



FAI Out-of-competition Testing Plan

Testing Pool - Policy



4 March 2021

INTRODUCTION AND SCOPE

The FAI's mission is to contribute to protecting clean athletes and the integrity of air sports through the fight against doping and implement actions in accordance with the requirements of the World Anti-Doping Code.

The FAI Out-of-Competition Testing Plan is an essential part of the FAI Anti-Doping Plan and constitutes an essential prerequisite to ensure that all athletes compete on a level playing field and that your right to clean sport is protected.

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1 FAI TESTING POOL INCLUSION AND CORRESPONDING OBLIGATIONS

In accordance with the World Anti-Doping Code and its International Standards published by the World Anti-Doping Agency (WADA), as well as with the FAI Anti-Doping Rules (the “FAI ADR”), the FAI runs an anti-doping testing program which includes both In-Competition and Out-of-Competition testing. To successfully plan for Out-of-Competition testing sessions, FAI needs reliable information on the whereabouts of its athletes. For this reason, a number of athletes are requested by FAI to provide specific information which will be used by Doping Control Officers to locate the athletes for testing. Together these athletes form the FAI “Testing Pool” (TP).

To be compliant with the FAI TP requirements, athletes included in that TP are required to file accurate whereabouts information through the online WADA Anti-Doping Administration and Management System (“ADAMS”) database for each day of the quarter and make themselves available for unannounced out-of-competition doping controls. The exact contents of the information required are detailed *Section 3 - Whereabouts Information Required* of this document. Whereabouts filings are submitted through the online WADA database ADAMS, in the manner explained in Annex A.

That said, all FAI athletes have an obligation to be available for testing at any time and place and to comply with any request for testing by any ADO with testing jurisdiction with testing jurisdiction over them.

The information entered by an athlete into ADAMS is shared with the ITA (International Testing Agency – FAI service provider), the WADA and other ADO that has jurisdiction to test the athlete in order to facilitate the planning of Out-of-Competition tests. The information provided will solely be used for anti-doping purposes and is treated in strict confidentiality.

An athlete will remain in the FAI TP until he/she is informed by the FAI/the ITA that this is no longer the case, or if the athlete officially retire from competition. In order to officially retire from competition, the athlete needs to request to the FAI/the ITA for the official Retirement Form. Thereafter, his/her retirement will take effect only upon receipt by the FAI/the ITA of the Retirement Form duly signed by the athlete. After giving notice of retirement, if the athlete wishes to resume competition at international level, he/she must give the FAI/ITA a six (6) months prior written notice before returning to competition and make him-/herself available for testing by providing whereabouts information.

2 DEADLINES FOR SUBMITTING YOUR WHEREABOUTS FILINGS

Whereabouts filings are submitted on a quarterly basis.

Generally speaking, deadlines for whereabouts submission are the 15th of the month prior to the start of the new quarter, as detailed in the table below:

| YEARLY QUARTERS | SUBMISSION DEADLINES |
|-----------------------------|----------------------------|
| Q1: 1 January – 31 March | 15 th March |
| Q2: 1 April – 30 June | 15 th March |
| Q3: 1 July – 30 September | 15 th June |
| Q4: 1 October – 31 December | 15 th September |

Submitting whereabouts filings in a timely manner is essential to the smooth running of the FAI’s out-of-competition testing program. The athlete should provide the information to the best of his/her knowledge and update it accordingly, as explained in the Annex B below.

3 WHEREABOUTS INFORMATION REQUIRED

Whereabouts information is an indispensable tool to allow Anti-Doping Organisations (“ADO”) like the FAI to locate athletes at any time and place and to conduct tests without advance notice, which is a key aspect of an effective anti-doping program.

