



Whereabouts Guide for IGF Olympic RTP Athletes



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*Please read this guide carefully, it explains how to provide and update your information for the IGF's **whereabouts** program from 23 April to 8 August 2021.*

This guide applies to athletes who are in the IGF's Olympic Registered Testing Pool (RTP) and under the IGF's whereabouts custodianship in ADAMS.

IGF Olympic RTP athletes are required to provide certain information about where they are every day during this period, and where they will be located for testing, at any time, without notice.

1. Important initial log-in on computer – athletes (new!)

This has changed since the Rio2016 Olympic Games and you may need to set up your initial log-in again even if this is not your first time in ADAMS.

To set up your initial log-in details, you will need to have Internet access and **enter ADAMS on your computer**.

To facilitate submission of your whereabouts information, the IGF is utilising ADAMS. ADAMS is available in 12 languages. Should you at any stage need to access the technical ADAMS User Guide for Athletes created by the

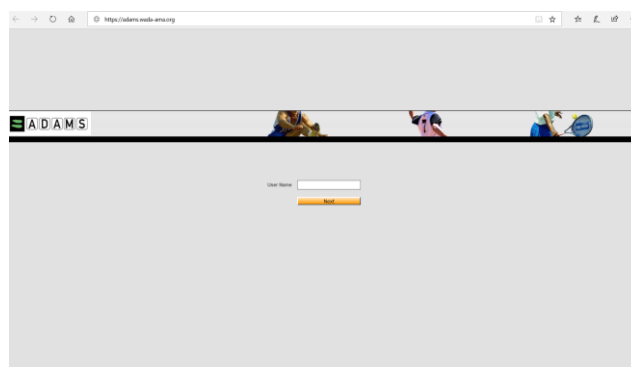


World Anti-Doping Agency (WADA), click [here](#).

The IGF will send you your login information. Once you receive this, you can log into your ADAMS account via the Internet.

DO NOT SHARE YOUR CREDENTIALS WITH A THIRD PARTY!

ADAMS website: <https://adams.wada-ama.org>

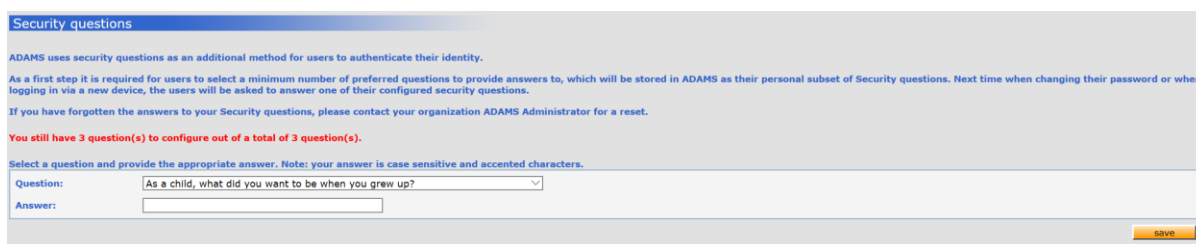


- Enter your **User name** and **Password**. Click [login].

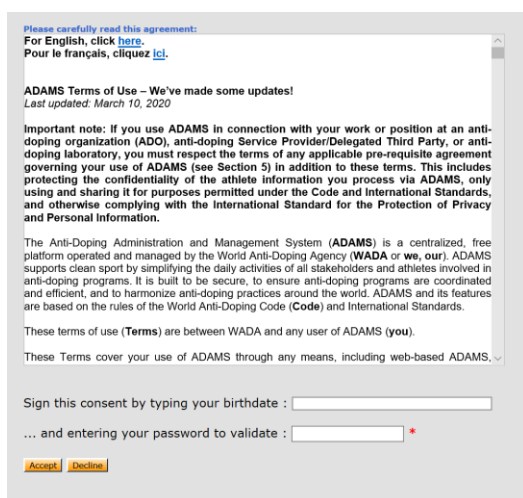


- During your first login, you will be asked to:

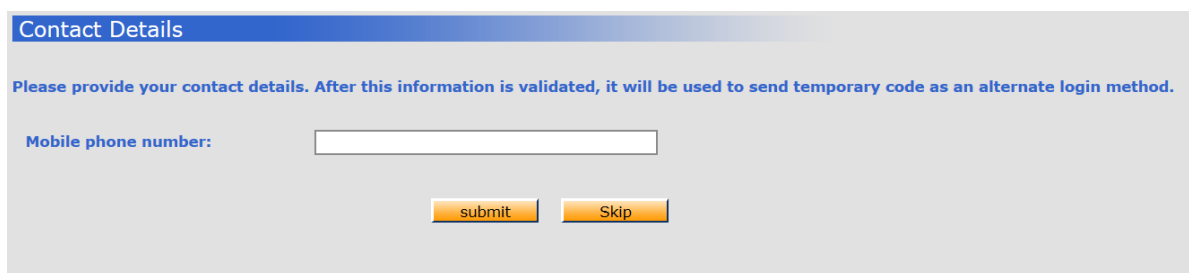
1. Set up **Security questions**



2. Read the **ADAMS Terms of Use**. Please read this carefully, type your date of birth and type your password to indicate you agree, click [**Accept**]. This will activate your ADAMS account.



