

Whereabouts Submission User Guide



CGA logs all athletes details into Preliminary Whereabouts Plan.

Submit by 18th March

ADAMS registered
Athlete (AA)

Non-ADAMS
registered Athlete
(NAA)

Once Athlete PWP made,
Athlete continues to
submit whereabouts in
ADAMS, as usual for whole
period of Games

Missed Test sanctions
apply including the
nominated 1-hour window

Athlete PWP made, NAA
Athlete provides to CGA
Whereabouts for whole
Games period (25 March
to 18 April 2018) as set
out in Whereabouts Plan,
including daily location,
overnight locations and
nominated location and
one-hour time slot.

*This is preliminary
information at this stage
to enable test planning.*

NAA continues to update
CGA on daily location
including nominated
location and one hour.

From 25th March to 18 April 2018
CGA submits daily update for
Non-ADAMS Athletes , with
information and indicator
changes made for that day only

*Changes for subsequent days
may be made but should not be
indicated against those days –
until that day's submission.*

From 25th March to 18 April 2018, CGA maintains up to date **Rooming List** for all athletes (AA & NAA) accommodated in the village or any other official accommodation where CGA Athlete is staying. This list shall be available for review on official request of the CGF Medical Commission (via an authorised Doping Control Officer).

Failure to do so may leave the CGA subject to sanctions.

Sanctions may apply to CGA for failure to submit daily whereabouts for non-ADAMS athletes including the nominated 1-hour window

COMPLETING PRELIMINARY WHEREABOUTS PLAN

Designate one CGA Anti-Doping Contact Person.

1. Open Preliminary Whereabouts Plan (PWP) spreadsheet and save a copy as PWP followed by the name of the CGA e.g. for Australia this file will be called PWP AUS.

Note: Throughout the spreadsheet there are some drop down boxes to assist you, e.g. Sport, Gender, ADAMS Status, and comment boxes to provide a little more information (red triangle top RH corner).

2. Complete the CGA Official information, including contact details as far as you are able to. There will be a further opportunity to add your local telephone number in Australia as you submit your daily whereabouts.
3. Complete the Preliminary Whereabouts Plan with information for each sport and athlete by completing Columns 1- 5 as shown below: *any information not known at this time, may add as soon as you receive. This information is required for all athletes in your CGA team.*

| Column No | Column Title | Information Required |
|-----------|---|--|
| 1. | SPORT | Choose from list |
| 2. | Discipline (inc Para Sport) | Free text |
| 3. | Athlete Details | Date of Birth Day/Month/Year Last Name First Name Gender Accreditation Number |
| 4. | Athlete Status | <i>YES or NO</i> <i>Is the Athlete an ADAMS registered Athlete or Not?</i> <i>Do they complete their whereabouts in ADAMS?</i> |
| 5. | Location during Games Period NOTE: DATE FORMAT <i>DD MONTH YEAR</i> <i>i.e. 25 March 2018</i> | Entry date into Australia (if Not applicable, i.e. resident, write not applicable or N/A.) Exit date from Australia. Entry date into the Village, Exit date from the Village. <i>This relates to Athletes staying overnight in the Village. If located in official GOLDOC accommodation elsewhere, this should be clear from the input of overnight location information.</i> <i>Multiple date ranges may be entered if applicable.</i> |

UPDATING THE WHEREABOUTS PLAN – *whereabouts update info (WUI)*

1. Amend the information for each Athlete as required. For any information in the PWP Columns 1- 5 for any athlete, and SPECIFICALLY for Non-ADAMS Athletes daily whereabouts.
2. A daily update must be submitted from 25th March. (between 18th and 25th no submissions required, gather information, amend WUI spreadsheet ready for submission on 25th March.
3. For each Athlete where a change has been made to their whereabouts information on that day, place a tick or YES in the red section for the day of submission.
Example below – an update to an Athlete on 27th March – gets a / YES in the red box in the daily update record

4. Save the document as per the Whereabouts Guidelines: WUI followed by the CGA name and date in number format DD MM YY; For example Team Wales = WUI WAL 250318
This will help us considerably to locate your submission and prevent unnecessary chasing of information.
5. Please focus on the accuracy of information in the daily whereabouts and submit this WUI **daily from 25th March**. DAILY WUI should be submitted by 12 noon each day. Accuracy of whereabouts for the next 24 hours (+1 day) is very helpful. Sanctions for failure to submit information is set out in Article 5.6.7 of the Anti-Doping Standard.

Simple Guide for Viewing on screen – It is suggested you do not print this Plan.

In Windows, ensure you have a Page Break View of the document for clarity (tab View, Page Break Preview). If needed, right click, change format to cell to general if text/date format wrong

Mac Keystrokes: MAC users may expand or shrink view as below.

Find: Command (cmd) + F

Zoom in: Separate two fingers across mousepad

Zoom out: Bring two fingers together on mousepad

Swipe Right: Drag two fingers together to the Left across mousepad

Swipe Left: Drag two fingers together to the Right across mousepad