

A tennis player in a grey shirt and dark shorts is captured in a backswing, holding a tennis racket. The background shows a clear blue sky with some clouds and a stadium structure.

TOUR MANAGER & AGENTS GUIDE



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INTRODUCTION

This is a basic guide to the ITIA's work aimed at educating and informing those in the sport who work with players, including agents and tour managers.

It covers basic information that may be useful in interactions with players about the work of the ITIA.

Please let us know if there are any subjects which are not covered here which may be useful to address.

Follow us on social media to see latest news, updates and top tips for navigating the sport's anti-corruption and anti-doping rules.

CONTACTS

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WHEREABOUTS

Whereabouts is an important part of any clean sport and is a requirement of WADA's World Anti-Doping Code. The system provides us with some certainty about where individuals are so we can ensure testing is efficient and effective.

Players required to provide Whereabouts must tell us where they are by filling in details in WADA's online platform, called **ADAMS**.

There are two groups who are impacted by Whereabouts:

PLAYERS IN THE REGISTERED TESTING POOL (RTP)

Anyone in this list must provide:

- A 60-minute time slot when they will be available for testing at a certain address between 5am and 11pm
- The full address of their overnight accommodation
- Competition schedule
- Any travel which may impact their ability to provide the above
- Any fixed 'regular activities', e.g. work or school

PLAYERS IN THE SUB-POOL

Anyone in this list must provide:

- The full address of their overnight accommodation
- Competition schedule
- Any travel which may impact their ability to provide the above
- Any fixed 'regular activities', e.g. work or school

WHEREABOUTS

Whereabouts can be completed via the Athlete Central app or online using the **ADAMS** website. If players wish their agent or another representative to input their information, this is possible, however they must create their own account by contacting the **ITIA**.

Any player who is new to the ADAMS system or Whereabouts will be offered online or in-person training.

WHEREABOUTS

FAQS FOR PLAYERS

I provided a 60-minute time slot, but the tester came at a different time. Do I still need to do the test?

Yes. If a Doping Control Officer (DCO) comes to your address and you are home, you must complete the test, otherwise it could be considered a refusal or evasion, which would result in a charge and possibly a sanction of up to four years.

If you are out and have been contacted on the phone by the DCO, have a conversation to see if there is a way to complete the test. If it is not possible, it will not be a missed test.

If the attempt identifies that the Whereabouts are incorrect, the player may still receive a filing failure.



What is the difference between a missed test, a filing failure and a refused test?

The distinction is important. The Whereabouts system allows for some mistakes or misunderstandings, in that if you are not available or accessible during your 60-minute time slot (missed test) or file incomplete or inaccurate Whereabouts (filing failure), you will receive a strike.

If you receive three strikes within a 12-month period, this may lead to a charge, and, ultimately, a sanction of up to two years.

If you are in and have been notified, you must complete the test, otherwise it could be considered a refusal or evasion, which would result in a charge and possibly a sanction of up to four years.

WHEREABOUTS

FAQS FOR PLAYERS



What if my travel or accommodation is changed at the last moment?

Whereabouts details can be updated up to one minute before your nominated 60-minute time slot. However, patterns of consistent last-minute updates may be investigated by the ITIA, therefore, it is really important that if players are changing plans, they update their Whereabouts as soon as possible.

Do I need to update my overnight accommodation as well as my time slot?

Players can sometimes forget to update their overnight accommodation address. This must be kept up to date and accurate as you would a 60-minute time slot. This is really important to avoid receiving a filing failure.

Consider providing the 60-minute time slot as its own entry and do not link it into the overnight accommodation address. This makes it easier and quicker, if a player's plans change, to update their overnight accommodation.

WHEREABOUTS

TOP TIPS FOR PLAYERS

01

Alarms and notifications are your friend. Set an alarm on your phone to remind you to update ADAMS or use alerts on the system which can be found in the app settings > enable push notifications > activate reminder > Select the preference (either daily reminder, or a reminder at a certain time prior to chosen time slot).