Athletes in the FAI TP are required to provide complete and accurate whereabouts information for each day of the quarter to enable any ADO to locate them for testing. At a minimum, athletes must include the following information in their whereabouts submission:

- An up-to-date mailing address where correspondence may be sent to him/her for formal purposes
- Telephone number and e-mail ID
- Daily address in full (street name, house number, floor, postal code, city country).
- Overnight residential address for each day of the quarter. This is the place where the athlete will be staying overnight (e.g. home, temporary lodging, hotel, etc.)
- The hours when he/she will most likely be available at the address provided (please put the hours as a comment of entry/address).
- Training whereabouts (training venue address and training schedules)
- All national team activities (including training, camps and matches with accurate schedules and addresses)
- Travel schedules.
- Any additional information deemed necessary to enable any ADO intending to locate the athlete for Testing

Furthermore, the athlete must update his/her whereabouts as soon as he/she is aware of a change in schedule or if a change of address is applicable. This is done by going into ADAMS account, making changes and RE-SUBMITTING whereabouts as explained in Annexes A and B to this policy.

4 NON-COMPLIANCE

It is of utmost importance that the TP athlete submits the required Whereabouts information by the deadline provided by the FAI / ITA. It is also very important that the athlete submits accurate and complete information about his/her whereabouts and that he/she updates this information as soon as he/she knows any change in plan, so that the ADO can locate the athlete for testing on any day, and at any time.

Please note that:

- If the athlete does not submit his/her whereabouts by the deadline provided by the FAI/ITA or submission is incomplete or inaccurate by the deadline provided by the FAI/ITA, the FAI/ ITA will contact the athlete by sending a first reminder and ask to immediately remedy the situation: this is called a “warning”.
- If the athlete does not submit accurate and complete whereabouts information in ADAMS within the second deadline established in the first reminder, the FAI/ITA will send a second “warning” and therefore consider moving him/her into another testing pool called Registered Testing Pool (RTP). RTP athletes have a duty to provide the FAI/ITA with more detailed information and may be subject to sanctions for whereabouts failures under the FAI ADR. Cumulated over a specific period of time, whereabouts failures may lead to a period of ineligibility under Article 2.4 of the FAI ADR.

Please note that depending on the specific facts, a single Whereabouts Failure could amount, with no prior reminder, to an Anti-Doping Rule Violation under Article 2.3 (Evading Sample Collection) and/or Article 2.5 (Tampering or Attempted Tampering with Doping Control) of the FAI ADR.

An athlete may wish to have a third party (e.g. coach or agent) assist him/her in complying with these whereabouts requirements and choose to delegate the submission of some or all of Whereabouts Filing to this person. If the athlete would like to do so, the athlete is required to send an e-mail to fai@ita.sport and will be provided with the requisite form and further information.

However, please note that the athlete remains at all times personally responsible for any failure to comply with the requirements of the FAI ADR. The fact that the athlete delegates the task to someone else who fails to carry it out properly does not release the athlete from his/her liability.

5 THERAPEUTIC USE EXEMPTIONS (TUE)

As per Article 4.4 of the FAI ADR, if the athlete is under a medical condition requiring the use of a prohibited substance or method, the athlete must submit a TUE application as soon as possible, and in any event no later than thirty (30) days prior to his/her participation to an FAI event.

For any further information on TUE applications, please refer to the FAI website or contact the FAI Anti-Doping Manager.

6 NOTICES AND COMMUNICATIONS

As mentioned above, the ITA has been granted full authority to act and take all necessary measures and/or decisions on behalf of the FAI, in the implementation of the delegated aspects of the FAI anti-doping program.

Please note that any communication or letter sent by the ITA on behalf of the FAI shall be deemed to be sent directly by the FAI.

7 ANTI-DOPING CONTACT INFORMATION

FAI Anti-Doping Manager, Mrs Ségolène ROUILLON -> antidoping@fai.org

FAI Contact person in ITA -> fai@ita.sport



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8 ANNEX A - HOW TO SUBMIT YOUR WHEREABOUTS

