



GUIDELINES FOR “WHEREABOUTS” FILING FOR THE PERIOD OF THE XX COMMONWEALTH GAMES

1. The CGF requires that **all athletes** participating in the XX Commonwealth Games Glasgow 2014, are available for testing at all times throughout the period of the XX Commonwealth Games, Glasgow - **13th July to 3rd August 2014**.
2. **Each Commonwealth Games Association (CGA)** is required to ensure that **each Athlete** participating on its behalf in the XX Commonwealth Games provides to the CGF whereabouts filing information, that is, information as to his/her location during the XX Commonwealth Games period, **13th July to 3rd August 2014**, so that the CGF can locate an Athlete during that period for testing.
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 obligations and to make their whereabouts information for the XX Commonwealth Games period available to the CGF, in the manner requested by the CGF. For those Athletes not registered in the RTP of an IF or NADO, the CGA shall provide rooming and training schedules and locations for the period of the XX Commonwealth Games, **13th July to 3rd August 2014**, in the manner requested by the CGF.
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 *XX Commonwealth Games*. Athletes shall update the information in their *Whereabouts Filing* as necessary during the *XX Commonwealth 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 Articles 10 and 11 of the Anti-Doping Standard (ADS).
6. The **CGA is responsible** for providing the information required in Article 6.5 of the ADS in relation to the *XX Commonwealth Games* and making it available to the CGF in advance and in any event no later than two (2) weeks prior to the start of the *XX Commonwealth Games* (i.e. by **1st July 2014**). 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, Update Whereabouts Info (2 copies) and Individual Athlete Whereabouts. 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 *XX Commonwealth Games* period on the strict condition that it be kept confidential and be used only for *Doping Control* purposes.



SUBMITTING THE INITIAL WHEREABOUTS PLAN

- CGAs are expected to complete the Preliminary Whereabouts Plan on behalf of all their athletes entered for the XX Commonwealth Games. The Preliminary Whereabouts Plan shall indicate, for each athlete, the expected date of entry into the Commonwealth Games Village and expected date of exit from the village during the Games Period, **13th July to 3rd August 2014**. 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 **13th July to 3rd August 2014**.
- The preliminary whereabouts plan spreadsheet shall be submitted by each CGA via email to whereabouts@glasgow2014.com by **1st July 2014**, listing each athlete entered for the XX 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**.

UPDATING THE WHEREABOUTS PLAN

- 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.
- 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.
- 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 140714**). The date refers to the date on which it is submitted.
- CGAs are free to decide how their Athletes shall update them on their whereabouts, although a useful template spreadsheet is also included in the Whereabouts File to assist if required. To reduce input of data, the athlete list may be copied from the Preliminary Whereabouts Plan into the update page and updates included only for those athlete for whom revisions are necessary.

ASSISTANCE WITH WHEREABOUTS

- 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.
- 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, recognizing 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.