02

Think carefully about your 60-minute time slot. A very early time slot may help you plan your day, but it could also mean a very early visit from a DCO. A late time slot could mean a visit after dark and – if you choose 10pm – 11pm you cannot delay the time of this if your plans change (as it is the last available timeslot).

03

Input your schedule in advance to avoid forgetting to update your Whereabouts.

WHEREABOUTS

RESOURCES

The ITIA anti-doping team regularly runs online seminars, one-to-one sessions, and are available to answer questions about Whereabouts.

Players, agents and tour managers can email anti-doping.admin@itia.tennis or contact the team on The Line.

There are video guides available. Click on a box to watch. →

Whereabouts
and ADAMS

Whereabouts
top tips

Adding a new
address in
ADAMS

Adding a new
address in
the Athlete
Central App

Adding in-
competition
entries in
ADAMS

Adding in-
competition
entries in
the Athlete
Central App

Adding out of
competition
entries in
ADAMS

Adding out of
competition
entries in
the Athlete
Central App

Adding travel
entries in
ADAMS

Adding travel
entries in
the Athlete
Central App

New quarter
entries in
ADAMS

New quarter
entries in
the Athlete
Central App

TESTING

There are strict protocols in place for testing. We encourage players or their representatives to ask any questions – either of the Doping Control Officer (DCO) at the time of testing or directly to us. We also want to hear any feedback about testing – good or bad. This can be done at the time of testing by using the comments section of the doping control form, or afterwards by contacting the ITIA via the tours, directly or using The Line.

In summary, testing can take place at anytime and anywhere. If a player is notified by a DCO, they can confirm the tester's identity, however they **must** undertake the test.

TESTING

IN-COMPETITION TESTING

This often takes place at the tournament venue but can occur anywhere. If a player is notified for testing, they must proceed with the test.

Post-match, if a player is notified for testing, they should speak to the chaperone about whether they need to report immediately to the Doping Control Station. It is possible for players to warm down, eat, undertake media duties and even shower before undertaking the test, however they should work with the DCO to arrange this.

Players will be **observed at all times** by the chaperone. If players decide to shower before completing their test, they will still be observed and must keep the door open. If players would rather avoid this, then they are advised to complete the test before showering.

At certain tournaments (especially team tournaments) players may also be notified prior to a match.



TESTING

OUT OF COMPETITION TESTING

(See Whereabouts section for more information)

Any player can be tested out-of-competition. This could happen at any time, or in any place. It is not only players who submit Whereabouts that can be tested out-of-competition.

Players have the right to establish the identity of a DCO who comes to their home, hotel or other accommodation. The DCO will have:

- Identification (this may be digital or physical)
- A letter from the ITIA authorising the test
- Access to the player's ADAMS ID number which can be cross-checked (this is the last 5 numbers of the players ADAMS ID and can be viewed when the player logs into the ADAMS website – not available on the Athlete Central App)

The DCO could be on their own, or in a pair, and occasionally as a three (if a new DCO is undertaking training). The person observing the sample will always be of the same gender as the athlete.

If a player is notified in-person outside of their allocated hour, **they must take the test**. If they are contacted by a DCO outside of their allocated 60-minute time slot and are not at their nominated location, the player should have a conversation with the DCO about whether it is possible to complete the test. If it is not possible, in these circumstances, it will not be considered a missed test or refusal*.

*If the attempt identifies that the Whereabouts are incorrect, the player may still receive a Filing Failure.

TESTING

TOP TIPS FOR PLAYERS

01

Keep an updated list on your phone of supplements and any medications you take and provide this information on your Doping Control Form.

02

Remember the DCO is just doing their job. Their only goal is to ensure a successful test, they do not decide who gets tested, or when and where. You can provide feedback on any test experience via the doping control form or directly to the ITIA

RESOURCES



TUE GUIDANCE

All athletes have the right to health and there may be times where it is necessary to take a medication or treatment which is on the prohibited list. Therapeutic Use Exemptions (TUEs) are used to help athletes legitimately do this without breaking the rules.

