

## November 2023 2024 WHEREABOUTS PROGRAMME SUMMARY

Please read this information very carefully. It explains that you are required, under the 2024 Tennis Anti-Doping Programme (the “**Programme**”), and in accordance with the mandatory provisions of the World Anti-Doping Agency (WADA) International Standard for Testing and Investigations (ISTI), to provide information to the ITIA about where you will be for every day in 2024, to facilitate Out-of-Competition testing. Repeated failure to provide this information, or to be unavailable for testing at your chosen time(s) and location(s), can result in an Anti-Doping Rule Violation under the 2024 Programme, the sanctions for which are a ban from the game for between 1 year and 2 years for a first offence, and up to 4 years for a second Whereabouts Violation. It is therefore important that you read this document very carefully and take great care to comply with its requirements.

### Testing under the 2024 Programme

The Programme provides for urine and blood testing to take place both In-Competition and Out-of-Competition. To ensure effective Out-of-Competition testing, and so provide you and the sport with the optimum protection from unfair competition, information is required on players' whereabouts. Article 5.4 of the 2024 Programme requires designated players to provide that information, for use in locating them for Out-of-Competition testing.

### The Whereabouts Pool

You have been selected as a member of the ITIA's 2024 International Registered Testing Pool, which requires you to file whereabouts information for every day of 2024 (and beyond, unless and until you are informed that you are no longer part of the pool, or you retire from competition and give written notice **to the ITIA Anti-Doping Department** to that effect). This does not mean that players that have not been selected for this pool are not subject to Out-of-Competition testing: every player (including you) is subject to Out-of-Competition at all times. However, only people in the Whereabouts Pool have to provide the information specified in this document.

### Information Required

You are required to notify the ITIA of where you will be for every day of the year (i.e. from 1 January until 31 December 2024). On a quarterly basis, you must provide the following information for each day during the following quarter that you are Out-of-Competition:

- Overnight Accommodation: The full address of the place where you will be residing overnight (e.g. home, hotel, etc.);
- Regular Activities: The name and address of each location where you will train, work or conduct any other regular activity (e.g. school) as well as the usual time-frames for such activities;
- 60-minute Timeslot: A 60-minute time slot and location between 05:00 and 23:00 where you will be available and accessible for testing, even if this means duplicating your Overnight Accommodation details.

Also on a quarterly basis, you must provide the following information for each day during the following quarter that you are In-Competition:

- For the days on which you are scheduled to be In-Competition, the 'Competition' period in your Whereabouts Filing should start on the first day of your draw (depending on whether you are in qualifying, main draw or doubles).
- The last day of the 'Competition' entry in your Whereabouts is the day of the final.
- If you exit the tournament before this, then your Whereabouts Filing should be updated as 'Out-of-Competition' for the following day.
- The whole period between the first day of your draw to when you exit the tournament should be labelled as 'Competition' in your Whereabouts Filing, even if you are not scheduled to play every day.
- Prior to the first day of your draw, even if you are on-site at the tournament and/or staying at a tournament hotel, you should file 'Out-of-Competition' entries in your Whereabouts, providing your overnight accommodation and a 60-minute time slot.

You are **not** required to provide any further Whereabouts information for those times when you are In-Competition, including the specific 60-minute time slot and specific location where you will be available and accessible for testing.

When making a Whereabouts Filing, it is your responsibility to ensure that all of the information provided is **accurate and contains sufficient** detail to enable the Doping Control Officer (DCO) to locate you for Testing on any given day in the quarter, including, **but not limited to**, during the 60-minute time slot specified for that day. Declarations that are insufficiently accurate (e.g. "running in the Black Forest") are likely to result in a Whereabouts Failure. Similarly, specifying a location to which the DCO cannot gain access (e.g. a "restricted-access" building or area) is likely to result in an unsuccessful test attempt and therefore a Whereabouts Failure.

Please note that the DCO will attempt to call you in the last 5-minutes of the 60-minute time slot if they cannot find you at your specified location using the information that you have provided (and assuming that you have provided a telephone number on which you can be contacted at the location in question). It is your responsibility to make sure that you have made sufficient arrangements to allow the DCO to gain access to the building/area.

