



GUIDELINES FOR “WHEREABOUTS” FILING FOR THE PERIOD OF THE VI COMMONWEALTH YOUTH GAMES

1. The CGF requires that **all Athletes** participating in the VI Commonwealth Youth Games BAHAMAS 2017 are available for Testing at all times throughout the period of the VI Commonwealth Youth Games, **16th July to 25th July 2017**.
2. **Each Commonwealth Games Association (CGA)** is required to ensure that **each Athlete** participating on its behalf in the VI Commonwealth Youth Games provides to the CGF whereabouts filing information, that is, information as to his/her location during the VI Commonwealth Youth Games period, **16th July to 25th July 2017**, so that the CGF can locate an Athlete during that period for Testing (whether in the Bahamas or elsewhere)
3. To achieve this, CGAs shall require those Athletes registered 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 VI Commonwealth Youth Games period and to make available in addition to the CGF, in the manner requested by the CGF, simplified information. For all Athletes, the CGA shall submit arrival and departure information with general location; hold rooming, training and Competition schedules for the period of the VI Commonwealth Youth Games, **16th July to 25th July 2017**, and to provide those on request, in the manner requested by the CGF (see point 5 & 14).
4. 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 above is provided to the CGF in respect of each *Athlete* participating on behalf of the *CGA* in the *VI Commonwealth Youth Games*. Athletes shall update the information in their *Whereabouts Filing* as necessary during the *VI Commonwealth Youth Games* period, so that it is accurate and complete at all times.
5. **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 and their *Athletes* vulnerable to an anti-doping rule violation, in particular pursuant to Article 7.6 of the CGF Anti-Doping Standard (ADS).
6. The **CGA is responsible** for providing the information required in Article 5.6 of the ADS in relation to the *VI Commonwealth Youth Games* and making it available to the CGF in advance and in any event no later than two weeks prior the start of the *VI Commonwealth Youth Games Period* (i.e. by **2nd July 2017**). 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.



7. Whereabouts information provided shall be shared with WADA and other *Anti-Doping Organisations* having jurisdiction to test an *Athlete* during the *VI Commonwealth Youth Games* period on the strict condition that it be kept confidential and be used only for *Doping Control* purposes.

SUBMITTING THE INITIAL WHEREABOUTS PLAN

8. CGAs are expected to complete the Preliminary Whereabouts Plan on behalf of all their Athletes entered for the VI Commonwealth Youth Games. The Preliminary Whereabouts Plan shall indicate, for each Athlete, the expected date of entry into the Commonwealth Youth Games Village and expected date of exit from the village during the Games Period, **16th July to 25th July 2017**. In addition, the CGA shall provide the location information (as indicated on the spread sheet) for each day, for all Athletes not in the Village during the Games Period **16th July to 25th July 2017**.
9. The preliminary whereabouts plan spreadsheet shall be submitted by each CGA via email to whereabouts@thecgf.com by **2nd July 2017**, listing each Athlete entered for the VI Commonwealth Youth 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.

UPDATING THE WHEREABOUTS PLAN

10. It is understood that Athletes' whereabouts may change, i.e. when an Athlete's location previously advised is changed. 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 indicating the changes to the Preliminary Whereabouts Plan. To facilitate this, CGAs are asked to complete the Whereabouts Update Info spreadsheet and submit updates by **midday for each day of the Games Period that updates are necessary**. The CGA must submit revised whereabouts details for each Athlete for whom changes are relevant.
11. To assist planning, advance information for changes that occur in the Games Period may be provided as soon as the changes become known. To avoid unnecessary waste of resources please provide information for changes applying to the day of submission as early as possible.
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 020717). 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.



ASSISTANCE WITH WHEREABOUTS

14. To assist Doping Control Officers to locate specific Athletes, rooming lists, training schedules and assistance of CGA officials may be requested by letter of authority from the CGF Medical Commission Chair. To respect privacy and security, **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 may 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.

15. The CGF has required the submission of whereabouts information in this simplified way to ensure uniformity of information 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. Be aware - whereabouts information provided in ADAMS or SIMON may be used by CGF **ONLY** if the CGF is able to access that Athlete's information.