

VOLLEYBALL

TEAM WHEREABOUTS HANDBOOK



FIVB Guide on how to manage Whereabouts for Volleyball National Teams in ADAMS

(version 2015)



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

Contact: medical@fivb.org



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Preface

The World Anti-Doping Agency (WADA) which aims to promote, coordinate and monitor the fight against doping in sport, revised the World Anti-Doping Code and its changes took effect on 1 January 2015. Those changes to the World Anti-Doping Code were adopted and implemented in its FIVB Medical Regulations, which were approved by the 2014 FIVB Congress held in Sardinia (ITA). [http://www.fivb.org/en/FIVB/Document/Legal/FIVB Medical and Anti-Doping Regulations 2015 en 20141208.pdf](http://www.fivb.org/en/FIVB/Document/Legal/FIVB_Medical_and_Anti-Doping_Regulations_2015_en_20141208.pdf)



The FIVB Medical & Anti-Doping Regulations in line with WADA Rules foresee in Article 5.6 the Athletes Whereabouts Requirements as outlined below:

5.6 Athlete Whereabouts Requirements

5.6.1 FIVB shall identify.....

5.6.1.1 FIVB may include in its Testing Pool(s) any Athlete not included in the Registered Testing Pool and require such Athlete to provide and update, either directly or through his club or National Federation, specific whereabouts information requested by the FIVB. Failure to comply with FIVB's requirements, in addition to possible Consequences under these Anti-Doping Rules, may lead to (a) a sanction for a minor offence in accordance with the FIVB Disciplinary Regulations; (b) the Athlete's inclusion in the Registered Testing Pool.

The FIVB identified the **FIVB Testing Pool for Volleyball** which includes **20 National Teams (10 Men and 10 women Teams) participating in FIVB competitions according to the National Federations ranking from the past year.** These National Teams are required to provide whereabouts information

starting 15 May up until 15 October 2015



15 May 2015

National Federations, which are welcome to transfer these duties to their Team Managers, shall be responsible to provide all information required accurately and in sufficient detail to enable responsible Anti-Doping Organizations wishing to locate any Athlete of the Team for Testing on any given day in the

above mentioned period. This also includes **Individual Whereabouts** in those cases where Athletes do not participate in team activities, i.e. because of injuries, changes within the team, or similar.

Failures to file Whereabouts or to be located for testing will be sanctioned with Whereabouts Failures according to Article 5.6.2 of the FIVB Medical Regulations and Articles in Annex1 of the WADA International Standard for Testing (IST).

Team Whereabouts shall be filed online by using WADAs Anti-Doping Administration & Management System (ADAMS). The system has been adapted to fit Volleyball needs and National Federations/Team Manager will find subsequent instructions on how to use the system in order to fulfill its **Team Whereabouts obligations**.

VOLLEYBALL TEAM MANAGEMENT – how to file Whereabouts via ADAMS

The following document guides a National Federation/Team Manager, thereafter “NF Team Manager”, through the process of filing Whereabouts for its National Volleyball Team in the ADAMS-System.

It gives the NF Team Manager instructions on how to proceed step by step in order to provide the necessary information to fulfill FIVB Team Whereabouts requirements.

FIVB grants access to NF Team Managers to create, edit and read Team activities (which also include Whereabouts of individual members of the team, when not with the team).

The basis for team activities constitutes all *Athletes registered on the “O2 Form”*, which is used to *enter National Teams for FIVB competitions*. This form will also have to be attached in ADAMS. Team activities, as well as individual Whereabouts for Athletes not with the team for specific reasons, including but not limited to injuries, changes of the teams, etc. have to be filed.

NF Team Managers should be aware of their responsibility to *file complete and accurate Whereabouts*, as sanctions for him/National Federation as well as for the individual Athletes are foreseen.

Please also note that you are handling confidential and sensitive data. Therefore you must apply appropriate, sufficient and effective privacy protections to Personal Information that you Process and comply with the WADA International Standard for the Protection of Privacy and Personal Information (ISPPPI).

https://www.youtube.com/watch?v=bv9wdohU_vg





Before You Start

Supported Browsers

ADAMS is currently supported on the following browsers:

- Firefox Version 3.6+
- Microsoft Internet Explorer Version 8+

To verify which version you are running, click **Help /About** from the browser's main menu bar.

The Safari browser on Macintosh platforms is still not officially supported, although most of the issues encountered in the previous version users have been resolved for Safari Version 5. Should you encounter any technical issues while using ADAMS on a Macintosh computer, please report it to your ADAMS custodian organization and indicate the platform used.

Should you experience any technical issue while using a different browser, please try again using one of the above browsers. Free versions of the browsers are available at the following addresses:

- <http://www.mozilla.com/en-US/firefox/all.html>
- <http://www.microsoft.com/windows/internet-explorer/worldwide-sites.aspx>

Clear your Browser Cache – IMPORTANT!

If you used a previous version of ADAMS, it is possible that your cache contains information that will conflict with a more recent version.

In any case, **always** clear your cache before you use a new version of ADAMS. To obtain detailed instructions on how to proceed for your specific browser, you can refer to pages such as the following:

<http://www.wikihow.com/Clear-Your-Browser%27s-Cache>.

In a nutshell:

- If you are using Internet Explorer, select **Internet Options** from the **Tools** menu. Depending on the IE version you are using, you may click the **Delete** then the **Delete Files...** button in the **Temporary Internet Files** section of the **General** tab. Check the **Delete all offline content** checkbox and click **Ok** to clear your cache.
- If you are using Firefox, select **Clear Private Data** or **Clear Recent History** from the **Tools** menu. Make sure the **Cache** checkbox is selected; the other checkboxes can be blank. Then click the **Clear Private Data Now** or **OK** button.



