

**BOTSWANA NATIONAL REGISTERED TESTING POOL**

**WHEREABOUTS SUBMISSION FORM**

**FOR QUARTER 1: MARCH 2015**

*(TOTAL NUMBER OF PAGES =15)*

**PLEASE SUBMIT THE COMPLETED FORM TO BONADO AT THIS ADDRESS:**

*Botswana National Olympic Committee, Private Bag 00180, Gaborone*

<b>ATHLETE INFORMATION</b>	
<b>Surname:</b>	
<b>Given Names:</b>	
<b>Gender:      Female      /      Male</b>	
<b>Date of Birth: (day / month / year):</b>	
<b>Athlete Identity Number:</b>	
<b>Athlete Passport Number:</b>	
<b>Birth Certificate Number:</b>	
<b>Postal Address:</b>	
<b>Residential Address</b>	
<b>Plot Number:</b>	<b>Street Name / Kgotla:</b>
<b>City/ Town / Village:</b>	<b>Country:</b>
<b>Telephone:</b>	
<b>Cell phone:</b>	
<b>E-mail:</b>	
<b>Sport code:</b>	<b>Position:</b>
<b>Nationality:</b>	
<b>National Sport Organization:</b>	
<b>Do you belong to any other testing pool?      Yes      No</b>	
<b>If yes, please specify:</b>	

**PREAMBLE**

In order to comply with the Botswana Anti-Doping Regulations and the World Anti-Doping Agency (**WADA**) and assist Botswana National Anti-Doping Organisation (**BONADO**) with the Out-of-Competition doping control, certain athletes are required to submit completed forms detailing their whereabouts as they have been identified to be in the Botswana National Registered Testing Pool (**BNRTP**).

This document provides such a form as well as instructions to those athletes selected in the BN RTP about how to complete and submit their quarterly whereabouts information.

Please note that you should only be using the Submission Form to submit your whereabouts information until we are able to use ADAMS. Check that the number of pages corresponds with the number of pages written on top of this document.

The Submission Form enables you to manually submit your whereabouts information by completing the various sections of the form and submitting the form to the confidential Anti-Doping address below.

***Note: Please legibly handwrite your information using capital letters, using a blue or black ink pen.***

National Federations are responsible for collecting the whereabouts information for all their players, and for providing BONADO with quarterly reports **every 15<sup>th</sup> of December, March, June and September**. Upon completing you from submit it to your national federations before the above stipulated due dates. **BONADO** is available should federations need any help on how to complete the form.

#### WHO IS TO PROVIDE WHEREABOUTS?

The selection criteria for athletes to be included in the **BN RTP** will be determined from time to time by **BONADO** and will be communicated to all the national federations. You are filling this submission form today because you qualify to be in the BN RTP. Once you are put in the pool, you will remain in the pool until official retirement from sporting activities which has been acknowledged by **BONADO**.

#### WHAT IF YOUR WHEREABOUTS CHANGE?

Should there be a change in the whereabouts information submitted, an update must be submitted to **BONADO**, using the **Whereabouts Update Form**.

#### FAILURE TO SUBMIT COMPLETE WHEREABOUTS

Failure to comply with whereabouts submission constitutes doping rule violation.

The first time there is a failure to submit whereabouts information of an athlete or several athletes for doping control purposes, the National Federation and athlete(s) will receive a letter from **BONADO** informing them that they have committed a first failure and warning them of the consequences of further failures.

A second failure will provoke writing of the second warning letter which will be copied to the International Federation of the concerned Code.

For a third failure, the case will be referred to the Anti-Doping Disciplinary Panel who will take appropriate action. WADA is also informed of such non-compliance. Athletes from such a code will be subjected to target testing for both in and out-of-competition.

## DO FAILURES EXPIRE?

Failures committed by a National Federation (and or athlete) expire after five years from the date the failure was committed.

## INSTRUCTIONS TO THE ATHLETE ON HOW TO COMPLETE THE SUBMISSION FORM

### Step 1:

Make sure that you have the correct Submission Form for the quarter that you wish to submit. You can check this by looking at the top of the form for the quarter, months and year of the Submission Form. Also check that the number of pages this document corresponds to the number of pages written at the top.

### Step 2:

Fill in your personal details in the player information box on page 1 of the Submission Form.

**Note:** The mailing address in the player information box will be used by **BONADO** to send notifications to you. However, **BONADO** shall also communicate with the athletes through their National Federations. Any communications/notifications shall be deemed to have been received by the athlete within five (5) days of the date of delivery to the relevant National Federation.

Indicate if you belong (in addition to the BNRTTP) to any National / International Registered Testing Pool.

