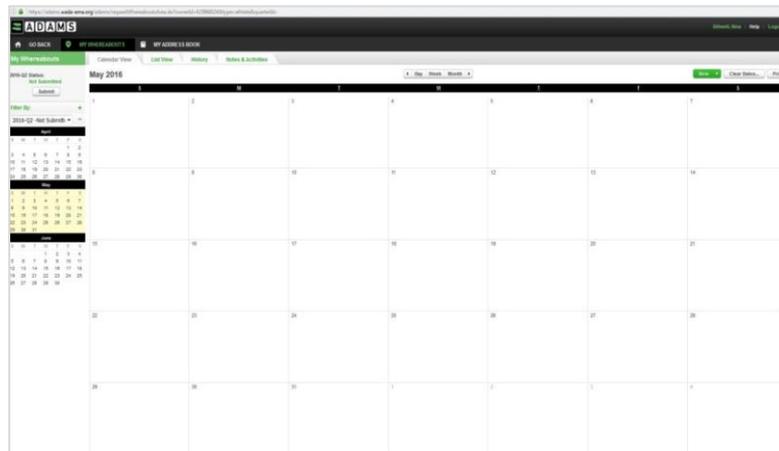
How do I enter/update my whereabouts information?

To open your whereabouts session:

Click [**My whereabouts**] on the home page



This takes you to the calendar page. You can begin entering your whereabouts information by clicking on a day, or selecting a date from the mini 3 month calendar.



New Entry

Address

Category

Date

Recurrence

Start Time All Day

End Time

60-Min Time Slot

To enter whereabouts information, click an existing entry on the calendar (or create a new one by clicking a date in the calendar or by using the [**New button**] in the top right corner).

Select an address from the drop-down list, or create one by clicking on the **New** button next to the address field.

In the **Edit (or New) Entry** pop-up, choose the relevant category (competition, overnight accommodation, etc) and select the start and end time for this location.

If this is an entry that applies to other days as well, you can select the relevant days right away to save time. You can also attach a 60-minute time slot to a whereabouts entry at the same time. Click **Save**. Repeat this step for each of the IGF Whereabouts Requirements that are outlined above.

Each new location (address) that you enter will also be stored in your **Address Book** so that these locations are available to you in the future without re-entering them. They will be accessible by typing the first few letters or from drop-down menu when you add an entry to the calendar.

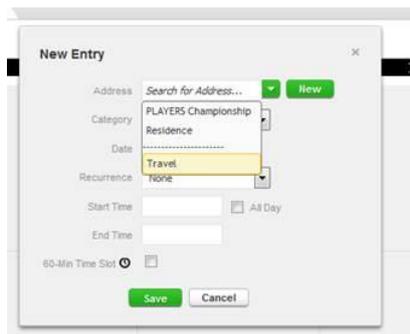
A short video on Submitting Whereabouts in ADAMS can be found [HERE](#).

A short video on Creating Addresses in ADAMS can be found [HERE](#).



New Entry: Travel

Athletes may encounter extended travelling circumstances that would preclude them from providing the required whereabouts information. When flying overnight for example or when in transit between 5am and 11pm, providing a fixed 60-minute time slot or overnight location may not be practical. Although you should make every effort to identify a 60-minute time slot location when you will be available for testing between 5am -11pm, for those rare occasions when this is not possible please follow the steps below.



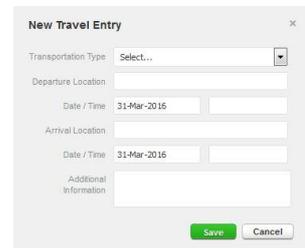
To create a Travel Whereabouts Entry, click the **New** button at the top of the whereabouts page, or click any blank area on the calendar. From the Address drop-down list on the **New Entry** pop-up, select **Travel** at the bottom of the list.

The below warning will be displayed:
A travel entry is intended to be used if your extensive travel plans don't allow you to provide either:
 - A 60-minute time slot between 5:00 AM and 11:00 pm or,
 - An overnight accommodation

Should the travel circumstances be as described in the warning, you can click **Confirm** to continue, otherwise click **Go Back** to return to the **New Entry** pop-up and enter the 60-minute time slot and overnight accommodation.

If you click **Confirm** to continue, The New Travel Entry pop-up is displayed. This pop-up is modal, which means that you must close it in order to return to the Whereabouts page.