Allow Pop-ups

Enabling the pop-up blocker may prevent some screens from appearing. In the Internet Explorer "Tools" menu, select "Pop-up Blocker Settings" and add adams.wada-ama.org to your "Allowed sites" list.

- If you are using Internet Explorer, select "Pop-up Blocker Settings" from the "Tools" menu and add adams.wada-ama.org to your "Allowed sites" list.
- If you are using Firefox, select "Options" from the "Tools" menu. In the "Content" tab, click the first "Exceptions..." button and add adams.wada-ama.org to your "Allowed Sites" list.

ADAMS includes a detector on the login page which will warn users if a pop-up blocker is enabled and inform them that ADAMS requires the use of pop-ups to execute properly.

Screen Resolution

Make sure that your screen resolution is set to **1024x768** pixels for optimum performance. This can be set in Display Properties within Control Panel in a Windows operating environment.

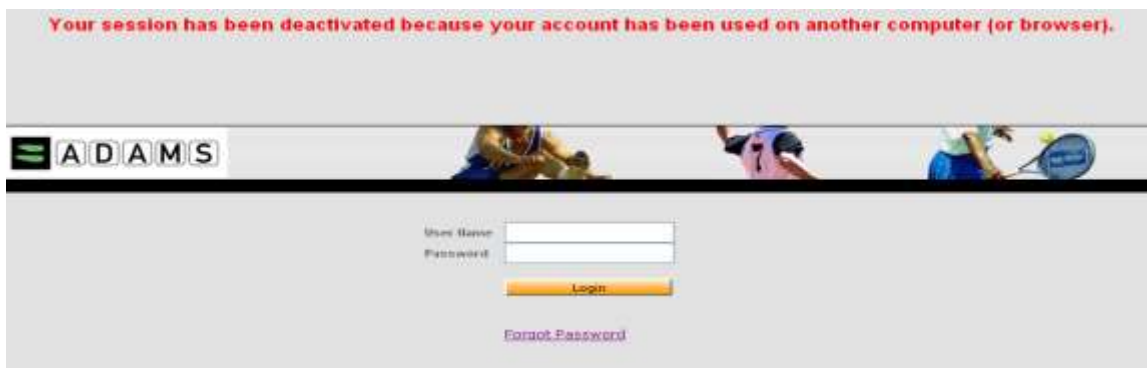
Using a Bookmark

If you experience difficulties logging into ADAMS, it may be because your bookmark (if any) for ADAMS is not correct. For access to the Production system, ensure that your bookmark is set to: <https://adams.wada-ama.org>. The "s" suffix in **https** must be present. Remove any extra characters following the URL. To verify the URL:

- If you are using Internet Explorer, click the **Favorites** button to display your bookmarks on the left hand side of the screen. Right-click the ADAMS bookmark, and select **Properties**. Ensure that the URL displayed exactly matches the one shown above.
- If you are using Firefox, select **Sidebar** from the **View** menu, then select **Bookmarks** to display your bookmarks on the left hand side of the screen. Right-click the ADAMS bookmark, and select **Properties**. Ensure that the URL displayed exactly matches the one shown above.
- **Time Out** – For security reasons, ADAMS has been configured to time out after a certain period of inactivity. If you do not submit any data or click any of the links for this period of time, ADAMS will log you off the system. The maximum idle period is 30 minutes; should you exceed that period, then you will need to log in again.
- **Back Button** – ADAMS **does not support** the use of your browser Back button and in most areas of the site you will discover that it does not work. Therefore it is required that you navigate through ADAMS by using the appropriate links. You can always return to the **My zone** page by clicking the ADAMS logo in the upper-left corner of the page:



- **One ADAMS Session Per User** – You can only have one single ADAMS session at a time. Should you try opening another session for the same user on a different computer or browser, the initial session will be deactivated and the following message will be displayed:

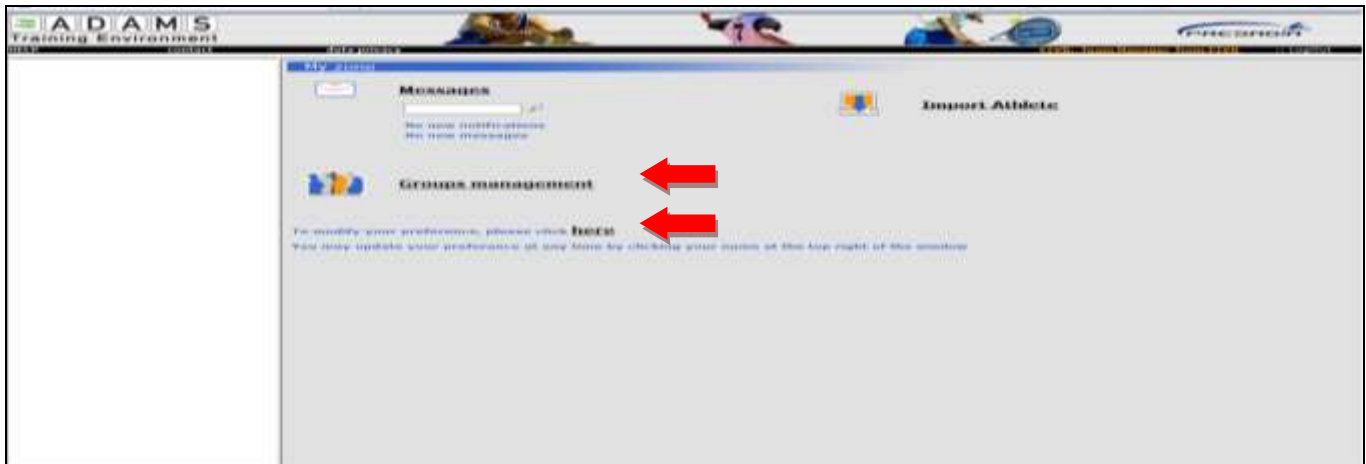


1. **“Login”** with the login/password provided by the FIVB to your National Federation. When accessing for the first time, you will be requested to change your password (8 digits minimum).