You must enter whereabouts information directly into WADA's on-line Whereabouts management system (Anti-Doping Administration and Management System, or "ADAMS"), which allows you to enter your whereabouts information in an easy, secure and convenient manner. Instructions on how to use ADAMS are attached to this letter.

In exceptional circumstances only (i.e. where ADAMS is not available when making an update or providing your quarterly whereabouts), you may contact the Anti-Doping Department at [anti-doping.admin@itia.tennis](mailto:anti-doping.admin@itia.tennis) with the requested update.

In accordance with the ISTI, players need only file their whereabouts with one Anti-Doping Organisation. Your National Anti-Doping Organisation (NADO) has been informed that you have been included in the IRTP, and until and unless you are advised otherwise, you will file your whereabouts with the ITIA. The ITIA will share the information with all organisations with the requisite authority to conduct testing.

Videos for tips and explanations on how to submit each type of entry can be found here: <https://www.itia.tennis/learn/videos/>  
(individual video links on final page)

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## Filing Deadline

You must provide the required Whereabouts information to the ITIA on a quarterly basis no later than the dates shown in the table below.

Quarter	Period	Filing Deadline
1	1 January to 31 March	15 December 2023
2	1 April to 30 June	22 March 2024
3	1 July to 30 September	21 June 2024
4	1 October to 31 December	20 September 2024

## Updating Whereabouts information

It may be that you do not know at this time exactly what your movements will be on each day during the quarter. Nonetheless you should be sure to meet the appropriate filing deadline, providing the required details for each day. Alternatively, your current plans may subsequently change, in which case you should update the information directly using ADAMS. In case you have no direct access to ADAMS, updates to your Whereabouts information may be made by SMS (see separate instructions on how to use the SMS facility). **In any case, the information that is filed with the ITIA must be accurate at all times, and so you must update your information as soon as it becomes inaccurate.**

In the unlikely event that (a) the ADAMS on-line system is not available, and (b) you cannot update your Whereabouts information using SMS, you may submit updates using the Whereabouts form described above, or by sending an email to [anti-doping.admin@itia.tennis](mailto:anti-doping.admin@itia.tennis).

## Covid-19 Updates

Players should indicate any periods mandatory isolation in their whereabouts filing for the relevant period. The reasons for this isolation should be added to the notes section of the whereabouts in ADAMS. The presence of vulnerable persons at their nominated location should also be identified in your whereabouts filing. Note: you may be asked for proof of this information.

## Confidentiality

The ITIA will maintain the confidentiality of the whereabouts information that you provide, in accordance with Article 14 of the Programme, i.e. it will only be used to facilitate Out-of-Competition testing under the Programme or by another competent anti-doping authority that has accepted the same confidentiality obligations. Please note that any other anti-doping authority with the requisite authority under the World Anti-Doping Code may still test you Out-of-Competition at any time, even if you are in the ITIA's Whereabouts pool.

## Pass-code Security

When conducting Out-of-Competition testing on behalf of the Programme, each Doping Control Officer (DCO) carries with them (a) a Collection Order authorising them by name to carry out the test on you, and (b) a DCO Licence Card with a photo ID to prove that they are indeed the DCO named on the Collection Order.

As a result of concerns about personal security, an additional (optional) security check has been implemented for Out-of-Competition tests conducted under the Programme, as follows:

- a. You have been allocated a pass-code, which is stored in your ADAMS profile as the last five numbers of your ADAMS ID#. This can be found on the 'Athlete Profile' page, in the box labelled 'ADAMS ID#'. It is YOUR responsibility to find out what your pass-code is, if you want to use it as an additional check on the DCO.

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- b. For any Out-of-Competition tests conducted on behalf of the ITIA, the DCO will find out your pass-code as part of the preparation for the test mission.
- c. You then have the option to request that the DCO provides the pass-code before any direct physical contact is made with him/her (e.g. before you open the door of a residence). The DCO only needs to provide the pass-code verbally. He/she will not SMS it to you, because of the delay that may cause.