Use of a prohibited substance without a valid TUE is against the rules. All TUE applications are considered by an independent panel and require detailed medical evidence to support the application.

It is also possible to retroactively apply for a TUE in certain circumstances, e.g., if treatment is an emergency/urgent or there is not time to do so before use. We recommend, though, that wherever possible, players apply for a TUE in advance of treatment.

TUE GUIDANCE

THE PROCESS

All applications for TUEs must be made through the TUE portal. Full details of what is required are on the portal tennis.idtm.se

Because applications are considered by an external and independent panel of experts, this can take some time, and so players and their representatives should consider

carefully the timing of an application. It is better to take time and provide all the required information rather than rush it and the experts having to request further details/documents.

All applications are dealt with promptly, but this is not a 24-hour service and there is no immediate turnaround.

RESOURCES



TUE guide



TUE guide for players



TUE guide for physicians

M E D I C A T I O N

Medications can and often do contain prohibited substances and as such, it is the player's responsibility to thoroughly check ingredients to make sure any product is safe to take.

Ingredients of global brands can also vary depending on the country of manufacture and so just because a product is safe to take when bought in one country, it does not automatically mean it is safe to take when purchased in another country. It is not possible to apply for a retroactive TUE for products purchased over the counter.

There are precautions players can take to mitigate the risk:

- Work with a reputable physician who is aware that the player is a professional athlete and has some knowledge of the prohibited list
- Where possible, be prescribed the medication rather than buying over the counter – however players must still check the ingredients and if necessary, apply for a TUE
- Use online tools such as **Global DRO** which can provide more information in certain countries
- Players can also talk to their National Anti-Doping Organisation (NADO) for further advice.

MEAT CONTAMINATION

In some countries, a small number of producers use anabolic steroids to fatten animals before slaughter. These steroids can remain in the meat when it is subsequently consumed and show up in anti-doping tests.

This is a particular risk in Mexico, China, and Guatemala where clenbuterol, ractopamine, zilpaterol and zeranol or its metabolite(s) can be found in meat. Where these are found at low levels, they will be investigated but will be considered atypical findings and may not result in a sanction.

There have also been cases of meat contamination in Colombia involving boldenone. This is generally considered an adverse analytical finding and will result in a provisional suspension, even if meat contamination is eventually proven.

MEAT CONTAMINATION

FAQS FOR PLAYERS

What can I do to mitigate the risk?

The tours are aware of the risks in China, Guatemala, Mexico and Colombia. At tournament restaurants in these regions, they either take certain meats off the menu, or take extra precautions in how they source the meat.

Players are advised to only eat meat at the tournament or tournament hotels, avoiding street food or local vendors. If eating out in restaurants, there is strength in numbers – eat with other players, take photos, keep receipts and a food diary – what you’ve eaten, how much, where and when). Consider eating fish or other protein rather than beef and pork.



What happens if a prohibited substance shows up in a test in one of these countries?

If you have a finding for a substance commonly found in meat contamination in China, Guatemala or Mexico, if the finding is below a certain level, you will not be provisionally suspended whilst it is investigated.