3. The system asks you to provide your mobile phone number for temporary codes as an alternate login method. We would suggest skipping this step and choosing *to only validate your email address the first time*.



4. Enter the confirmation codes sent to your email address and mobile phone.

5. Change the default password that was sent to you by the IGF and create a new password.
6. Set up two-factor authentication (2FA) with one-time password.

Two-Factor Authentication with One-Time Password configuration

In order to increase the security of your account, you are required to configure a Two-Factor Authentication with One-Time Password with one of the following methods:

- TOTP: use an Authenticator Application to generate a temporary one-time password (highly recommended).
- SMS: receive a verification code on your mobile device.

Please select the method you want to configure:

[Configure 2FA with TOTP](#)

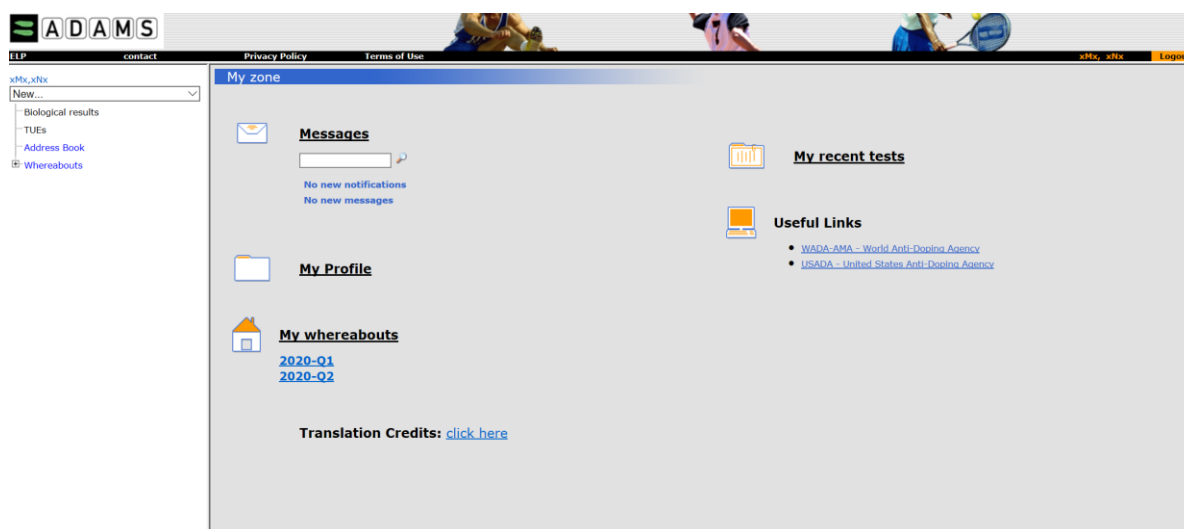
[Configure 2FA with SMS](#)

[I want to configure it later](#)

[I want to opt out](#)

The IGF strongly recommends setting up 2FA with TOTP (not SMS!), but **to save time during the initial login, you may choose the option as an athlete to set this up later**. Should you opt out of 2FA during your initial login, you will always be able to configure it at a later date in your user preferences by clicking on your name in the top right hand corner of your home page in ADAMS. Should you have any difficulty setting 2FA up or not already have a two-factor authentication app set up on your mobile, further details on this can be found in the "Help" section in the top left of your home page in ADAMS.

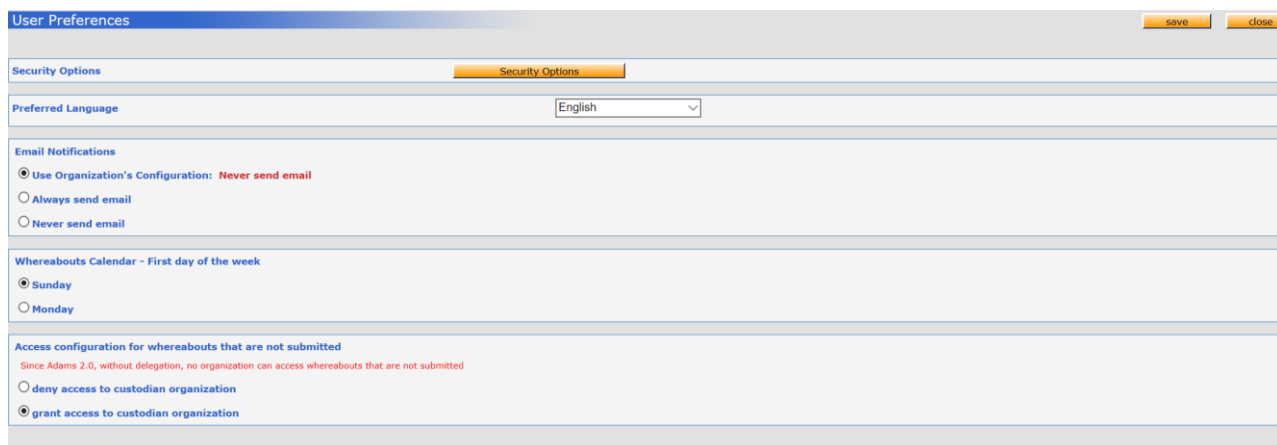
With these initial steps done, you enter your ADAMS homepage "My zone". You can always get back to "My zone" by clicking on the ADAMS logo in the top left-hand corner.