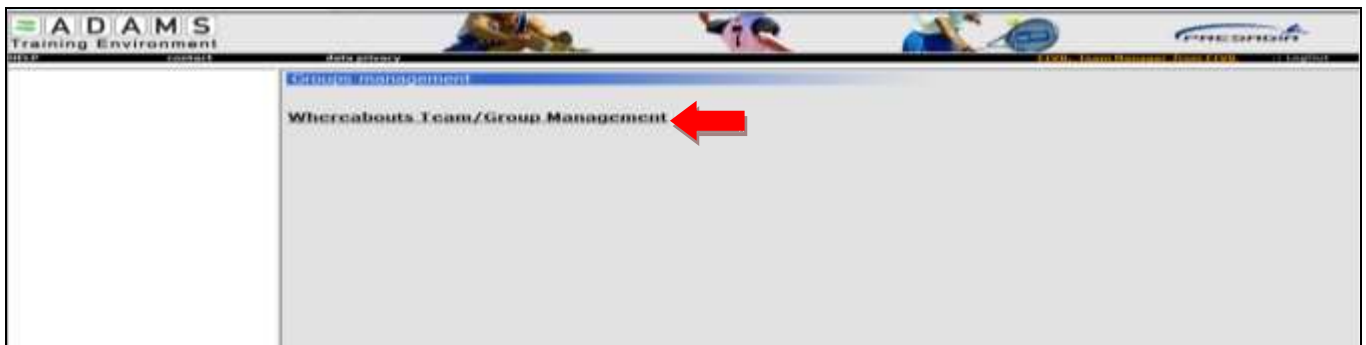


2. **Optional:** You can change ADAMS to your preferred language by clicking on **“your name on the top right or where it says “here”**. To select your preferred language, pick the relevant one in the drop down and **“save”**.

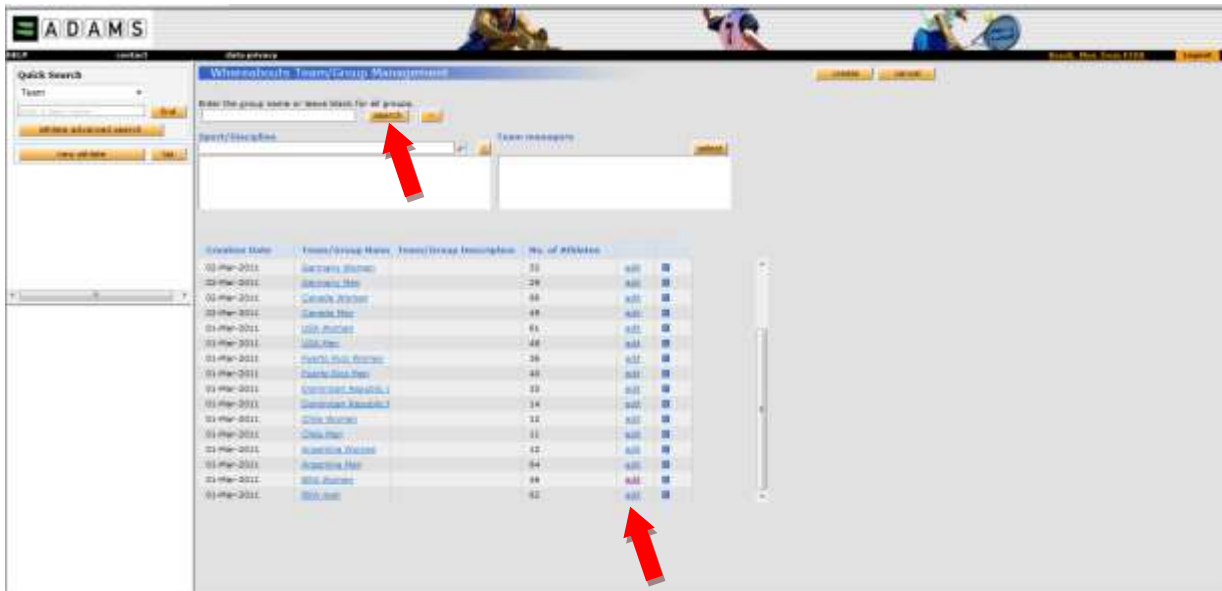
3. Continue by clicking on “**Groups management**”, in order to access the information related to team activities.



4. Then, click on the link Whereabouts Team/Group Management.



5. A team for your National Federation should already exist. Therefore click on “**search**” and all teams will be listed. Click on “**edit**” in order to *add or remove Athletes* who do not belong to your team. *Select Athletes by ticking the box.*



PLEASE NOTE:

Should these athletes not be found, meaning that no account exists in the ADAMS system yet, please click on **“new athlete”**, fill in the details requested and click on the **“Save”** button.



Important: Create new Athletes only when no account had been previously created
Never create a second account for the same Athlete!