Ensure all the contact details (mobile and e-mail) you provide are current and accurate for the entire quarter. Please give the mobile number that you usually have on 'roaming' and that you are always available on irrespective of which country you may be touring.

**Note: Please note that all fields are mandatory and incomplete and/or illegible forms will not be accepted and will be returned for resubmission.**

### Step 3:

Submission Form has four different Location Descriptor boxes:

- ❖ Daily Residence (DR)
- ❖ Competition Location (CL)
- ❖ Training Location (TL)
- ❖ Regular Activity Location (AL)

The location descriptors separate most of your whereabouts into the above four categories and are to be completed with the address details of where you will be residing, competing, training or otherwise located on a regular basis during the quarter. These location descriptors avoid you having to repeat the entire address of a location over a period of time.

#### A. Daily Residence (DR)

This category is used to describe your overnight residential addresses. For example, it may include the details of a hotel address (if touring) or the details of a relative's address (if visiting family etc.). **It is mandatory for you to have a daily residence address for every day of the quarter** to indicate where you are residing overnight.

**B. Competition Location (CL)**

This is the category you should use when providing addresses for venues where you will be competing during the quarter.

**C. Training Location (TL)**

The training location category should include all addresses of training camps, grounds, stadiums, gyms or high performance centers where you will be training during the quarter.

**D. Regular Activity Location (AL)**

The regular activity location category is used to record the addresses of any regular activities (other than competition & training venues) that you may have during the quarter. Regular activity locations could include the address of a school where you coach on a regular basis or the address of your workplace.

When you consider your whereabouts location for the forthcoming quarter, you are likely to find that you have several addresses that fall under the same location descriptor category (i.e. you may have more than one Daily Residence). Please use the spaces provided in the Submission Form to fill in the various addresses under the relevant location descriptor category and make a note of the address codes (DR-1, TL-3, CL-5, and AL-2). This will avoid you having to write the address in full on each day that the regular activity will occur during the quarter.

**Step 4:**

After entering all of your locations for the quarter into the correct location descriptor boxes, you should begin to input your daily whereabouts on the calendar using the codes that appear next to each of your location descriptions. You must also insert the time of each activity using 24 hour format except for your Daily Residence which does not require a time.

**Step 5:**

Apart from the locations where you regularly reside, train, compete or otherwise frequent on a regular basis, you must also provide, directly into the calendar, the precise address of any **'one-off' location** at which you will be present for any significant period of time on any particular day. This 'one-off' location should not be entered on the location description boxes.

**Step 6:**

Complete the entire Submission Form with information for every day of the quarter, not forgetting to specify the 60 minute 'testing slot' between 0600 and 1900.

**Note: It may be that, at the time of completing the Submission Form, you do not know exactly what your movements will be on each day during the quarter. In such circumstances, you are still required to complete the Submission Form and submit it to BONADO in accordance with the necessary deadlines providing the required information to the best of your knowledge for each day. Whereabouts information can be updated after submission by completing a Whereabouts Update Form. You must not leave any day blank.**

**Step 7:**

Once you have completed the Submission Form, please check that you have included all the mandatory information for each day.

**Step 8:**

When you have reviewed the form and are certain it is correct complete and sign the 'Confirmation of Information' section.

**Step 9**

Send the completed form to the BONADO, though your national federations at the contact details set out at the top of this document.

**Note: Please always keep a copy of the Submission Form for your future reference.**

<b>TESTING TIME SLOT</b>
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On completing the Submission form, each athlete is to provide the exact time with details of a location and a one-hour time slot when he /she will be present at that location and available for a doping control:

- The one hour time slot must be between 06:00 and 19:00 (local time), and the player must clearly indicate the start and end time.
- Be present at the designated location for the full one hour time slot
- Provide immediate updates by of any change to the time slot or location.
- Any new time slot must not commence for at least 2 hours from the time the player notifies BONADO of the update.

**Note: Remember you are held accountable for the one hour period that you specify, and failure to be available for testing during the 60 minute period could result in a 'missed test' which may lead to an Anti-Doping rule violation being declared against you and the imposition of applicable sanctions. However, a player may be required for collection of sample(s) even outside testing time slots.**

**ATHLETE'S FULL NAMES:** \_\_\_\_\_

**IDENTITY CARD NUMBER:** \_\_\_\_\_

**PASSPORT NUMBER:** \_\_\_\_\_

**BIRTH CERTIFICATE NUMBER:** \_\_\_\_\_

**PLEASE FILL THE FORM TO THE BEST OF YOUR KNOWLEDGE COMPLETELY, DO NOT LEAVE ANY THING BLANK.**

**LOCATION DESCRIPTORS**

**DAILY RESIDENCE (DR)**

		EXACT ADDRESS: (House number, Street / Kgotla, Location /Town / City /Village)
Daily Residence 1	DR - 1	
Daily Residence 2	DR - 2	
Daily Residence 3	DR - 3	
Daily Residence 4	DR - 4	
Daily Residence 5	DR - 5	
Daily Residence 6	DR - 6	
Daily Residence 7	DR - 7	