- During your first login, the IGF asks you to carefully check that the following are correct:
 - Information in **My Profile**
 - **Demographic tab:** name, gender, date of birth, nationality, telephone number, email address and mailing address in the first tab
 - **Security tab:** athlete agent details

If you spot any inaccuracies in the information in your profile, please send us an email at OlympicRTP@igfmail.org or edit directly when possible e.g. email address or mailing address.

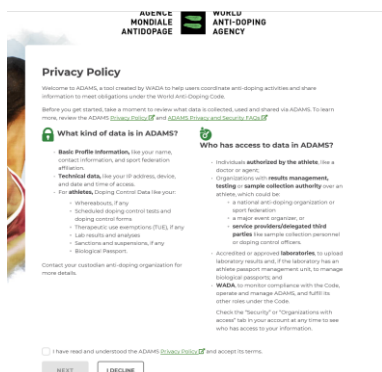
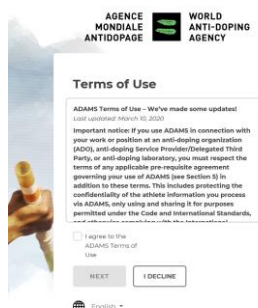
Next go to your **User Preferences** by clicking on your name in the top right-hand corner.



The **Preferred Language** is by default English. You may wish to change this to another language. The IGF requests however that whereabouts be provided in English.

The IGF would also recommend you to change **"Access configuration for whereabouts that are not submitted"** to **"grant access to custodian organisation"** as this will enable the IGF to support you better should you ever have a technical issue when updating or submitting your whereabouts.

Note: during your subsequent logins, do not be surprised if you are asked to accept the ADAMS Privacy Policy and Terms of Use again and are prompted to set up 2FA if you have not already set it up.


2. What whereabouts information must IGF Olympic RTP athletes provide?

From **23 April until 8 August 2021**, you will be required to provide the following whereabouts information for each day during this period:

- **Overnight address:** full address and details of the place where you will be staying overnight (e.g. home, temporary lodgings, hotel, etc).
- One specific **60-minute** time slot between **5am and 11 pm** each day during the period **23 April to 8 August 2021**, where you will be available and accessible for testing at a specific location. *Note: you must be available for the entire 60 minutes. The 60-minute time slot must be a full hour, it cannot be divided or shortened.*
- Any **regular activities:** the name and address of each location where you will practice, train, or conduct any other regular activity, as well as the usual timeframes for such regular activities
- Your **competition schedule** for the period **23 April to 8 August 2021**, including the name and address of each location where you are scheduled to compete during this period and the date(s) on which he/she is scheduled to compete at such location(s).

Beware! You are responsible for providing accurate information in sufficient detail to enable an authorised Doping Control Officer (DCO) to locate you for testing on any day from 23 April to 8 August 2021. Advise if the building has restricted access, give hotel room numbers and specific location information to enable the DCO to find you.

If you are not participating in a competition or do not have any regular activities in the lead-up to the Olympics, you can choose these options in ADAMS.

Additional information on the 60-minute time slot

You must be available for the entire 60-minute period. This 60-minute time slot must be a full hour; it cannot be divided or shortened.

Remember testing can occur within or outside the 60-minute time slot.

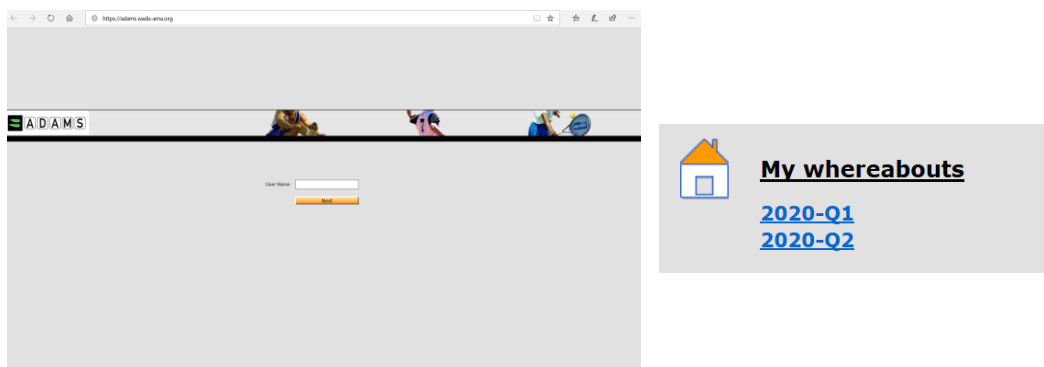
If you would like to give the Doping Control Officer (DCO) the option of calling you 5 minutes before the end of your 60-minute slot - in the case where the DCO has not been able to locate you - the IGF recommends you enter **your telephone number** with your 60-minute slot location (in the comments section or available slot). The DCO however has no obligation to call you.