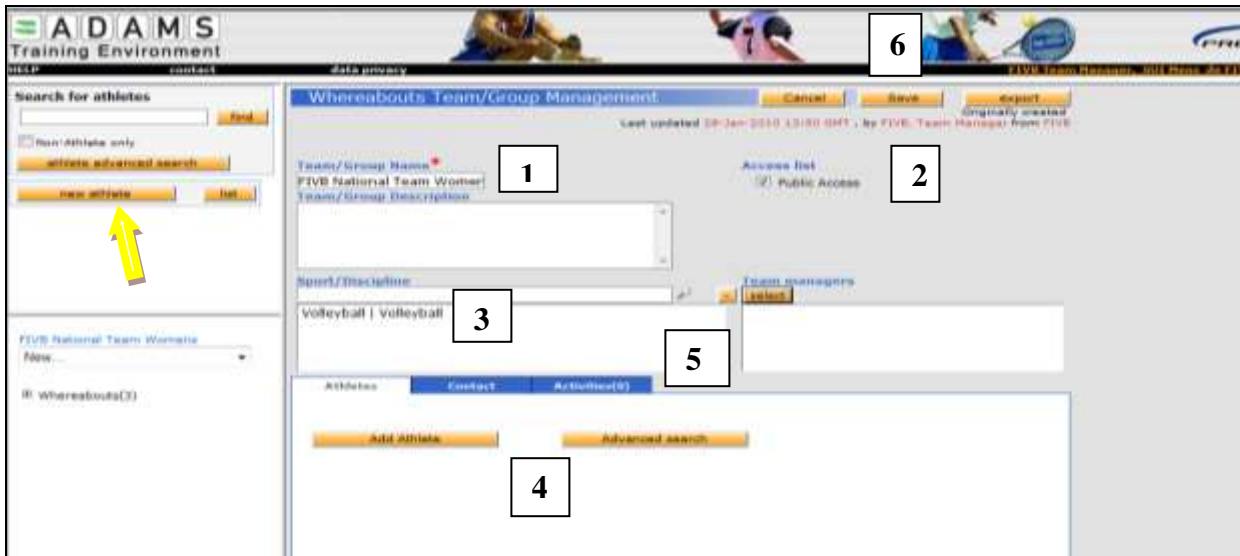
6. To create a new Athlete click on **“new person”** and a new window will appear.



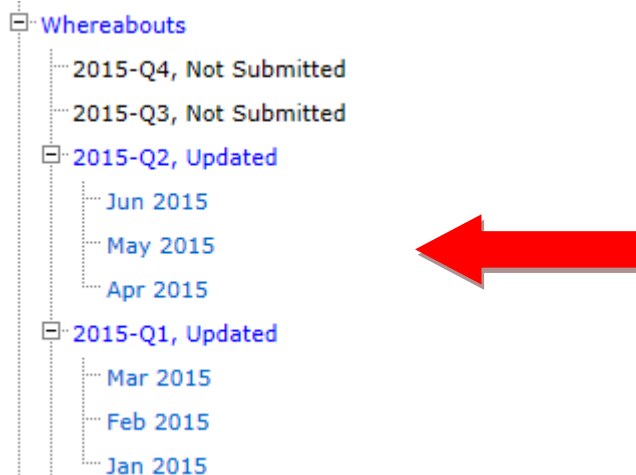
Please fill in all mandatory fields (as well as birth date) and **Save**.



- Once you added all Athletes to the team, click on “**Contact**” (5) and fill in all fields requested, including your email address and mobile number;
- Click on “**Save**” (6).

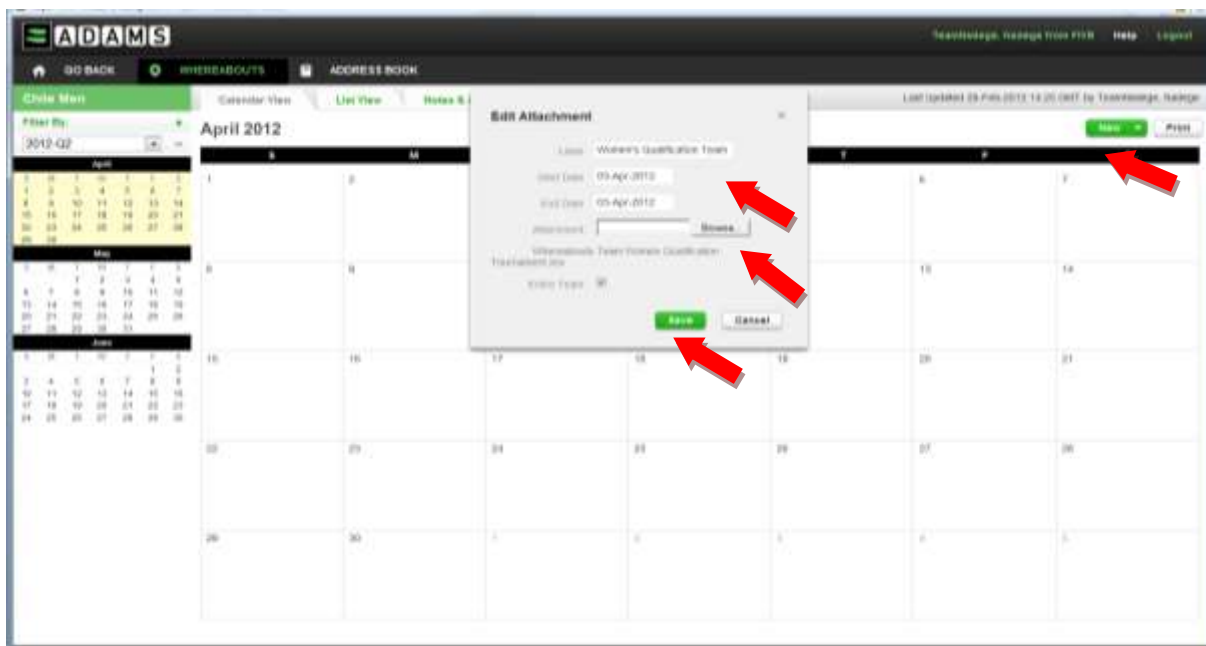
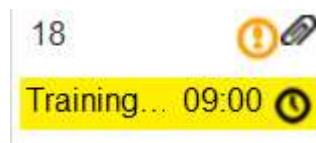


7. Please continue by clicking on the tree on the left hand side. It states Whereabouts, years (i.e. 2015-Q2) and months (i.e. May 2015). By selecting a month in the tree (for instance May 2015), you have access to the calendar of the selected month which will appear like the following:



- To add an Attachment, firstly, please click on the green button “NEW”, select the date range (O2 Form) references to (you have to define **start date** (at least 6 weeks prior to the respective competition) and **expiry date** (end date of competition)). Provide a name for the attachment. Then browse through your files and attach the O2 Form by clicking **SAVE**.

