

## Some hints on Whereabouts Filing via ADAMS

As per WADA and FIVB Regulations all Whereabouts have to be filed on a quarterly basis (within the deadlines 31 December, 31 March, 30 June, 30 September) without exception.

Should you have encountered problems in the past, please consider the following:

- Do not file your Whereabouts last minute!
- Make sure you have the right log-in and password (if you think you forget it, save it securely where you can easily get back to it, i.e. mobile phone or email etc.);
- Check your computer settings as per WADA – ADAMS Athletes Handbook (page 5 following); by using the same computer also when travelling, you can avoid checking the set ups every time;
- Bookmark the ADAMS log-in page (<https://adams.wada-ama.org>); should you be using different computers, than save the ADAMS webpage somewhere easily accessible;
- Should you nonetheless manage to forget your password, please note that you are able to request your password electronically on the ADAMS log-in page by clicking on “Forgot password”, as shown below:



- If you do not feel comfortable with the system yet, print a copy of the ADAMS Quick Reference Card and keep it with you at all times (i.e. in your wallet, in your sports bag); you are able to find ADAMS Training and User Guides also on the WADA website (<http://www.wada-ama.org/en/ADAMS/ADAMS-Training-and-User-guides/>) - **Please note:** some documents have been translated into additional languages;
- WADA has established a Helpdesk, which hotline you can call:  
**From North America dial: (866) 922-3267 (1-866-92-ADAMS)**  
**From outside North America dial: +1 (514) 904-8800**  
You best save these numbers in your mobile phone;
- You can also email ADAMS at: [adams@wada-ama.org](mailto:adams@wada-ama.org) if you enquire technical problems;

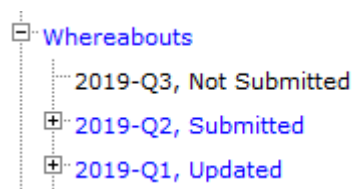


- Note that you can update your Whereabouts also via text messaging service (sms) – although you have to enable the system first as per WADA – ADAMS Athletes Handbook (page 54);
- Last but not least set yourself different reminders, i.e. phone, etc and ask your Team mate, friends, family, Coach, etc. to remind you also.

Please take note that **no more warnings** will be sent out and you will be investigated for an apparent Filing Failure according to FIVB Medical Regulations (a copy of which can be found on FIVB's website ([www.fivb.com](http://www.fivb.com)) and WADA International Standard of Testing and Investigations (a copy which can be found on WADA's website [www.wada-ama.org](http://www.wada-ama.org)).

A Filing Failure does not only occur when no Whereabouts Filing is done, but also in cases of **incomplete Whereabouts Filing**. Here some suggestions which should help you to assure complete Whereabouts Filing:

- File Whereabouts including a 60-minute time-slot for each day of the Quarter;
- File all regular activities (i.e. training, gym, work etc.);
- File all competitions;
- File a daily over night stay – this is the place where you stay overnight, this might be your residence, a hotel or similar when travelling, etc.;
- Make sure you put the full addresses of all locations (including house number and zip code) – please remember that you should be easily located for testing (DCOs might not know the area and should be able to find you easily) – should you not know the full address at the time of filing (i.e. for a Hotel when travelling), please find it out and updated the complete address as soon as possible and in any case before arriving at the mentioned location;
- Make sure you submit your Whereabouts once filed by clicking on the “submit” button in ADAMS; you can see whether or not you submitted your Whereabouts in the three on the left hand side:



Please be informed that where **3 Whereabouts Failure** (whether a Filing Failure or a Missed Test) are recorded against you in any 12-month period, a charge may be brought to a hearing panel for an anti-doping rule violation and a period of Ineligibility of 24 months might be imposed on you.