



Dear RTP Athlete,

This is a notification of your inclusion in the International Ice Hockey Federation Registered Testing Pool. ***If you do not understand English well, you should contact your National Federation or your National Anti-doping Organization (NADO) for help.*** It is important that you understand the contents of this letter, which explains how to provide your whereabouts information and the sanction risks.

International Ice Hockey Federation Registered Testing Pool

IIHF accepts and supports the requirements of the World Anti-Doping Code and its International Standards published by the World Anti-Doping Agency (WADA)¹. Therefore, the IIHF creates each year, for the purpose of its anti-doping testing program, an international Registered Testing Pool and is hereby notifying you of your inclusion in the International Ice Hockey Federation Registered Testing Pool (“IIHF RTP”). Your inclusion in the IIHF RTP will commence on 1 October 2014 and conclude on 30 September 2015.

As an IIHF RTP athlete, you are required under the IIHF Doping Control Regulations² to submit your whereabouts information to the International Ice Hockey Federation (“IIHF”); this is done through the online database ADAMS.

Note: you have an obligation to be available for testing at any time and place and you must comply with any request for testing by any anti-doping organization with testing jurisdiction.

Deadlines for 2014/2015 Whereabouts Filings

Yearly Quarters	Submission Deadlines
Q1: 1 October – 31 December 2014	30 September 2014
Q2: 1 January – 31 March 2015	15 December 2014
Q3: 1 April – 30 June 2015	15 March 2015
Q4: 1 July – 30 September 2015	15 June 2015

¹ On WADA’s website: <http://www.wada-ama.org/en/>

² On IIHF website: <http://www.iihf.com/iihf-home/sport/medical/anti-doping/testing-pool.html>.

Categories of Data

- Your Doping Control related data is all data related to the out-of-competition testing process including whereabouts information, test distribution planning, sample collection and handling, laboratory analysis, results management, hearings and appeals.
- The laboratory analysis results include: detection of a prohibited substance, its metabolites or markers or any evidence of use of prohibited method identified on the prohibited list; detection of the presence of other substances not included in the prohibited list as may be directed by WADA pursuant to monitoring program described in Article 4.5 of the WADA Code; or results from other tests that may be developed in the future to identify the presence of prohibited substances.
- Some of the data may constitute personal data, and be subject to legal protections under applicable national data privacy laws.

Disclosures

- Your Doping Control related data may be made available to authorized Anti-Doping Organizations that have jurisdiction to test you solely for anti-doping purposes.
- Your Doping Control related data will also be made available, in part, to WADA which will need to process certain information in order to fulfill its obligations and responsibility under the Code.
- WADA-accredited laboratories will need to receive your specimens and possibly other data relating to you; however, such laboratories will only be provided with de-identified, key-coded data and specimens that will not enable the laboratories to identify you.
- Your Doping Control related data will be held in ADAMS, a web-based database management tool hosted in data centers located in Canada and maintained by WADA on behalf of Anti-Doping Organizations using ADAMS. Strong technological, organizational and other security measures have been applied to ADAMS to maintain the security of the data it contains.
- Your name will be indicated on the IIHF website as included in the IIHF RTP.

Your Rights

- You may have certain rights under applicable laws in relation to your Doping Control related data, including rights to access and/or correct any inaccurate data, and remedies and rights of redress for any unlawful processing of your Doping Control related data.
- You understand that you may at any time revoke your consent for the processing of your data, although in that event, and as noted above, it may still be necessary for the IIHF, Anti-Doping Organizations and WADA to continue to process (including retain) certain of your Doping Control related data to fulfill obligations and responsibilities arising under the Code and applicable laws.
- You understand that your participation in organized ice hockey events is contingent upon your adherence at all times to the rules contained in the WADA Code and the IIHF.
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- Doping Control Regulations, including, among other things, your voluntary participation in anti-doping procedures set forth in these rules and thus the processing of your Doping Control related data as described in this form.
- You understand that the withdrawal of your consent to the processing of your Doping Control related data will be construed as a refusal to participate in those anti-doping procedures mandated by the Code and the IIHF Doping Control Regulations. This could exclude you from further participation in organized ice hockey events, and may result in disciplinary or other sanctions being imposed upon you, such as disqualification from competition for one (1) year in which you are scheduled to participate or the invalidation of results arising from prior competitions.