Attachments will be shown as a paper clip icon



9. Next, you will have to enter all hotels, trainings, matches, travels and other team activities for each day in the 6 weeks prior to the start of the competition up until the end of the Team`s participation in the respective competitions. In order to do that, 1) click on the “new” button or directly on the selected days, the New Entry window will appear, 2) and then complete with the Address, Category (hotel, activity, competition). You can select as many days 3) as you want by choosing Recurrence (weekly, daily, specific dates) and then 4) Save it.



New Entry

Address: New

Category:

Date:

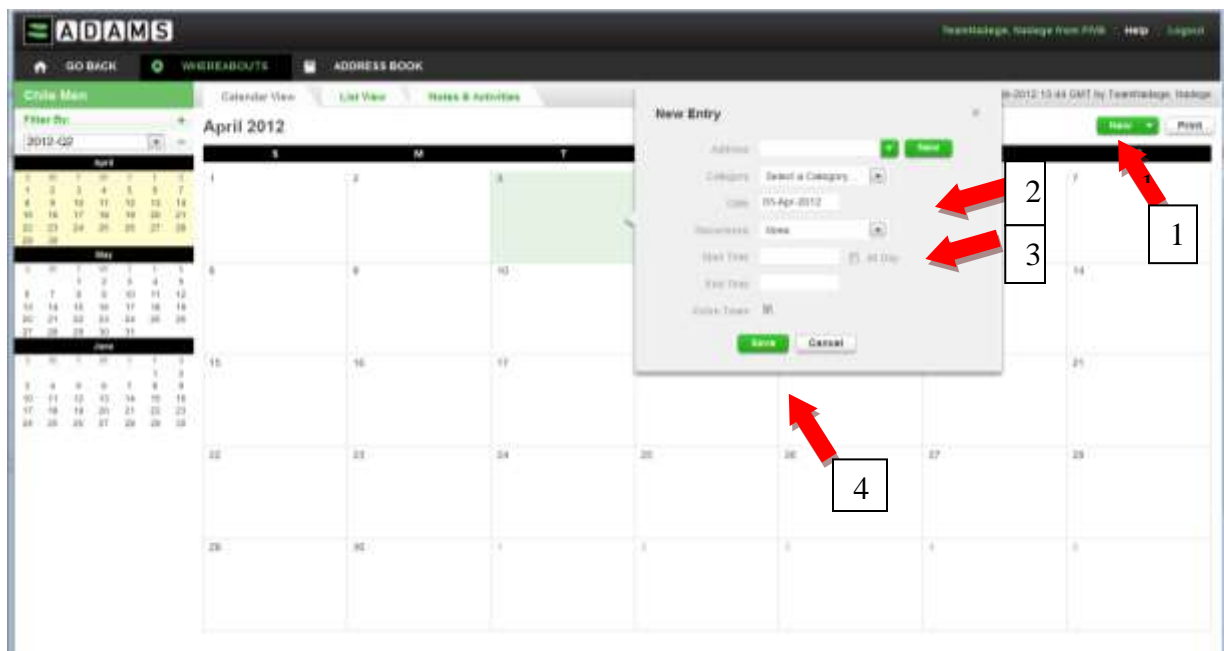
Recurrence:

Start Time: All Day

End Time:

Enter Team:

Save Cancel



Whereabouts entries are shown with the **background color** corresponding to their category: orange for Overnight Accommodation, green for Competition, yellow for Regular Activity, training, blue for Travel and grey for Other, medical, theory session.

- Overnight
- Competition
- Regular Activity
- Travel
- Other

PLEASE NOTE:

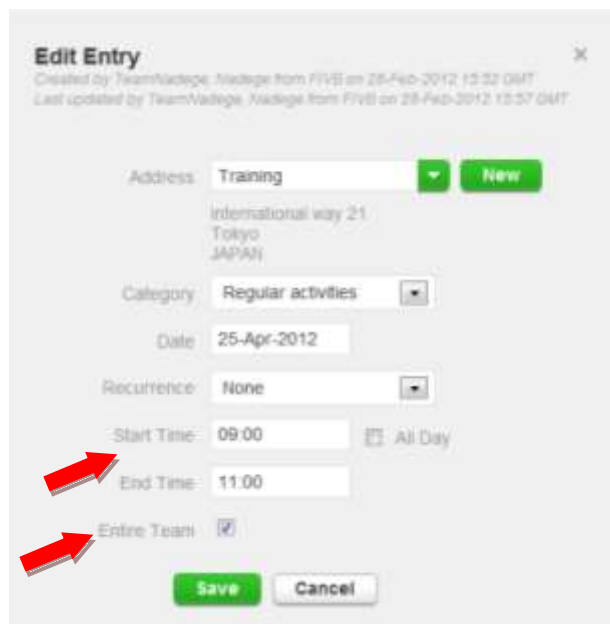
You must file any **overnight stays, training, matches, travels and other team activities** for each day of the period requested. In addition you have to file **Individual Whereabouts for Athletes** who are not with the team for any reason, such as but not limited to injuries, changes within the team, and similar. **At least 1 location and 60-Min. Time slot per day is required (see below p.15)**

10. Please enter the information related to the match(es), training(s) or overnight stay(s):

- ✓ The name of the match (i.e. Friendly match BRA vs. SUI)
- ✓ Training (i.e. Volleyball training, fitness training, etc.)
- ✓ Overnight stay (i.e. Hilton Hotel)



