

[*Athlete’s* name and address]

By courier and e-mail: [*Athlete’s* e-mail address]

[date]

**Formal notice pursuant to the Anti-Doping Rules (“the ADR”) of the [*ADO*]**

Dear [*Athlete’s* name]

I am writing to you in my capacity as Anti-Doping Administrator for the Federation of International Lacrosse to notify you of your apparent Failure to Comply with the whereabouts requirements of the ADR, and to invite you to make any comments before we come to a final decision on the matter. Please read this letter carefully, as it may have serious *Consequences* for you.

**Whereabouts requirements**

By letter dated \_\_\_\_\_\_\_\_\_\_\_\_\_, we advised you that you have been included in our *Registered Testing Pool*, and therefore that under the ADR (a copy of which can be found on the following Web site:filacrosse.com, you are required to make a www.wada-ama.org). Whereabouts Filing at the beginning of each quarter, providing certain specified information about your whereabouts each day in the forthcoming quarter, and are further required to be available for *Testing* at those declared whereabouts, in accordance with the International Standard for Testing and Investigations (ISTI) Article I.3 (consult the ISTI document on *WADA’s* Web site,

**Apparent Missed Test**

In your most recent Whereabouts Filing, you declared that you would be available for *Testing* on the following day at the following time and place:

Date: [insert date]

Time: [insert 60-minute time slot specified for that day]

Location: [insert location specified for 60-minute time slot for that day]

We sent a *Doping Control* Officer (“DCO”) to test you on that day at that time and place. However, the DCO was unable to locate you for testing. [A copy of the DCO’s Unsuccessful Attempt Report is enclosed, providing details of the attempt.]

[Note: An *ADO* may provide a copy of the Unsuccessful Attempt Report at this stage, or alternatively may hold it back until the stage of the Missed Test being taken forward or cancelled, following the *Athlete’s* response.]

From our review of the file, it appears that all of the elements of a Missed Test (set out in ISTI Article I.4.3) are present in this case. It therefore appears that you have committed a Whereabouts Failure under the ADR.

**Action Required**

Please respond to this letter within 14 days, specifying if you accept that you have committed a Whereabouts Failure or alternatively if you believe you have not committed a Whereabouts Failure. In the latter case, please explain, in as much detail as possible, the reasons for your belief.

For example, if you claim you were present at the location specified for the specified 60-minute time slot for the day in question, please provide any corroborating evidence and comment on why the DCO was unable to find you for *Testing*. If you were not present, but claim that your absence (and your failure to update your Whereabouts Filing to reflect that absence) was not due to any negligence on your part, please explain the basis of that claim in full. You should enclose copies of all documents or other evidence on which you seek to rely in your explanation.

We will then reassess, in light of your comments, whether each element of a Missed Test specified in ISTI Article I.4.3 is present in this case. If we determine that each element is present, you will be given further notice and an opportunity to ask for a further review of the case before a final determination is made.

***Consequences* if a Whereabouts Failure is recorded against you**

One Whereabouts Failure (whether a Filing Failure or a Missed Test) does not on its own constitute an anti-doping rule violation (“ADRV”) under the ADR. Instead, there must be 3 Whereabouts Failures (whether Filing Failures or Missed Tests) within a 12-month period. According to your file, [no Whereabouts Failures have] [1 Whereabouts Failure has] [2 Whereabouts Failures have] [delete as applicable] been recorded against you in the last 12 months. Therefore, if a further Whereabouts Failure is declared against you as a result of this current process, you will have [1] [2] [3] [delete as applicable] Whereabouts Failures recorded against you.

Where 3 Whereabouts Failures are recorded against you in any 12-month period, you may be charged with an ADRV under the ADR. The burden will be on the [*ADO*] to prove to the satisfaction of the hearing panel that you have committed the 3 alleged Whereabouts Failures. If it does so, the hearing panel will have discretion to impose a period of *Ineligibility* on you of 12 to 24 months (more, if this is not your 1st offence).

You will have the right to dispute any or all of the alleged Whereabouts Failures at the hearing. However, your defense may be undermined if it depends upon alleged facts that you raise for the first time at the hearing, i.e. that you have not raised in response to this letter. Therefore, you are strongly advised to raise any facts that you believe are relevant **now**, in response to this letter.

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Please consider the contents of this letter very carefully, and make sure we receive your full written response within 14 days of the date of this letter, i.e. by \_\_\_\_\_\_\_\_\_\_\_\_\_ [insert deadline].

If you have any questions about the contents of this letter, you can contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_ [insert contact details].

Yours sincerely,

[Sender Signature]

[cc: NF, IF or *NADO*, *WADA*]

[Enclosure: Unsuccessful Attempt Report]