HINT: Provide a 60-minute time slot outside your expected play and/or practice schedule. Identify a predictable part of your regular routine, less likely to change (e.g. when and where you wake-up, train etc.) Set a reminder alarm on your calendar to alert you to the 60-minute time slot, it will help you to submit an amendment if necessary. If you use the Athlete Central app to update whereabouts, you can set customizable daily reminders to double-check your 60-min slot.

3. How to enter and submit my whereabouts information?

It may be that you do not know exactly what your movements will be on each day between **23 April and 8 August 2021**. Nonetheless, you should make sure to submit information for each day of your schedule and as it changes you should submit an update as soon as possible.

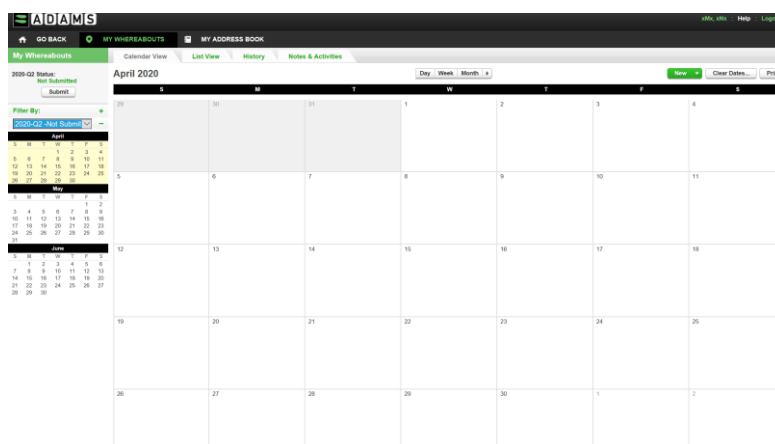
- a. You can enter or update your whereabouts information using the online **ADAMS** website:
<https://adams.wada-ama.org>



To open your whereabouts session in ADAMS, click on [**My whereabouts**] on the home page 'My zone'. Reminder: if you are not already on the homepage 'My zone', first click on the ADAMS logo at the top left.

This takes you to the calendar page. Choose **2021 - Q2** from the filter to fill out your calendar from April to June.

You should first see a Whereabouts Guide that explains what needs to be filled out to submit and you can begin entering your whereabouts information by clicking on a day, or selecting a date from the mini 3 month calendar.



TECHNICAL REQUIREMENT IN ADAMS for the beginning of Q2 and end of Q3:

Unless your National Anti-Doping Organisation (NADO) has required you to submit your RTP whereabouts for days outside of the IGF RTP dates of 23 April to 8 August, you will need to add "filler information" for the days of the quarter you are not in the RTP in order to be able to submit your Q2 and Q3 calendars in ADAMS, i.e.:

- For Q2: from 13 April (or date you first submit) until 22 April 2021
- For Q3: from 9 August until 30 September 2021

To do this, create an Overnight Accommodation address called "**Not in the IGF RTP**", fill the required address lines in with "xx" and choose Switzerland for example as a country. Include this overnight accommodation with any one hour slot (such as 6-7am) for the days of the two quarters when you are not in the IGF RTP. The system will require an Overnight Accommodation and one-hour slot for the above dates even if you are not in the IGF RTP during those dates.

To enter whereabouts information, click an existing entry on the calendar (or create a new one by clicking a date in the calendar or by using the **[New button]** in the top right corner).

Select an address from the drop-down list, or create one by clicking on the **New** button next to the address field.

In the **Edit (or New) Entry** pop-up, choose the relevant category (competition, overnight accommodation, etc) and select the start and end time for this location.

