



## GUIDELINES FOR “WHEREABOUTS” FILING FOR THE PERIOD OF THE XXI COMMONWEALTH GAMES

1. The CGF requires that **all Athletes** participating in the XXI Commonwealth Games are available for Testing at all times throughout the period of the XXI Commonwealth Games, **25 March to 18 April 2018**.
2. **Each Commonwealth Games Association (CGA)** is required to ensure that **each Athlete** participating on its behalf in the XXI Commonwealth Games provides whereabouts information to the CGF, that is, information as to his/her location during the XXI Commonwealth Games period, **25 March to 18 April 2018**, so that the CGF can locate an Athlete during that period for Testing (whether in Gold Coast or elsewhere).
3. To achieve this, CGAs shall:
  - a) require those Athletes registered in ADAMS in their IF Registered Testing Pool (RTP) or NADO’s RTP to continue to comply with their regular obligations to file whereabouts information at all times including during the XXI Commonwealth Games period. CGAs must provide a list of the names of these Athletes to the CGF in the *Whereabouts Filing* document.  
  
and/or
  - b) require those Athletes who are NOT registered in ADAMS in their IF Registered Testing Pool (RTP) or NADO’s RTP to complete the CGF *Whereabouts Filing* document and provide arrival and departure information, daily general and overnight location and nominating a preferred daily one hour slot to assist with locating the Athlete.  
  
Please note CGAs will need to ensure this information is kept up-to-date (see point 11 below)
4. In addition, CGAs are required to hold rooming lists, training schedules and Competition schedules for their Athletes for the period of the XXI Commonwealth Games, **25 March to 18 April 2018**, and to provide those on request, in the manner requested by the CGF (see point 6 & 15).

To ensure the smooth administration CGAs shall nominate a responsible liaison person to collect, collate and submit information.

### CGA RESPONSIBILITIES

5. The ultimate responsibility for providing whereabouts information rests with **each Athlete** who is registered to participate in the Games. It shall be the **responsibility of each CGA** to ensure that the whereabouts information set out in these guidelines is provided to the CGF in respect of each *Athlete* participating on behalf of the *CGA* in the *XXI Commonwealth Games*. Athletes shall update

the information in their *Whereabouts Filing* as necessary during the *XXI Commonwealth Games* period, so that it is accurate and complete at all times.

6. **CGAs are required to inform the Athletes and Athletes Support Personnel for whom they are responsible of this requirement and to make available the whereabouts information of their Athletes, including training schedules and rooming lists as necessary.** Failure to do so may leave the CGA subject to sanctions pursuant to Article 5.6 and their Athletes vulnerable to an anti-doping rule violation, in particular pursuant to Article 7.6 of the CGF Anti-Doping Standard (ADS).
7. The **CGA is responsible** for providing the information required in Article 5.6 of the ADS in relation to the *XXI Commonwealth Games* and making it available to the CGF in advance and in any event no later than one weeks prior the start of the *XXI Commonwealth Games Period* (i.e. by **18 March 2018**). The **CGA shall also be responsible** for ensuring that any such information is kept up to date and such updates are made available to the CGF. To facilitate this, whereabouts spreadsheets have been prepared for **each CGA to complete and to update** as required. These are contained in the CGF Whereabouts File, i.e. Preliminary Whereabouts Plan and Update Whereabouts Info. The spreadsheets are located using the coloured tabs at the bottom of the page. Assistance notes are included on the spreadsheets via the red triangle in the corner of the box.
8. Whereabouts information provided shall be shared with *WADA* and other *Anti-Doping Organisations* having jurisdiction to test an *Athlete* during the *XXI Commonwealth Games* period on the strict condition that it be kept confidential and be used only for *Doping Control* purposes.

## SUBMITTING THE INITIAL PRELIMINARY WHEREABOUTS PLAN

9. CGAs are expected to complete the **Preliminary Whereabouts Plan** on behalf of all their Athletes entered for the *XXI Commonwealth Games*. The Preliminary Whereabouts Plan shall indicate:
  - dates of entry and departure into/from Australia
  - the expected date of entry into the Commonwealth Games Village and expected date of exit from the village during the Games Period, **25 March to 18 April 2018**.
  - The names of all Athletes registered in ADAMS, in their IF RTP or NADO's RTP. Those athletes will provide into ADAMS daily and overnight locations, plus one hour time slots for the Games period
  - For all Athletes NOT registered in ADAMS in their IF RTP or NADO's RTP. Those athletes will provide daily and overnight locations, plus preferred nominated one hour daily time slots. This information to be provided via the Athlete's CGA.

In addition, for these Athletes staying outside the Village the CGA shall provide the location information (as indicated on the spread sheet) for each day, during the Games Period **25 March to 18 April 2018**.

10. The Preliminary Whereabouts Plan shall be submitted by each CGA via email to [whereabouts@thecgf.com](mailto:whereabouts@thecgf.com) by **18 March 2018**, listing each Athlete entered for the *XXI Commonwealth Games*. The Preliminary Whereabouts Plan should be saved and named as PWP followed by the CGA name, e.g., for Scotland this file will be called - PWP SCO.

The Preliminary Whereabouts Plan will be available in the CGF Members Area and on the CGF website

## UPDATING THE WHEREABOUTS PLAN

11. It is understood that Athletes' whereabouts may change, i.e. when an Athlete's location previously advised is changed. For those Athletes that are not registered in ADAMS in their IF Registered Testing Pool (RTP) or NADO's RTP, it is essential that the CGA provides updated information to ensure all Athletes are available for Testing by the CGF. Each CGA is required to submit an updated whereabouts plan **DAILY**, indicating the changes to the Preliminary Whereabouts Plan. To facilitate this, CGAs must complete the Whereabouts Update Info spreadsheet and submit updates by **midday for each day of the Games Period**. The CGA must submit revised whereabouts details for each Athlete for whom changes are relevant. If there are no changes the CGA's submission should note there are no updates.
12. The Whereabouts Update Info spreadsheet should be saved as WUI, followed by the CGA name and **date in number format DD MM YY** (for example, for Scotland - WUI SCO 110318). The date refers to the date on which it is submitted.
13. CGAs are free to decide how their individual Athletes shall update them on their whereabouts.

## CGA ASSISTANCE WITH WHEREABOUTS

14. To assist Doping Control Officers to locate specific Athletes, CGA officials may be requested by letter of authority from the CGF Medical Commission Chair to provide additional information to Anti-Doping personnel on the location of their athletes. To respect privacy and security, **CGAs should provide this information ONLY when an official request is made. If you have concerns as to privacy or safeguarding, accompany the DCO team to the location of the squad of the sport they are Testing.** The DCO will not be able to notify you of the Athlete's name, to achieve no-notice Testing; however by co-operation we can help to achieve the objective. The CGA should retain the rooming list and ensure it is maintained as an up-to-date list throughout the Games period.

The CGF has required the submission of whereabouts information in this simplified way to ensure uniformity from **all Athletes and all CGAs**. The CGF has tried to keep this requirement as simple and efficient as possible, recognising not all CGAs or Athletes use the same whereabouts systems. PLEASE NOTE – if whereabouts information is not available to the CGF via ADAMS, the CGA will be required to complete in full the whereabouts filing document for those athletes too. This requirement will be confirmed to CGAs on or around the 18<sup>th</sup> March 2018.