The use of pass-codes is not obligatory under the WADA Code and therefore other anti-doping authorities who may conduct Out-of-Competition testing on you (i.e. WADA and NADOs) are not required to follow this revised protocol. As long as such DCOs comply with the requirements of the ISTI (i.e. if they have a test authorisation document that identifies them by name, and a photo ID that identifies them as the person named), then you cannot refuse to provide a sample on the grounds that the DCO does not know your pass-code. Any such refusal may be treated as an Anti-Doping Rule Violation.

### **Sanctions for Non-Compliance**

It is very important that you file the required Whereabouts information by the appropriate deadlines (15 December 2023, 22 March 2024, 21 June 2024 and 20 September 2024). Further, it is crucial that your Whereabouts Filing is accurate and that you update this information as soon as you know of any change of plans.

Whereabouts Failures may take two forms: **Filing Failures**, in which a player's submission does not meet the relevant requirements (e.g. where no filing is made by the relevant deadline, or the information provided is insufficient and/or inaccurate), or; **Missed Tests** (where the player was unavailable for testing during the 60-minute time slot and at the location specified in the Whereabouts Filing).

**Any combination of three Missed Tests and/or Filing Failures within a twelve-month period shall constitute an Anti-Doping Rule Violation (ADRV)** under the 2024 Programme (see Articles 2.4 and 5.4), the sanctions for which are a ban from Tennis for a minimum of 1 year up to a maximum of 2 years for a first offence, and 4 years for second Whereabouts Failures.

**Please note that you will NOT be warned if your Whereabouts Filings are insufficient.**

Submissions that are clearly insufficient may be pursued as an apparent Filing Failure, whereas insufficient information discovered during an attempted test may be pursued as a Filing Failure or a Missed Test (depending on whether the insufficiency relates to the 60-minute time slot).

### **Personal Responsibility**

You may wish to have your coach or agent assist you in complying with these Whereabouts requirements. However, please note that you remain personally responsible for any failure to comply with the requirements of the Programme as set out in this document. As with any other Anti-Doping Rule Violation, a tribunal would not accept a plea that you delegated the task to someone else and should not be blamed for their failure to carry it out properly.

### **Questions?**

If any point remains unclear after reading this document, please do not hesitate to contact the ITIA Anti-Doping Department either by email as set out above, or by telephone to +44 20 3841 2808. The information in this document is a summary of the relevant sections of the ISTI, and is not intended to be a substitute for it. Players are recommended to read the full whereabouts rules and regulations, which are available on the ITIA web site: <https://www.itia.tennis/tadp/>

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## Whereabouts Videos

ADAMS - Using Whereabouts

<https://www.itia.tennis/learn/videos/adams-using-whereabouts>

Whereabouts Top Tips

<https://www.itia.tennis/learn/videos/whereabouts-top-tips>

Adding a New Address - ADAMS Website

<https://www.itia.tennis/learn/videos/adding-a-new-address-adams-website>

Adding a New Address - Athlete Central App

<https://www.itia.tennis/learn/videos/adding-a-new-address-athlete-central-app>

Adding In Competition Entries - ADAMS Website

<https://www.itia.tennis/learn/videos/adding-in-competition-entries-adams-website>

Adding In Competition Entries - Athlete Central App

<https://www.itia.tennis/learn/videos/adding-in-competition-entries-athlete-central-app>

Adding Out of Competition Entries - ADAMS Website

<https://www.itia.tennis/learn/videos/adding-out-of-competition-entries-adams-website>

Adding Out of Competition Entries - Athlete Central App

<https://www.itia.tennis/learn/videos/adding-out-of-competition-entries-athlete-central-app>

Adding Travel Entries - ADAMS Website

<https://www.itia.tennis/learn/videos/adding-travel-entries-adams-website>

Adding Travel Entries - Athlete Central App

<https://www.itia.tennis/learn/videos/adding-travel-entries-athlete-central-app>

New Quarter Submissions - ADAMS Website

<https://www.itia.tennis/learn/videos/new-quarter-submissions-adams-website>

New Quarter Submission - Athlete Central App

<https://www.itia.tennis/learn/videos/new-quarter-submission-athlete-central-app>

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