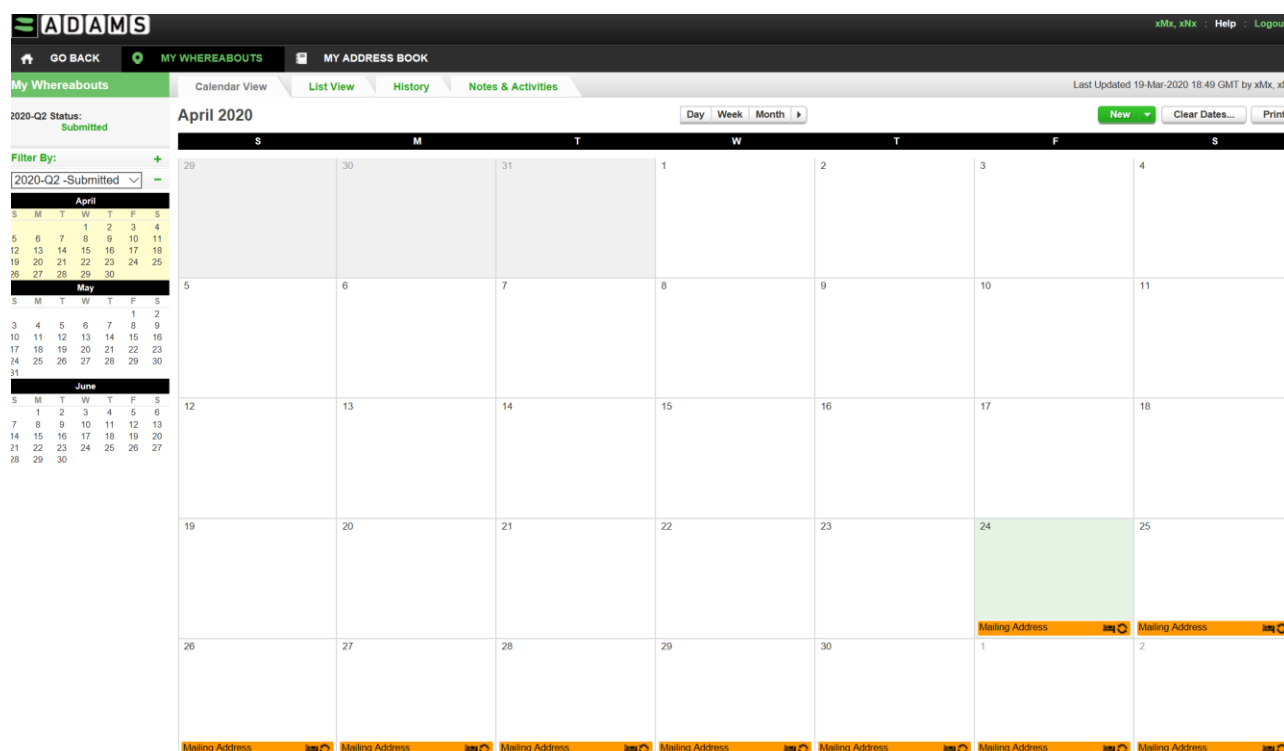
If this is an entry that applies to other days as well, you can select the relevant days right away to save time. You can also attach a 60-minute time slot to a whereabouts entry at the same time. Click **Save**.

Repeat this step for each of the IGF whereabouts requirements that are outlined above.

Each new location (address) that you enter will also be stored in your **Address Book** so that these locations will be available to you until 8 August 2021 without re-entering them. They will be accessible by typing the first few letters or from drop-down menu when you add an entry to the calendar.

When you have completed your known whereabouts for April, May and June 2021, click **[Submit]**. **Remember to do this or your information will not be uploaded.** Tip: check the status of the quarter **2021 – Q2** is "Submitted".

After submitting Q2, choose **2021-Q3** under **Filter By** and repeat the process until your calendar is complete for 1 July – 8 August 2021 and the status of 2021 – Q3 is also "Submitted".



Entering and submitting whereabouts in ADAMS can be done in a similar way as before the Rio2016 Olympic Games.

A short video on creating addresses in ADAMS can be found [HERE](#).

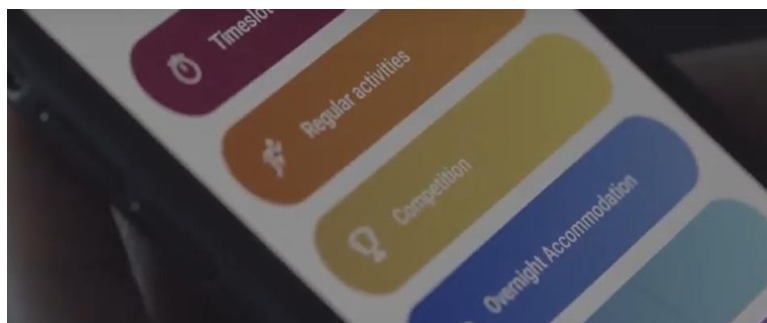
A short video on submitting whereabouts in ADAMS can be found [HERE](#).

A short video on updating whereabouts in ADAMS can be found [HERE](#).

The [ADAMS User Guide for Athletes](#) also explains how to provide and update your information in ADAMS.

You may update your calendar and re-submit at any time in ADAMS to ensure the whereabouts provided are accurate. Ensure you submit any updates fully under 'My whereabouts' and the status in the top left-hand side of the box with the calendar is updated or submitted (in green).

- b. As of 23 April 2021, you can update your whereabouts information using the new ADAMS App "Athlete Central" – this option is only available for Athletes, not Third Parties.

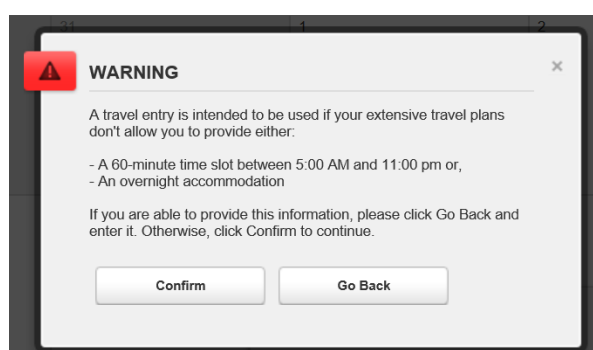


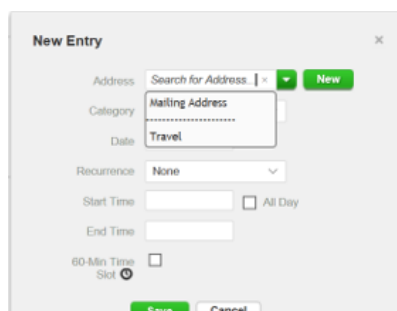
The mobile app has been created to be intuitive and user-friendly with mapping features and easy view of next 60-min slot. You will need to download the app on your phone, enter your username and password and respond to the security questions. You will find more information about the Athlete Central mobile application and submitting and updating whereabouts this way [here](#).

