

Useful links:

* ADAMS

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

* ADAMS short user guide in:

English ([link to ADAMSQuickReference-Athletes2009ENG.pdf](#))

Chinese (coming soon)

French (coming soon)

German (coming soon)

Russian (coming soon)

Spanish (coming soon)

* Detailed ADAMS user guide on how to submit whereabouts and use SMS

([link to ADAMS athlete_whereabouts 2009.pdf](#))

* How to use ADAMS video guide (20 minute video)

<http://www.cces.ca/pdfs/WADA-VID-ADAMSAthleteGuide-E.htm>

ISSF ADAMS Administrator:

Barbara Wittman

Barbara@issf-sports.org

Fax: +49 89 544 355 44

GENERAL INFORMATION:

All shooters who are part of the International Registered Testing Pool (RTP) are obliged to submit their quarterly whereabouts to the ISSF and WADA through the online program ADAMS.

- When a shooter enters the international top 10 ranks he or she will be added to the RTP. We will notify the respective national shooting federation (and if possible the shooter directly) about this.

- Whereabouts have to be submitted two weeks before a quarter starts.

- Whereabouts have to be submitted on a quarterly basis, this means three months at a time (January-February-March, April-May-June, July-August-September, October-November-December).

- The shooter has to specify one hour for each day of the quarter in which he or she is available for testing. A full address is required, including house number, street, city and country!

- Shooters stay in the testing pool until the end of the calendar year (31st December). On January 1st of every year the testing pool starts anew and includes only the shooters who are in the top 10 on January 1st.

- If a shooter has no internet access he or she can appoint a representative ("athlete agent") who can enter and amend the whereabouts for this athlete. This representative will receive his

own ADAMS access from the ISSF administrator. A shooter is not allowed to share his personal login details! This representative can be a friend, family member, coach or someone from his shooting federation.

RECENT WADA CHANGES to ADAMS:

(For a more detailed explanation on all of these please read the user guide.)

* Whereabouts are now grouped in quarters, not single months.

You cannot only submit one month at a time, **you have to finish the whole quarter before you can submit.**

* Location descriptors are now entered for only a quarter at a time.

* There are **four mandatory location descriptors: Mailing address, daily residence, training location and competition location.**

You can of course create more than one if needed or state why you don't need a particular category in this quarter.

* You now have to designate **one hour that is suitable for testing for every day** of the quarter.

Example: If for Monday you have entered one hour at Training Location A and one hour at Training Location B; you will have to decide which of those two hours you will use as the one-hour you need to be available for testing, either at A or B.

* If you forgot to fill in any of the required locations for any day you will be notified of this when you try to submit your whereabouts.

Please read the red notification and then go to the single months to fill in the remaining days/locations.

* The ISSF administrator can no longer see your unsubmitted whereabouts without your permission. To avoid trouble with your whereabouts, we encourage you to please change your configuration so that the ISSF can access any information you may have forgotten to submit or assist you in case you have trouble with submitting your quarter.

Please go to your user control panel (for example by clicking on your name on the upper right) and go to "*Access configuration for whereabouts that are not submitted*" and check "*grant access to custodial organization*". In most cases the ISSF is your custodial organization (unless you are from Austria, France, Germany or Japan).

Once you have submitted your whereabouts all organizations with access to your profile will be able to view your whereabouts.

* ADAMS can be used in the following languages: Arabic, Dutch (new), English, Finnish (new), French, German, Japanese, Russian and Spanish.

To switch to your preferred language please go to your user control panel.

* **SMS** can be used to transmit urgent changes to your submitted whereabouts if you have no internet access at a time. Your SMS message will be forwarded to the ISSF administrator and she will enter the requested changes in ADAMS for you. A note will also be saved in ADAMS as soon as you send your SMS.

For full instructions please also see the attached user guide. SMS cannot be used for submitting your quarterly whereabouts!

* There no longer is the category "travel" in your location descriptors. If you are traveling please select the category "daily residence".

Please enter the flight details if you are on a plane for a full day, otherwise the hotel/accommodation you will arrive at or from where you will depart if it's less than 24 hours of traveling.

* According to the revised *International Standard for Testing* an **athlete is obliged to be available for testing one hour every day, without exceptions.**

For your vacations please plan them well and enter the hotels or camping grounds in the week before you leave. If there are spontaneous changes remember to hop into an internet café or send the ISSF administrator an SMS!

ADDITIONAL NOTES OF INTEREST:

Please note that the testing personnel will usually *not* call you by phone if they cannot find you at the location you have given! So please make sure your address and description are accurate and understandable. If you are unavailable for testing three times in 18 months you will be treated as having committed an anti-doping rule violation and risk up to a two year ban. (See ISSF rule 5.6.4.3)

Please also note that you have to submit your whereabouts 2 weeks before the quarter starts (we will make an exception for January 2009 because of the new system). If you have not submitted your whereabouts on the 1st day of the quarter we will send you a reminder. But, if you fail to submit timely and accurate whereabouts you risk getting a warning from the ISSF. If you receive 3 warnings in 12 months you will be treated as having committed an anti-doping rule violation and risk up to a two year ban. (Rule 5.6.4.3.1)

Sanctions also apply if there is any combination of three missed tests and three filing failure warnings in the 18 months. Again, you risk up to a two year ban! (See rule 5.11.3.3)

THIS IS WHY IT IS SO IMPORTANT FOR YOU TO ENTER ACCURATE INFORMATION - ON TIME.

Need help?

If you have technical difficulties with logging into ADAMS or with anything else related to the program which makes it impossible for you to submit your whereabouts through ADAMS please notify the ISSF administrator Barbara Wittmann through email (barbara@issf-sports.org) or fax (+49 89 544 355 44)! Don't wait for the ISSF to ask where your whereabouts are as you risk a warning this way. Send your whereabouts by email or fax to the ISSF if there is no other way, and also describe your difficulties so that the administrator can try to resolve the problem.