The schedule of the match or training, start and end time



Edit Entry ✕
Created by TeamNadega / Nadega from FIVB on 28-Feb-2012 13:52 GMT
Last updated by TeamNadega / Nadega from FIVB on 28-Feb-2012 13:57 GMT

Address: Training ▼ New
International way 21
Tokyo
JAPAN

Category: Regular activities ▼

Date: 25-Apr-2012

Recurrence: None ▼

Start Time: 09:00 All Day

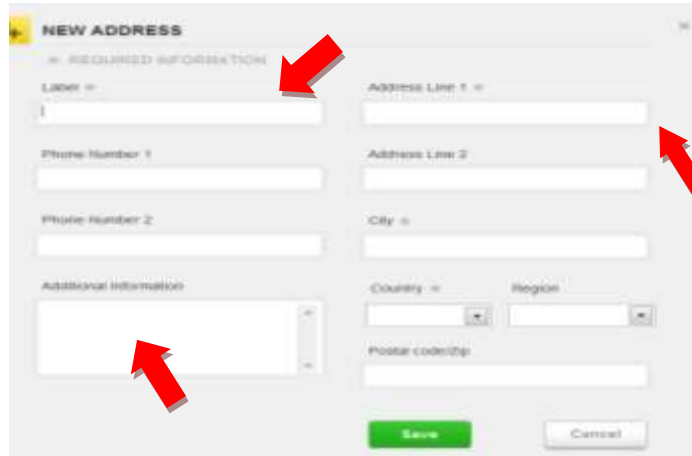
End Time: 11:00

Entire Team:

Save Cancel

- ✓ Tick the box **“Entire Team”**

- ✓ Insert the full and accurate address of the location (make sure you include a Label and a Street number, city and country)



The screenshot shows a 'NEW ADDRESS' form with the following fields: Label, Address Line 1, Address Line 2, City, Country, Region, and Postal code/Zip. There are also fields for Phone Number 1, Phone Number 2, and an Additional Information field. Red arrows point to the Label, Address Line 1, and Additional Information fields.

- ✓ In the field “Additional Information”, you may enter additional information regarding a location and also the Individual whereabouts players Information.

11. Individual Whereabouts

As mentioned above in the field “New Entry” New address” this is where you state Athletes not participating in team activities and where you file their individual Whereabouts containing the Athlete`s name and exact address and mentioning at least **1 hour per day** (one hour slot) in the Additional Information field.



Important: Individual Whereabouts should be filled as the Examples shown below :

Ex. 1) Player : Stancic Robert, Doctor appointment Dr Balcic Dorfstrasse 2, Berlin, Germany, one hour slot 8 am – 9 am

Ex. 2) Player : Stancic Robert, Home address: International Volleyball Federation, Chateau Les Tourelles, Edouard-Sandoz 2-4, 1006 Lausanne, Switzerland, one hour slot 7PM-8PM.

View Entry ✕
*Created by TeamNadege, Nadege from FIVB on 02-Mar-2012 13:38 GMT
Last updated by Veintimilla, Nadege from FIVB on 05-Mar-2012 16:43 GMT*

Label	Arena G
Address	Standstrasse 1 Berlin GERMANY
Category	Regular activities
Date	01-May-2012
Recurrence	None
Start Time	09:00
End Time	11:00
Entire Team	<input checked="" type="checkbox"/>
Additional Information	Player : Stancic Robert, Doctor appointment Dr Balcic Dorfstrasse 2, Berlin, Germany, one hour slot 8 am – 9 am

Edit Delete Duplicate

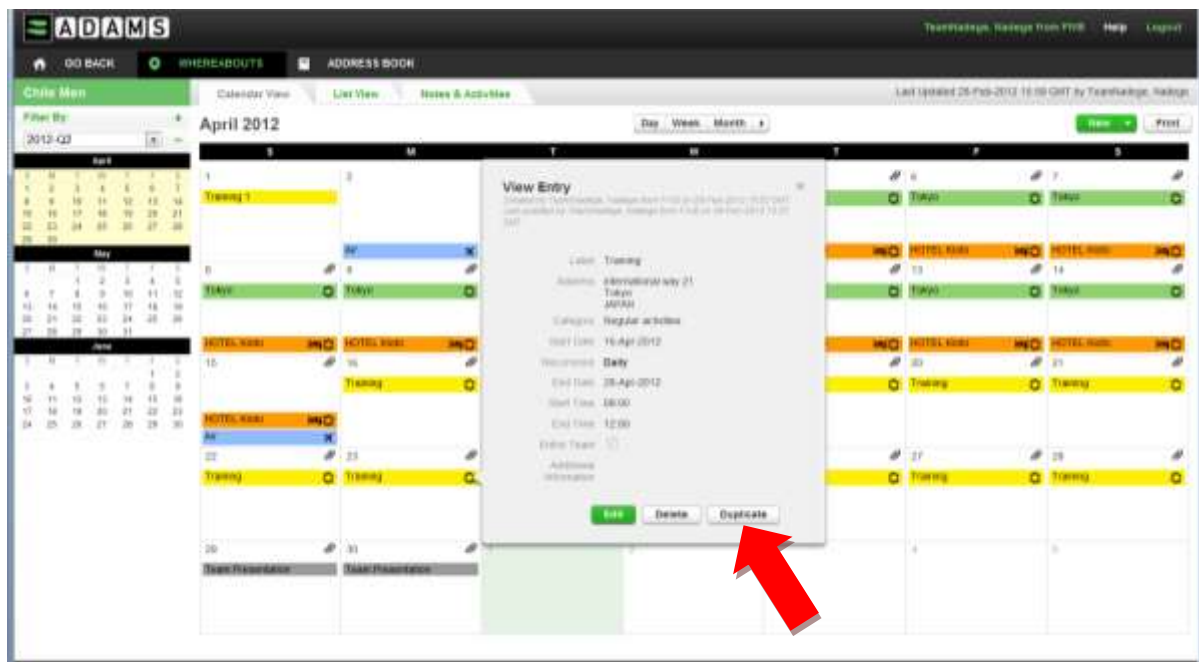


Athletes must be always able to be located at those places and during the time given