How to Submit your Whereabouts

- Use your username and password provided by the IIHF to enter the online database system ADAMS: <https://adams.wada-ama.org>.
- File your quarterly whereabouts every three (3) months. The deadline is always before the first day of the quarter (see deadlines on page 1). (Note: the IIHF understands that you may not know all of your quarterly whereabouts information on the deadline date. Therefore, the IIHF suggest you enter your whereabouts information to the best of your knowledge at the time of the deadline date and go back into ADAMS to correct the information at a later date once the accurate whereabouts information is known.)
- To fill out your calendar correctly and efficiently, consult the ADAMS training and user guides available on the WADA website³, particularly:
 - ADAMS 3.6 Whereabouts Tutorial - online video.
- Your whereabouts information must be written in Latin characters (for example Name: John Döe; please use John Doe).
- Your quarterly whereabouts MUST include:
 - An up-to-date mailing address and e-mail address; ⁴
 - A daily residence for each day of the quarter; ⁵
 - A one-hour testing time slot for each day of the quarter (between 5am and 11pm);
 - All regular team activities (training venue address, training schedules, etc.); and
 - Your competition schedule with names and addresses of the venues.
- BE AS SPECIFIC AS POSSIBLE to enable unannounced tests (do not expect a phone call)!
Please supply entrance pass codes to buildings and give clear directions to the buildings/rooms in order to ensure accessibility to the testers.
- Once you have filled everything out in ADAMS and submitted your Whereabouts Information, ensure that your ADAMS page clearly states “**SUBMITTED**” next to the relevant quarter (Q1, Q2, Q3 or Q4), in the menu on the left under “Whereabouts”.

³ <http://adams-docs.wada-ama.org/display/EN/ADAMS+User+Guide+for+Athletes>

⁴ where correspondence may be sent to you for formal purposes

⁵ the place you will be sleeping (home address, hotel, etc)

- **Please note that it is extremely important that your whereabouts information is filed on time and is accurate at all times.** Therefore, you must REMEMBER TO UPDATE your whereabouts as soon as you are aware of a change in your schedule or if a change of address becomes applicable. This is done by going into your ADAMS account, making the changes and RE-SUBMITTING your whereabouts.

In the unlikely event that ADAMS is not available online, you should email the IIHF the updated whereabouts information, with the main details required (daily residence and one-hour slot) to richiger@iihf.com (marked "Private and Confidential – RTP Whereabouts Information").

For last-minute updates where you do not have access to the Internet, you can send an SMS to ADAMS using the ADAMS SMS Service. The SMS must specify which information has changed, i.e. different location and/or different time-slot and must include specific details as to (a) the new location for the current time-slot; (b) the different time-slot for the current location; or (c) a different time-slot and different location. (For an explanation of how to use the ADAMS SMS Service, please see enclosed ADAMS SMS Service explanation document.)

If you need assistance in entering your whereabouts in ADAMS or have any questions related to your ADAMS account, do not hesitate to contact the IIHF at richiger@iihf.com or by telephone on +41 44 562 22 51.

Personal Responsibility

Please note that you may have someone, i.e. coach or MNA representative, help you in complying with your whereabouts requirements. However, please note that you remain personally responsible for any failure to comply with the requirements of the IIHF Doping Control Regulations. As with any other anti-doping rule violation, the IIHF and/or a tribunal will not accept a plea that another person assisted you incorrectly which led to your filing and/or whereabouts failure.

Sanctions for Non-Compliance

- If you do not submit your whereabouts by the deadline provided by the IIHF or you submit incomplete or inaccurate Whereabouts, you will be liable for a FILING FAILURE and will receive an official letter from the IIHF notifying you of this Filing Failure.
- If inaccurate or incomplete whereabouts information in ADAMS results in an unsuccessful attempt to test you out-of-competition **during your 1-hour testing slot**, you will be liable for a MISSED TEST and will receive an official letter from the IIHF notifying you of this Missed Test.
- If inaccurate or incomplete whereabouts information in ADAMS results in an unsuccessful attempt to test you out-of-competition **outside of your 1-hour testing slot**, you may be liable for a FILING FAILURE and will receive an official letter from the IIHF notifying you of this Filing Failure.

- In each case, the procedure laid down in the International Standard for Testing (IST)⁶ will be followed to determine whether a Missed Test or a Filing Failure will be recorded against you.
- Any combination of three Missed Tests and/or Filing Failures committed within an 12-month period⁷ shall constitute an anti-doping rule violation for which the sanction is a ban of two years with a possible reduction down to a minimum of one year.

Inclusion in the RTP and Retirement

Once the IIHF notifies you that you are included in the IIHF RTP, you will remain in this RTP until you are informed by the IIHF, directly or through your National Federation, that you are no longer in the IIHF RTP, OR if you officially retire from competition, in which case you will need to notify the IIHF in writing of such retirement. If you choose to retire during the twelve month period you are included in the IIHF RTP and, at any time thereafter, choose to return to competition, you must provide the IIHF with six months prior written notice before returning to competition.

Please note that if you are already included within your NADO's RTP, you merely need to continue providing your whereabouts information until the end date indicated on page one (1) of this letter and sign the included Player Consent Form to authorize the IIHF to access your whereabouts information for out-of-competition testing.

Anti-Doping Contact Information: Simona Richiger
richiger@iihf.com
+41 44 562 22 51

Do not hesitate to contact the IIHF with any question you may have. The IIHF thanks you in advance for your cooperation in this matter and your commitment to the fight against doping in ice hockey!

⁶ Available on the WADA website:
<http://www.wada-ama.org/en/World-Anti-Doping-Program/Sports-and-Anti-Doping-Organizations/International-Standards/Testing/>

⁷ If you are participating in the 2014-2015 IIHF Registered Testing Pool in continuation of a national registered testing pool, then during the remainder of 2014 (October, November and December) you are subject to an 18-month period rather than a 12-month period.