Enter the information about your trip:



Transportation Type: select either Air, Ground or Other.

Carrier and Routing Number: these fields are shown only for air transportation type. For a simple itinerary, enter the carrier (e.g. the airline) and the routing number (e.g. the flight number) for your trip. For a more complex itinerary, consider adding an attachment (for example a pdf document containing your itinerary) in addition to the travel entry.

Departure: indicate your point of departure.

Departure Date and Time: Travel Time should start from the time you leave your door to when you arrive at your destination.

Arrival: indicate your point of arrival.

Arrival Date and Time: This is the point where you arrive at your destination.

Details: you may include the details of your trip, or a note (e.g. "See attachment filename.pdf on date").

Click **Save** to create the travel entry. The Travel entry will be displayed on the calendar with a blue background color and a small, right-justified, airplane icon.

Athletes should keep in mind that they can still be tested while in transit.





Submitting your Whereabouts Information



When you have completed your known whereabouts for May, June, July and August, click [**Submit**]. Remember to do this or your information will not be uploaded.

What happens if I don't make the cut? How do I update information?

Updates to your schedule can be made at any time. To modify your information, click on the date you need to change, on the **View Entry** box, click [**delete**] to remove the location information and enter the new information. Updates to the 60 minutes time slot can be made up to 1 minute before the start of the 60 minutes period.

If there is no internet available, for last minute updates, you can use the SMS function +44 7781 480710. HINT – save this number into your phone.

A short video on Updating Whereabouts can be found [HERE](#).

Using the ADAMS App/SMS to update whereabouts

You may update your whereabouts using the mobile app. The free App is available for iOS (in the [iTunes App Store](#), iOS version [6.1.6](#) or a newer version required) and [Android mobile phones \(in the Google Play Store\)](#).



Updating whereabouts using the mobile app can only be used for **updates** following initial submission of your whereabouts.

Can a Third Party update my whereabouts?

You can choose to have a third party (e.g. agent/representative) submit your whereabouts BUT you are still responsible for the accuracy of that information. The option of providing a last minute update of an athlete's whereabouts through the mobile application or SMS is not available to agents.

To assist an athlete, a third party could add the athlete's tournament schedule and hotel details, revising this information as often as necessary to keep it accurate.

Who can I contact if I am having problems entering information?

In the unlikely event that the ADAMS on-line system is not available or you cannot update your Whereabouts information using SMS, please contact antidoping@igfmail.org. Please note that whereabouts information/updates **may NOT be submitted to this email address**.



Some useful additional guidance about Whereabouts:

Athletes need only file their whereabouts with one Anti-Doping Organisation. If you have already been required to submit your whereabouts **nationally**, publication of the IGF RTP means that your NADO will have been notified that you are filing your whereabouts through ADAMS to the IGF. Your NADO may still conduct testing as it will have access to your whereabouts information.

It is crucial that the information filed is accurate at all times, you must update your information as soon as it becomes inaccurate, particularly the 60 minutes time slot which may be changed up to one minute before the start time.

Confidentiality: IGF will maintain confidentiality of your whereabouts information and only use this to facilitate testing or share with another competent anti-doping authority that has accepted the same confidentiality obligations.

Security: When conducting Out of Competition testing on behalf of the IGF, each Doping Control Officer carries a written Collection Order authorising him/her to carry out a test on you (by name), and a DCO Identity Card with photo ID to prove he/she is the DCO named on the Collection Order. To provide additional security for Out of Competition Testing, IGF will include additional Pass-Code security in the Collection Order information; this will be the last 5 digits of your ADAMS ID#. It is your responsibility to find out your Pass Code. This will allow you to check verbally with the DCO before giving him/her access to your residence, hotel etc. or to agreeing to relocate to complete the testing procedure.

Use of Pass-Codes is not obligatory under the World Anti-Doping Code; therefore other anti-doping authorities are not required to follow this procedure. IGF will encourage this as a safety measure. You should check the DCO has the basic identification documentation. You should not refuse to be tested on the grounds that no Pass-Code was provided. Take care to verify the identity of the DCO.

Please note you remain personally responsible for any failure to comply with the requirements of the Whereabouts programme, even if you have delegated your information updates and submission to a coach or agent.

A video on Submitting Whereabouts (Full process from login to submission) can be found [HERE](#).

For further information on the Anti-Doping programme, please refer to the [IGF Anti-Doping Handbook](#)