4. How to enter travel information?

New Entry: Travel

Athletes may encounter extended travelling circumstances that would preclude them from providing the required whereabouts information. When flying overnight for example or when in transit between 5am and 11pm, providing a fixed 60-minute time slot or overnight location may not be practical. Although you should make every effort to identify a 60-minute time slot location when you will be available for testing between 5am-11pm, for those rare occasions when this is not possible please follow the steps below.





The 'New Entry' form is a modal window. It contains the following fields: 'Address' with a search bar and a 'New' button; 'Category' with a dropdown menu showing 'Mailing Address' and 'Travel'; 'Date' with a text input; 'Recurrence' with a dropdown menu showing 'None'; 'Start Time' with a text input and an 'All Day' checkbox; 'End Time' with a text input; and '60-Min Time Slot' with a checkbox. At the bottom are 'Save' and 'Cancel' buttons.

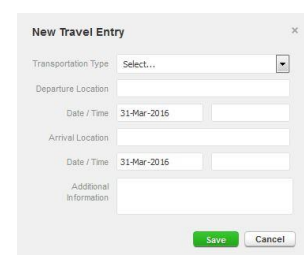
To create a **Travel Whereabouts Entry**, click the **New Entry** button at the top of the whereabouts page, or click any blank area on the calendar. From the **Address** drop-down list on the New Entry pop-up, select **Travel** at the bottom of the list.

Should the travel circumstances be as described in the warning, you can click **Confirm** to continue, otherwise click Go Back to return to the New Entry pop-up and enter the 60-minute time slot and overnight accommodation.

If you click **Confirm** to continue, The **New Travel Entry** pop-up is displayed. This pop-up is modal, which means that you must close it in order to return to the Whereabouts page.

Enter the information about your trip:

- **Transportation Type:** select either Air, Ground or Other.
- **Carrier and Routing Number:** these fields are shown only for air transportation type. For a simple itinerary, enter the carrier (e.g. the airline) and the routing number (e.g. the flight number) for your trip. For a more complex itinerary, consider adding an attachment (for example a pdf document containing your itinerary) in addition to the travel entry.
- **Departure:** indicate your point of departure.
- **Departure Date and Time:** Travel Time should start from the time you leave your door to when you arrive at your destination.
- **Arrival:** indicate your point of arrival.
- **Arrival Date and Time:** this is the point where you arrive at your destination.
- **Details:** you may include the details of your trip, or a note (e.g. "See attachment filename.pdf on date").



The 'New Travel Entry' form is a modal window. It contains the following fields: 'Transportation Type' with a dropdown menu showing 'Select...'; 'Departure Location' with a text input; 'Date / Time' with a text input showing '31-Mar-2016'; 'Arrival Location' with a text input; 'Date / Time' with a text input showing '31-Mar-2016'; and 'Additional Information' with a text input. At the bottom are 'Save' and 'Cancel' buttons.

Click Save to create the travel entry. The travel entry will be displayed on the calendar with a blue background colour and a small, right-justified, airplane icon.

Athletes should keep in mind that they can still be tested while in transit.

Details on how to enter a Travel Entry in ADAMS can be found [HERE](#) (in the submitting whereabouts video from 00:10 - 1:00).

5. How to make last minute changes with and without Internet access?

a. Last-minute changes can be done in ADAMS via the website <https://adams.wada-ama.org>

Updates to your schedule can be made at any time. To modify your whereabouts information, click on the date you need to change, on the **View Entry** box, click **[delete]** to remove the location information and enter the new information.

Updates to the 60-minute time slot can be made up to 1 minute before the start of the 60-minute period.

Updating whereabouts in ADAMS can be done in a similar way as before the Rio2016 Olympic Games. A short video on Updating Whereabouts in ADAMS can be found [HERE](#).

b. Using the Athlete Central app to update whereabouts

If you are an athlete, the mobile app “Athlete Central” may be used to update whereabouts as long as you have completed your initial login in your ADAMS account on the computer.

This app should only be used by IGF RTP Athletes after 23 April 2021.



c. Setting up and using the SMS function

If there is no internet available, and you have successfully activated the SMS function in ADAMS, you can use the SMS function to send a SMS update on the same day as the information that needs to be changed. This is intended as a last resort and will appear attached to the day the SMS was sent in your whereabouts calendar in ADAMS.