Daily Residence 8	DR - 8	
Daily Residence 9	DR - 9	
Daily Residence 10	DR - 10	

**COMPETITION LOCATION (CL)**

		EXACT ADDRESS: (House number, Street / Kgotla, Location /Town / City /Village)
Competition Location 1	CL - 1	
Competition Location 2	CL - 2	
Competition Location 3	CL - 3	
Competition Location 4	CL - 4	
Competition Location 5	CL - 5	
Competition Location 6	CL - 6	
Competition Location 7	CL - 7	
Competition Location 8	CL - 8	
Competition Location 9	CL - 9	
Competition Location 10	CL - 10	

**TRAINING LOCATION (TL)**

		EXACT ADDRESS: (House number, Street / Kgotla, Location /Town / City /Village)
Training Location 1	TL - 1	
Training Location 2	TL - 2	
Training Location 3	TL - 3	
Training Location 4	TL - 4	
Training Location 5	TL - 5	
Training Location 6	TL - 6	
Training Location 7	TL - 7	
Training Location 8	TL - 8	
Training Location 9	TL - 9	
Training Location 10	TL - 10	

**REGULAR ACTIVITY LOCATION (AL)**

		EXACT ADDRESS: (House number, Street / Kgotla,
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		Location /Town / City /Village)
Regular Activity Location 1	AL - 1	
Regular Activity Location 2	AL - 2	
Regular Activity Location 3	AL - 3	
Regular Activity Location 4	AL - 4	
Regular Activity Location 5	AL - 5	
Regular Activity Location 6	AL - 6	
Regular Activity Location 7	AL - 7	
Regular Activity Location 8	AL - 8	
Regular Activity Location 9	AL - 9	
Regular Activity Location 10	AL - 10	

**LOCATION FORM**

<b>DATE</b>	<b>LOCATION</b>	<b>TIME</b>
Sunday 01 March 2015		
	One hour Testing slot	
Monday 02 March 2015		
	One hour Testing slot	
Tuesday 03 March 2015		
	One hour Testing slot	

Wednesday 04 March 2015		
	One hour Testing slot	
Thursday 05 March 2015		
	One hour Testing slot	
Friday 06 March 2015		
	One hour Testing slot	
Saturday 07 March 2015		
	One hour Testing slot	
Sunday 08 March 2015		
	One hour Testing slot	
Monday 09 March 2015		
	One hour Testing slot	
Tuesday 10 March 2015		
	One hour Testing slot	
Wednesday 11 March 2015		
	One hour Testing slot	
Thursday 12 March 2015		
	One hour Testing slot	
Friday 13 March 2015		
	One hour Testing slot	
Saturday 14 March 2015		
	One hour Testing slot	
Sunday 15 March 2015		
	One hour Testing slot	
Monday 16 March 2015		

	One hour Testing slot	
Tuesday 17 March 2015		
	One hour Testing slot	
Wednesday 18 March 2015		
	One hour Testing slot	
Thursday 19 March 2015		
	One hour Testing slot	
Friday 20 March 2015		
	One hour Testing slot	
Saturday 21 March 2015		
	One hour Testing slot	
Sunday 22 March 2015		
	One hour Testing slot	
Monday 23 March 2015		
	One hour Testing slot	
Tuesday 24 March 2015		
	One hour Testing slot	
Wednesday 25 March 2015		
	One hour Testing slot	
Thursday 26 March 2015		
	One hour Testing slot	
Friday 27 March 2015		
	One hour Testing slot	
Saturday 28 March 2015		
	One hour Testing slot	
Sunday 29 March 2015		

	One hour Testing slot	
Monday 30 March 2015		
	One hour Testing slot	
Tuesday 31 March 2015		
	One hour Testing slot	

**CONFIRMATION OF INFORMATION**

1. I have completed this BN RTP Whereabouts Submission Form in accordance with the BONADO instructions given above.
2. The information in this form is, to the best of my knowledge, accurate at the time of submission and in the event there is a change in circumstances which means that any part of it is no longer accurate or complete, I will notify BONADO so that the information held by BONADO is current at all times.
3. I readily consent and agree that BONADO may collect, store, process or disclose to necessary third parties the information in this form (or any part of it) provided that such disclosure is for anti-doping purposes only.

**FULL NAMES:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_