- Go to the website: <https://adams.wada-ama.org>. Enter your username and password provided by the FAI/ITA to access the online database system.
- If you are a first time ADAMS user:
 - Select your 3 security questions and save corresponding answers. Answers must be at least 6 characters long. Answers are case-sensitive
 - Accept the data protection document by entering your birthday and password provided by the FAI/ITA. Press “**Accept**”
 - Enter the email address in which you will receive a login temporary code
 - Validate your email address by entering the received code. Press “**Confirm**”
 - Create a new password. Your current password is the one provided by the FAI/ITA. Your new password must contain at least 1 CAPITAL letter, 1 number and one special character (e.g. !,£,@)
- If you are a first time 2 Factor-Authentication user:
 - Review the screen and select the option “Configure 2FA with TOPT” (If you do not wish to activate the 2FA, select “I want to opt out”. You will be prompted to consent to a legal disclaimer in order to login)
 - Install or open (if already installed) your two-Factor authentication application on your mobile device or computer: Authy, Google authenticator (Android and iOS) or Microsoft authenticator (Android or iOS)
 - Use the app to scan the provided QR code (like you are taking picture of the QR code) or enter manually the displayed manual code
 - Enter the generated code by your App. Then, enter your new password and validate
- Enter your TOPT code. Skip mobile phone confirmation.
- To help you fill out your calendar correctly and efficiently, you can consult the ADAMS training and user guides available on the WADA website¹, particularly:
 - ADAMS Whereabouts Tutorial - online video ²
 - ADAMS Whereabouts Quick Reference Guide
- Once you have filled everything out in ADAMS and submitted your whereabouts, ensure that your ADAMS page clearly states “**SUBMITTED**” next to the relevant quarter (Q1, Q2, Q3 or Q4), in the menu on the left under “Whereabouts”.
- Remember that your whereabouts must be written in Latin characters
- Be as precise as possible to enable unannounced tests (do not expect a phone call!).
- Please supply entrance pass codes to buildings and give clear directions to the buildings/rooms in order to ensure access for the doping control officers.
- It is important that the information is accurate at all times so **REMEMBER TO UPDATE** your whereabouts as soon as you are aware of a change in your schedule or if a change of address is applicable.
- In the unlikely event that ADAMS is not available online, you should email us your whereabouts update to fai@ita.sport (marked “Private and Confidential” and in as much detail explained above)

¹ Available at: <http://adams-docs.wada-ama.org/display/EN/ADAMS+User+Guide+for+Athletes>

² Available at: <http://www.youtube.com/watch?v=UmTpHy9oJc8>

9 ANNEX B – HOW TO MODIFY AND UPDATE WHEREABOUTS INFORMATION USING SMARTPHONE APPLICATION OR SMS

9.1 SMARTPHONE APPLICATION:

WADA has launched the free ADAMS app for iOS and Android devices³.

You will be able to update your whereabouts using the application. Using mobile notifications, the app also helps you to remember your obligations to submit whereabouts, including the relevant deadlines to do so. Please note that you can use the app for updates, while the first submission must be done via computer.

9.2 SMS – (LAST-MINUTE UPDATES ONLY):

We accept last-minute updates received in ADAMS by SMS (on the condition that the SMS is received no more than 24 hours before the time of the whereabouts that are to be updated). The SMS feature available in ADAMS makes it simple to submit whereabouts updates. The SMS feature facilitates updates relating to last minute changes during the quarter, especially when there is no access to a computer, or the internet is not available. You may activate more than one mobile phone in your profile.

To use this option, you first need to activate your mobile number in your profile in ADAMS. To do so:

- Enter your ADAMS account
- Click on “My Profile”
- Click on “edit”, “add phone number”, insert your mobile phone number (without “+” or “00”), “save” and follow the instructions in ADAMS.

If you need more information on this procedure, use the Help section in ADAMS when you are in your profile or refer to the quick reference guide on how to set up and use the system.

Make sure the activation process is completed and you have received an SMS confirmation of this on your phone before submitting any whereabouts updates by SMS.

Send a text message to the virtual ADAMS telephone number that sent you the confirmation text (**+44 7781 480710**), clearly stating the date of the whereabouts to be changed as well as the time, location and any other relevant information related to your whereabouts update. You must remember to specify, if applicable, any changes to your one-hour testing slot. You must provide as much detail as possible. As soon as ADAMS has received your SMS, the message will appear, in your whereabouts calendar, as an attachment to the day that you sent the message.

³ <http://adams-docs.wada-ama.org/display/EN/ADAMS+Mobile+App+User+guide>