ADAMS Whereabouts SMS phone numbers:

To use the **SMS function**, send your changed information to:

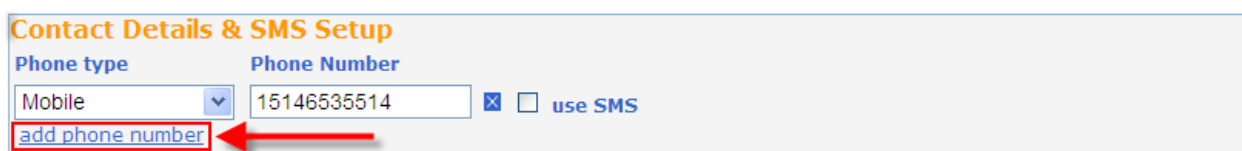
- **+44 7781480710** (non-US based athletes)
- **1 641 847 0066** (for US-based athletes)

TIP – save the number into your phone.

Set Up: before sending an SMS to update information for the same day, you will need to have set up the SMS option in ADAMS beforehand. You can register and activate the SMS option on one or more mobile telephone numbers in your profile.

The IGF would recommend that you activate this SMS option once you have been confirmed in the RTP. To do this:

1. Click on **My Profile** and then click **edit** in your Athlete Profile page. Under 'Contact Details & SMS Setup' make sure your mobile telephone number is entered correctly or make the necessary corrections. **Always include the country code of the mobile telephone number, for example, enter “1” for North America, “44” for the United Kingdom, etc.**
2. Click [**Save**] at the bottom of the page.



3. Check the use SMS checkbox for the mobile telephone you wish to register for SMS service. The **activate** button will appear, along with a WARNING message.



- Click the **activate** button. ADAMS will then send a three-digit activation code to the mobile telephone number being registered. The message will instruct you to reply via SMS with the three-digit activation code.

Contact Details & SMS Setup

Phone type: Mobile Phone Number: 15146535514

☒ use SMS ☐ US based mobile SMS activation started on 29-Aug-2012 18:26 GMT. Athlete must reply via SMS (to +447781470093) with activation code 704 to validate.

[add phone number](#)

- You should reply back via SMS with the three-digit code within 24 hours.
- Once you have replied with the correct activation code you will receive an **Activation Confirmed** acknowledgment via SMS from ADAMS Whereabouts.
- The status **Activated** will be displayed in ADAMS next to the mobile telephone number you have successfully activated.

Contact Details & SMS Setup

Phone type: Mobile Phone Number: 15146535514

☒ use SMS ☐ US based mobile [reactivate](#) **Activated**

[add phone number](#)

Once you have completed the above steps, you may start sending whereabouts updates to ADAMS via SMS.

ADAMS will send an SMS confirmation every time it receives a whereabouts update via SMS. The message will read: "ADAMS Whereabouts: Message received on dd-mm-yyy hh:mm GMT. Your custodian organization will process its content." and thi will also appear next to your phone number.

Contact Details & SMS Setup

Phone type: Mobile Phone Number: 15146535514

☒ use SMS ☐ US based mobile [reactivate](#) **SMS update received on 29-Aug-2012 21:21 GMT**

[add phone number](#)

6. What whereabouts should I give during the Olympic Games?

During the Period of the Olympic Games Tokyo 2020 (i.e. **from 13 July 2021 until 8 August 2021**), athletes in the IGF RTP remain subject to their whereabouts obligations and must continue to submit and update their whereabouts filings in ADAMS for the duration of the Tokyo Games (including the 60-minute time slot).

Tokyo Competitions Entry in ADAMS:

Men Label: Olympic Men's Golf Competition Time: Default All Day Date: 29 July – 1 August 2021 Address: KCC – 3398, Kasahata, Kawagoe City, Saitama, 350-1175, Japan	Women Label: Olympic Women's Golf Competition Time: Default All Day Date: 4-7 August 2021 Address: KCC - 3398, Kasahata, Kawagoe City, Saitama, 350-1175, Japan
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Tokyo Overnight Accommodation and Regular Activities in ADAMS:

Reach out to your Team Leader for details on your accommodation (e.g. Olympic Village) and practice schedule (if applicable) while in Tokyo.

If you do not have the contact information for your Team Leader, please contact a member of the IGF's Athlete Relations Team:

- Alexis Abraham (LPGA) - alexis.abraham@lpga.com
- Billy Schroder (PGA Tour) - billyschroder@pgatourhq.com
- David Park (European Tour) - dpark@europeantour.com
- Michael Wood (Ladies European Tour) - michael.wood@ladieseuropeantour.com

7. Can a third party submit whereabouts on behalf of an Olympic RTP athlete?

You may have authorised your agent or another third party (such as a family member) to enter and update your whereabouts information through a formal request to the IGF at the time of signing the Games Registration and Regulations form.

Your third party/ agent will then receive access to his/her own account in ADAMS that allows him/her to submit your whereabouts. However, you should be aware that you remain responsible for any inaccuracies or errors, particularly where misfiling or late filing leads to a Missed Test or Filing Failure.

To assist an athlete, a third party could add the athlete's tournament schedule and hotel details, revising this information as often as necessary to keep it accurate.

