

## **Whereabouts Information for RTP-members**

WARNING: from 1 January 2016 whereabouts information can only be provided through the ADAMS-system supervised by WADA! (Conversion period: 2 months)

If you are not a registered user of the electronic system of the Hungarian Anti-Doping Group, first please register on the website of the Hungarian Anti-Doping Group ([www.antidopping.hu](http://www.antidopping.hu)) under the "Athletes" menu.

### **If you have to provide whereabouts information:**

1. Complete the Athlete form ([www.antidopping.hu](http://www.antidopping.hu))
2. Wait for the temporary entrance code for the ADAMS-system sent to you by the coordinator of the Hungarian Anti-Doping Group.

We would like to draw your attention to the fact that you have to immediately update the changes in your personal data – e.g. e-mail or postal address – as it is your personal responsibility to do so, as well as checking your incoming mail.

With regard to the fact that the Hungarian Anti-Doping Group forwards a part of its official notices to you by electronic mail, you are asked to regularly check your mail sent to your previously provided e-mail address.

### **It is important to know:**

- The ADAMS-system has been available in Hungarian language as well since 2015.
- Although certain applications of the ADAMS-system are accessible from smart phones, access to the complete system is restricted.
- The program needs to be opened from internet explorer search engine (google chrome is not applicable at times)
- The use of pop-up windows has to be confirmed because default messages and certain supplementary information are only accessible through them.
- Entrance passwords need to be changed within every 3 months, otherwise the system bans its use.
- In case of a ban or an entrance code every athlete can be helped by the organisation which had registered him/her for the first time (this might be HUNADO, the international association of the sport field, or even WADA). The custodian cannot be chosen by the athlete (HUNADO is unable to help if it was not the organisation first registering the athlete).
- Request for TUE-permit is only possible through the ADAMS-system from 1 January 2016.
- The fact that the athlete is unable to access the system for some reason does not exempt him/her from the duty of providing information. In such cases whereabouts information needs to be provided in the form of e-mail until the system is accessible for use again.
- Every athlete can see his/her samples and their results in the ADAMS-system.
- The data can be printed out from the ADAMS-system.
- The athlete's data can be seen by the National Sports Associations in the ADAMS-system as well.
- The ADAMS-system uses a lot of abbreviations. The list of the most important abbreviations can be found below.

- The athletes who do not have an entrance code will be sent their temporary entrance code, which is advised to change at first entrance.

Relating to providing whereabouts information every athlete is obliged to keep the following regulations:

1. Every training session(place and time), training camp and competition has to be marked with its complete duration (at least 60 minutes);
2. In case there is no training session, training camp or competition on a given day, at least 1 hour accessibility/free time has to be provided;
3. Whereabouts have to be provided according to real facts and easily identifiable for anyone;
4. Only such time and location can be provided where the doping control can be carried out – according to the athlete;
5. data have to be updated as soon as there are changes to the previous information;
6. the modification of the report has to be done as soon as the athlete has learnt about the change of his/her program;
7. whereabouts information has to be provided at latest by 0 hour of the 1st day of the given month, and the complete quarter yearly (3 months) program submitted to the ADAMS whereabouts information system.

#### **ADAMS-system – recording data**

Registration of Athletes: Data which need to be recorded for athlete's registration in the ADAMS-system:

1. Athlete's name (surname and first name)
2. Gender (male/female)
3. Date of birth
4. Nationality/ the nationality where sport activity is done
5. Sport field (with the International and National Associations of the field of sport)

The following data may also be recorded in athlete's data:

- "checks and my correct the data recorded by the coordinator
- photo
- exact address
- e-mail address
- telephone number

If the athlete is obliged to provide whereabouts information the following data need to be recorded in the system:

- Location/ exact address
- Exact times related to each location
- Marking the category of the location (training/accommodation/competition etc.)
- Setting repetition, if necessary

**In case of TUE request (Therapeutic Use Exemption) the athlete has to record the following data:**

It is important to record every piece of information in two languages: Hungarian/English or Hungarian/French. The attachments also need to be recorded in two languages.

- Name of condition
- BNO code
- Field of sport
- Athlete's Position (Is he/she a member of the International or National Registered Testing Pools)
- Application out of/ in competition
- Time of the next competition/international event
- Marking retroactive request (request for a preceding period)
- Data of physician: surname and first name, address, telephone number, e-mail address
- Name of exact diagnosis
- Short description of condition
- Names of prohibited substances according to the current WADA List
- Description of therapy, dosage of medication
- Frequency of application of therapy
- Method of application
- Attachment of relevant medical documents
- Other remarks
- Acceptance of Athlete Declaration

**During the sampling procedure the following data are recorded by the Hungarian Anti-Doping Group:**

- 1. Mission code of test
- 2. Date of test/sample
- 3. Name of organisation responsible for test and result
- 4. Name of organisation responsible for taking the sample
- 5. Field of sport
- 6. Type of sample: Out of Competition(OOC)/ In Competition (IC)
- 7. Status (in process/finished/cancelled)
- 8 Explanation of change of status
- 9. Type of sample (urine, blood, biological passport)
- 10 Code number of sample
- 11. Date of taking sample
- 12.
- Name of laboratory
- 13. Specific gravity

Most important abbreviations in the ADAMS-system:

Abbreviation - English – Hungarian

ADAMS Anti-Doping Administration & Management System Doppingellenes Adminisztrációs és Irányítási Rendszer

IF ID International Federations ID Nemzetközi Szövetségek azonosítója

NF ID National Federations ID Nemzeti Szövetségek azonosítója

NADO ID National Anti-Doping Organizations' ID Nemzeti Doppingellenes Szervezetek azonosítója

RTP Registered Testing Pool Nemzeti Nyilvántartott Vizsgálói Csoport

IRTP International Registered Testing Pools Nemzetközi Nyilvántartott Vizsgálói Csoport

ABP Athlete Biological Passport Sportolói Biológiai Útleve

TUE Therapeutic Use Exemptions Terápiás Alkalmazási Kivétel

DoU Declaration of Use Használat bejelentése

TA Testing Authority A mintavétel elrendeléséért felelős Szervezet

RMA Result Management Authority Az eredmény kezeléséért felelős Szervezet

SCA Sample Collection Authority A mintavétel lebonyolításáért felelős Szervezet

TC Test Coordinator Teszt Koordinátor

MO Mission Order Doppingellenőrzés megrendelése

DCO Doping Control Officer Doppingellenőr

DCF Doping Control Form Doppingellenőrzési űrlap

AAF Adverse Analytical Finding Pozitív vizsgálati eredmény megállapítása

ATF Adverse Atypical Finding Atipikus vizsgálati eredmény megállapítása

ADRV Anti-Doping Rule Violation Doppingvétség

BPLR Biological Passport Lab Results Biológiai Útleve Vizsgálói Eredménye

BPID Biological Passport Identification code Biológiai Útleve azonosító kódja

IC In Competition Versenyen

OOO Out of Competition Versenyen kívüli