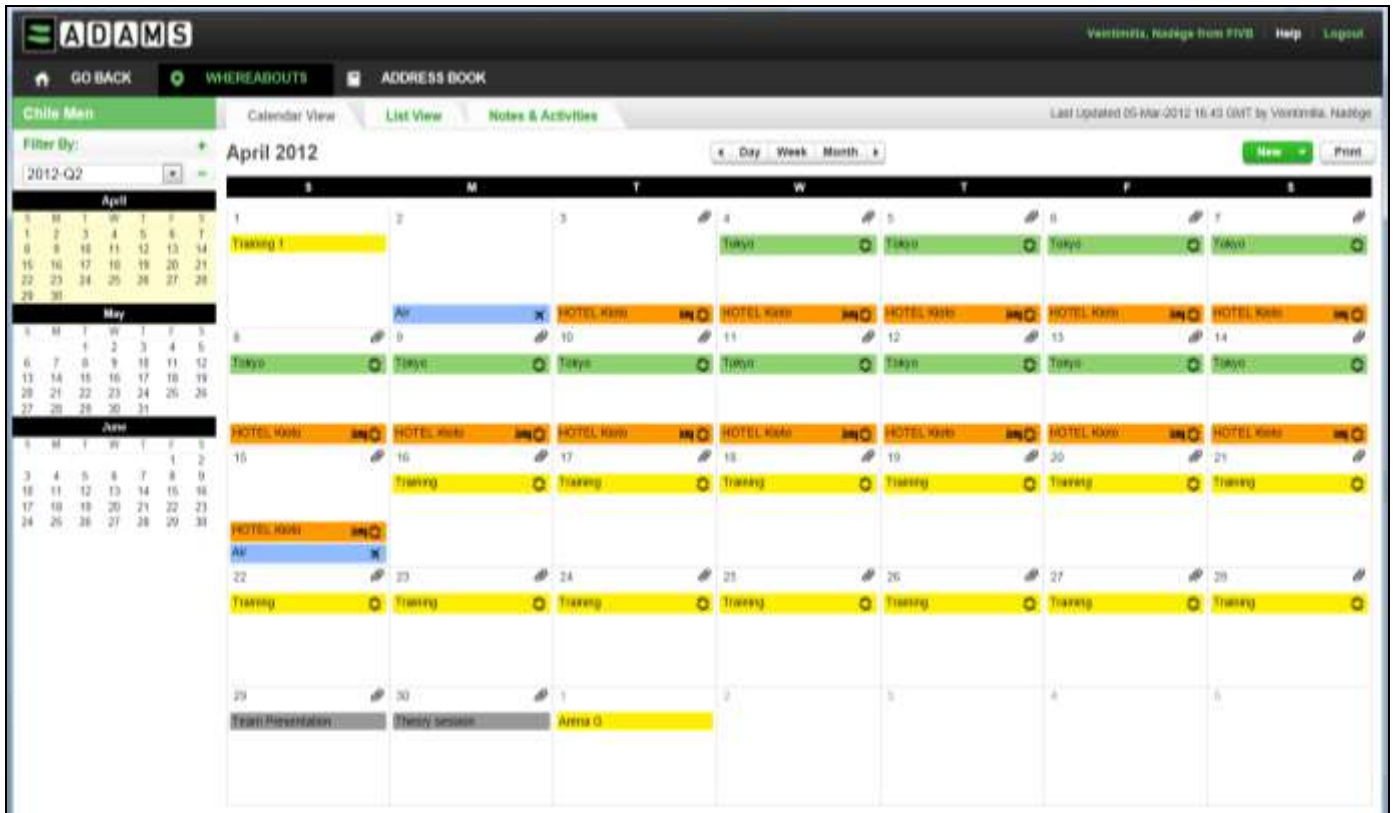
If you want to modify an Address, or add Additional Information, click on Address Book, choose the Address, Edit, and then Save.



12. Optional: Should the team train for a longer period of time or certain training locations recur more often, you may **DUPLICATE** the Location at a later stage and avoid retyping these locations several times. In order to do that, click **“Duplicate”** then fill in all requested information and click on the **“save”** button.