Please bear in mind that the options of providing a last-minute update of an athlete's whereabouts through the mobile app Athlete Central or SMS are not available to agents.

8. I have a third party account, how do I use ADAMS?

The initial login requirements in ADAMS are mostly the same as for the athletes (see question 1). However, third parties are not able to skip the 2FA authentication (e.g. validation code via telephone).

Once you have entered your third party ADAMS account, you can access the athlete(s) to whom you are associated by using the Quick search bar on the left. After clicking on the athlete's name, the address book and whereabouts calendars of the athlete will appear.

Please note that third parties do not have access to incomplete whereabouts in the calendar, such as any whereabouts entered by the athlete before submission. Whereabouts fully submitted have a green tick next to the quarter.

9. Whereabouts – what happens if the information is not filed correctly?

When making a whereabouts filing, it is the responsibility of each Olympic RTP athlete to ensure that all of the information provided is accurate and in sufficient detail to enable the Doping Control Officer (DCO) to locate the athlete for testing on any given day from **23 April to 8 August**, including and not limited to, the **60-minute** time slot specified for that day.

Failure to file whereabouts information in sufficient time or with accurate/complete detail may result in a **Missed Test** or a **Filing Failure**.

- If you are unavailable for testing during the specific 60-minute time slot at the location provided, such unavailability may result in a Missed Test.
- If your whereabouts filing is incomplete or the information provided is inaccurate, this may constitute a Filing Failure, whether or not it resulted in an unsuccessful testing attempt.
- Similarly, specifying a location where the DCO cannot gain access (e.g. a restricted access building) may result in an unsuccessful testing attempt and count as a Missed Test or Filing Failure.

According to the World Anti-Doping Code and the IGF Anti-Doping Policy, when an RTP athlete has any combination of three missed tests and/or filing failures, within a twelve-month period, this is considered as a Whereabouts Failure, i.e. an Article 2.4 Anti-Doping Rule Violation (ADRV) with the sanction of a period of ineligibility (10.3.2 of the IGF Anti-Doping Policy) and may result in you not being able to participate in the Olympic Games.

10. Whereabouts – key reminders

It is crucial that the information filed is accurate at all times; you must update your information as soon as it becomes inaccurate, particularly your in-competition whereabouts if you miss the cut for a competition and the 60-minute time slot, which may be changed up to one minute before the start time, and

Please note you remain personally responsible for any failure to comply with the requirements of the whereabouts program, even if you have delegated your information updates and submission to a third party (e.g. coach, manager or agent).

11. Confidentiality, Access and Retention Periods

The IGF will maintain confidentiality of your whereabouts information and only use this to facilitate testing or share with another competent anti-doping authority that has accepted the same confidentiality obligations.

The IGF, your National Anti-Doping Organisation (NADO) and other Testing Authorities mentioned in the [IGF Anti-Doping Handbook](#) for the Tokyo 2020 Olympic Games, such as the International Olympic Committee (IOC)/ International Testing Agency (ITA) with Testing Authority may access your whereabouts for testing purposes in ADAMS.

All the retention periods are highlighted in Annex 2 of the International Standard for the Protection of Privacy and Personal Information (ISPPPI).

Module	Data	Retention Periods	Remarks	Criteria
1 – Athlete			Athlete data relevant for practical purposes and for notification purposes in the event of an ADRV. These data are not particularly sensitive.	
<i>Athlete (general)</i>	Name, Date of birth, Sport Discipline and Gender	10 yrs as of time when <i>Athlete</i> is excluded from ADO's <i>Testing</i> program or as of time other data categories have been deleted (see, e.g. Section 6 - ADRV), whichever is later	Necessary to notify of ADRV and to keep a record of <i>Athletes</i> included in an ADO's <i>Testing</i> program.	Necessity
	Contact information (phone number (s), email address, mailing address)	10 yrs as of time when <i>Athlete</i> is excluded from ADO's <i>Testing</i> program	Same as above.	Necessity

Module	Data	Retention Periods	Remarks	Criteria
2 – Whereabouts* *(except for city, country, and <i>In-Competition</i> whereabouts information, which are needed for the <i>Athlete Biological Passport</i> -see section 7)	Whereabouts	12 months as of end of the whereabouts quarter for which the data was submitted	Relevant to count 3 whereabouts failures in 12 months' time.	Necessity
	Whereabouts failures (filing failures and missed tests)	10 years as of date of whereabouts failure	Relevant to count 3 whereabouts failures in 12 months' time and to other possible ADRVs. If ADRV, will also be kept as part of results management file (see section 6).	Necessity

The retention time for whereabouts has changed and any whereabouts submitted in 2021 will only remain in ADAMS for 12 months as of the end of the whereabouts quarter for which the data was submitted.

12. IGF Olympic RTP Whereabouts Contact

In the unlikely event that you are unable to submit your whereabouts, please contact the **IGF Olympic RTP email address** (OlympicRTP@igfmail.org).

Please note that whereabouts information/updates may NOT be submitted to this email address.



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www.igfgolf.org