



INSTRUCTIONS FOR ICF ATHLETE LOCATION FORM

PLEASE READ BEFORE FILLING OUT THE ATHLETE LOCATION FORM

IMPORTANT:

Athletes are responsible to complete and submit accurate and timely whereabouts information. Athletes should keep a record confirming when the whereabouts information was submitted (e.g., fax receipt).

Contact Information (This information is required for your form to be considered complete)

This information allows a Doping Control Officer (DCO) to correctly identify you. Providing complete and accurate information also means the minimum inconvenience to you. Please complete all fields/boxes.

PERSONAL INFORMATION

Please complete all applicable boxes. Be sure to provide your e-mail address and any telephone number at which a DCO might reach you.

RESIDENTIAL ADDRESS (R)

Provide the address where you will be living permanently: the house number, street, town/city, state/province, postal code and country. A PO Box is not acceptable as a residential address.

MAILING ADDRESS

Provide your mailing address if different than your residential address. This is the address the ICF will address all future mailings until a new mailing address is provided.

Location Details/Schedule

This information will serve to create a more comprehensive picture of where you will be on any given day throughout the six-month period. Be as specific as you can. We encourage you to attach additional information on separate sheets if necessary.

PRIMARY TRAINING LOCATION (X1)

Please provide the full name and full address of the facility where you will do most of your training during the upcoming three-month period. Provide the days and times when you will typically be training at your primary location.

SECONDARY TRAINING LOCATION (X2)

Provide the full name and address of the facility where you will spend the second most amount of time training during the upcoming three-month period. Provide the days and times when you will typically be training at this secondary training location.

OTHER REGULAR ACTIVITIES (Z1 & Z2)

Provide the times during the day when you will typically have other commitments such as work and/or school/college classes (study) during the upcoming three-month period.

TEMPORARY ADDRESSES (A1 & A2)

Provide the addresses of any additional places you will be staying and/or training during the three-month period. This could include your parents' address, accommodation at a training camp or competition, etc.

Three-month Period Planner

COMPETITION AND TRAINING CAMP SCHEDULE (E)

Provide a list of the events (names, location and dates) at which you will be competing or training during the three-month period

THREE-MONTH SCHEDULE

Fill in each day of the calendar with at least one letter that corresponds to the information you have provided in the previous sections. Please ensure that you complete **every day** of the three-month period.

For example, if you are not training on one day and are staying at your primary residence, write the letter R in that particular day of the schedule. If you will be at your primary training location on another day, write the letter X1. Make sure you remember to indicate the number that corresponds to the appropriate training location (X1, X2), regular activity (Z1, Z2), temporary address (A1, A2) and competition or training camp (E1, E2, E3, etc.). Write as many letters as needed in one day.

	1	2	3	4	5	6	7
July	X2, R	R	Z1	X2, R	A1	E1	E1

Next to this information you will have to specify a 60-minute time slot each day between 6 a.m. and 11 p.m. where you will be available for testing.

	1	2	3
July hour	8 a.m. – 9 a.m.	8 a.m. – 9 a.m.	2 p.m. – 3 p.m.
July location	X2	R	Z1

- R- Residence
- X- Training Locations
- Z- Other Regular Activities
- A- Temporary Addresses
- E- Competitions & Training Camps
- T- Travel Days (e.g., days where travelling for a competition)

CONTACT DETAILS

Please send the form by e-mail or fax to,

ICF Athlete Whereabouts Program

Fax: +613-521-3134 (Please mark attention to Matthew Koop)

Email: icfwhereabouts@cces.ca

Note: The information provided in the Athlete Location Form will only be used for doping control purposes by the ICF or by WADA.