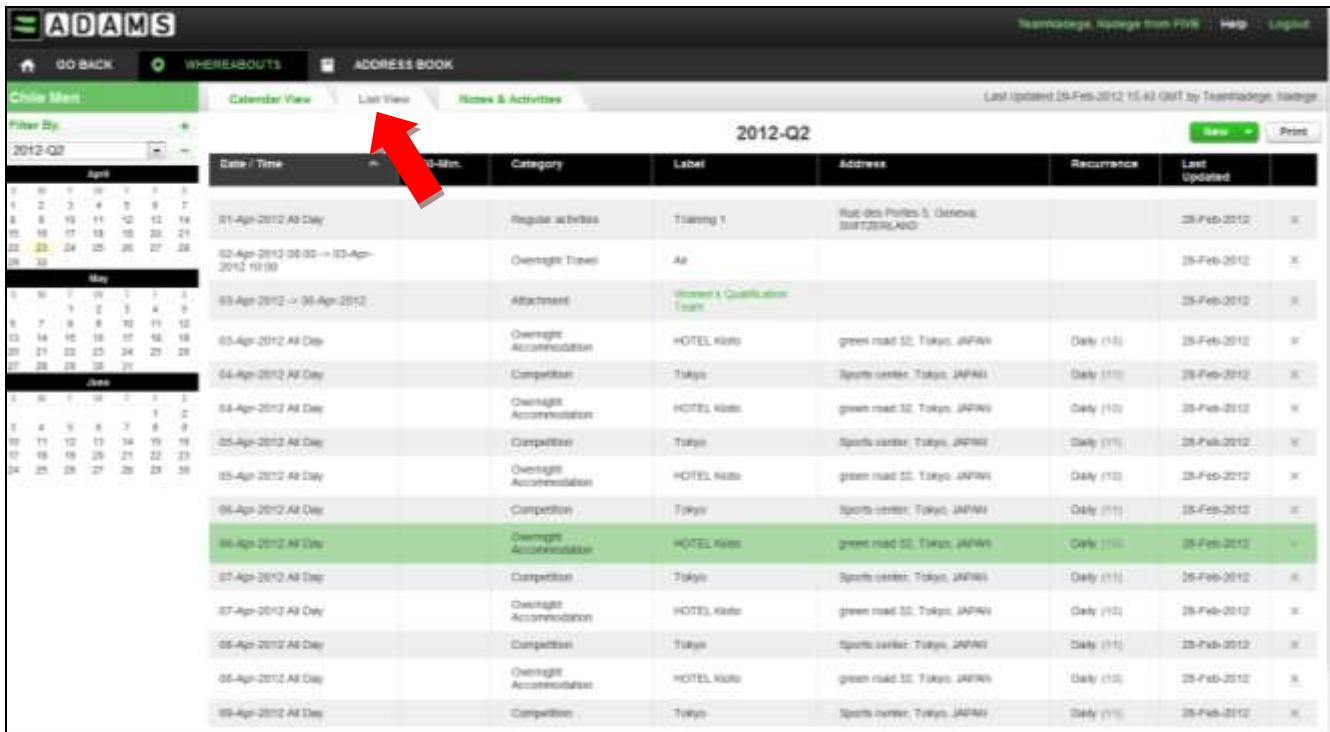
13. After inserting all matches, training camps, hotels and other team activities your screen should look similar to the one below:



The screenshot displays the ADAMS 'Whereabouts' application for 'Chile Men' in April 2012. The interface includes a navigation bar with 'GO BACK', 'WHEREABOUTS', and 'ADDRESS BOOK'. The main area shows a calendar grid with the following activities:


- April 1:** Training 1 (Yellow)
- April 4-7:** Tokyo (Green)
- April 8:** Air (Blue)
- April 9-14:** HOTEL Kishi (Orange)
- April 15-17:** Training (Yellow)
- April 18-21:** HOTEL Kishi (Orange)
- April 22-29:** Training (Yellow)
- April 30:** Train Presentation (Grey)
- May 1:** Theory session (Grey)
- May 2:** Arena G (Yellow)

14. Optional: you may click on **“List view”** if you want to see the team activities recorded and a report like the one below will be generated.



The screenshot shows the ADAMS system interface. At the top, there are navigation buttons: 'GO BACK', 'WHEREABOUTS', and 'ADDRESS BOOK'. Below these are tabs for 'Calendar View', 'List View', and 'Notes & Activities'. A red arrow points to the 'List View' tab. The main content area displays a table of activities for '2012-Q2'. The table has columns for 'Date / Time', 'Cat.-Item', 'Category', 'Label', 'Address', 'Recurrence', and 'Last Updated'. The activities listed include training, travel, attachment, and accommodation, with dates ranging from April 31, 2012, to April 29, 2012.

Date / Time	Cat.-Item	Category	Label	Address	Recurrence	Last Updated
31-Apr-2012 All Day		Regular activities	Training 1	Rue des Portes & Genève, SWITZERLAND		25-Feb-2012
02-Apr-2012 08:00 – 10-Apr-2012 10:00		Overnight Travel	All			25-Feb-2012
03-Apr-2012 – 06-Apr-2012		Attachment	Workshop & Qualification Tourist			25-Feb-2012
05-Apr-2012 All Day		Overnight Accommodation	HOTEL Kato	green road 32, Tokyo, JAPAN	Daily (10)	25-Feb-2012
06-Apr-2012 All Day		Competition	Tokyo	Sports center, Tokyo, JAPAN	Daily (11)	25-Feb-2012
06-Apr-2012 All Day		Overnight Accommodation	HOTEL Kato	green road 32, Tokyo, JAPAN	Daily (10)	25-Feb-2012
05-Apr-2012 All Day		Competition	Tokyo	Sports center, Tokyo, JAPAN	Daily (11)	25-Feb-2012
05-Apr-2012 All Day		Overnight Accommodation	HOTEL Kato	green road 32, Tokyo, JAPAN	Daily (10)	25-Feb-2012
06-Apr-2012 All Day		Competition	Tokyo	Sports center, Tokyo, JAPAN	Daily (11)	25-Feb-2012
06-Apr-2012 All Day		Overnight Accommodation	HOTEL Kato	green road 32, Tokyo, JAPAN	Daily (10)	25-Feb-2012
07-Apr-2012 All Day		Competition	Tokyo	Sports center, Tokyo, JAPAN	Daily (11)	25-Feb-2012
07-Apr-2012 All Day		Overnight Accommodation	HOTEL Kato	green road 32, Tokyo, JAPAN	Daily (10)	25-Feb-2012
08-Apr-2012 All Day		Competition	Tokyo	Sports center, Tokyo, JAPAN	Daily (11)	25-Feb-2012
08-Apr-2012 All Day		Overnight Accommodation	HOTEL Kato	green road 32, Tokyo, JAPAN	Daily (10)	25-Feb-2012
09-Apr-2012 All Day		Competition	Tokyo	Sports center, Tokyo, JAPAN	Daily (11)	25-Feb-2012

 **Important:** Should you want to update or change the information provided, always click **“edit”** first, make your changes and click on **“save”** in order to save your changes.