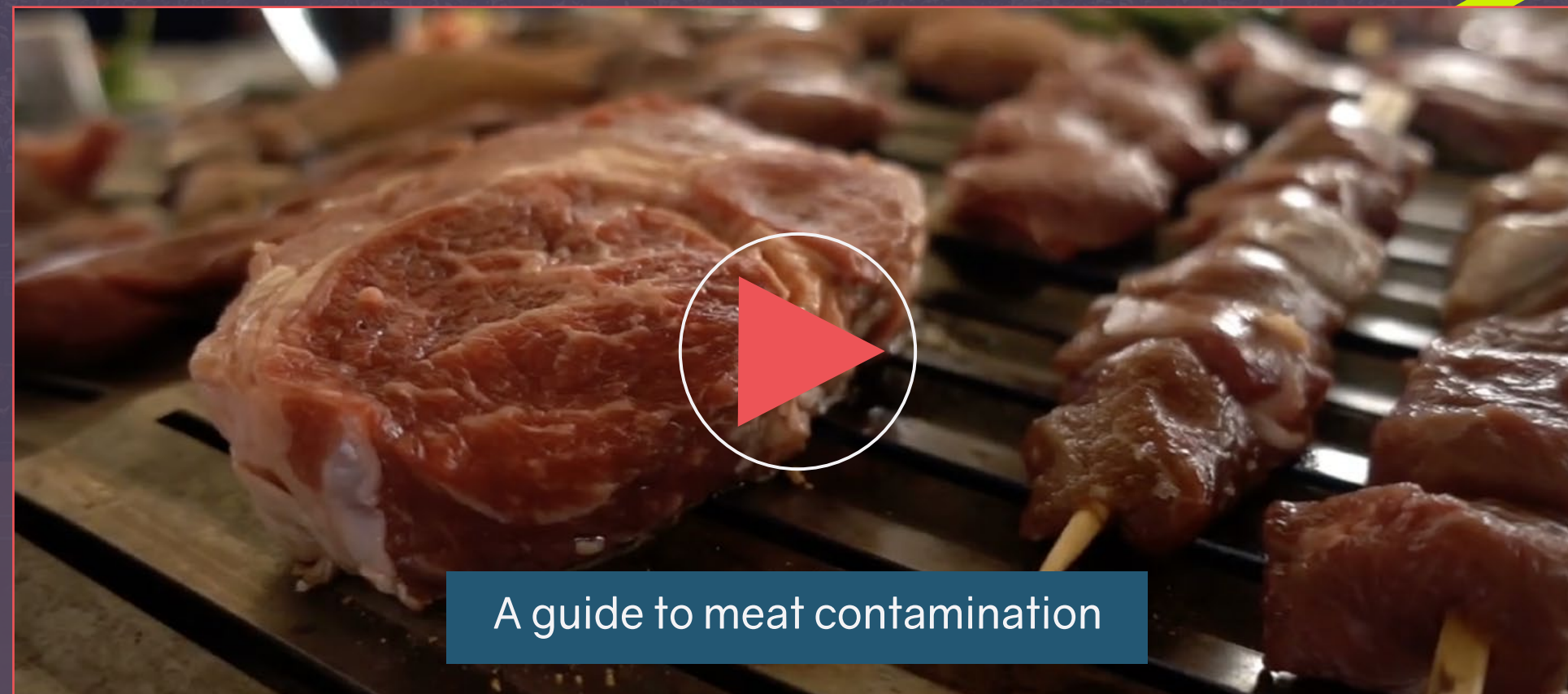
In other regions where there have been limited meat contamination cases, such as Colombia, a provisional suspension may be imposed while it is investigated.

You will be asked to provide information about where you ate, what you ate, how much you ate and – where possible – evidence to support this.

Our **Player Support Programme** provides financial support to help players identify the source of meat contamination.

MEAT CONTAMINATION

RESOURCES



A guide to meat contamination

SUPPLEMENT GUIDANCE

Many players choose to use supplements because they can provide health, training, and performance benefits. While the ITIA does not endorse the use of supplements, we encourage players and their teams to make informed choices about their use.

The term supplements is used to define products added to a normal diet – including pills, tablets, capsules, powders, or liquids. They can be manufactured, or natural products, and include vitamins, minerals, amino acids, protein, and botanicals, among other compounds.

Supplements are not regulated, so there is no guarantee that the ingredients list on any supplement is accurate.

The principle of strict liability under the World Anti-Doping Code means that even if contamination can be proved, a sanction is the most likely outcome – including a potential suspension from competition.

APPROXIMATELY 32% OF TENNIS
ANTI-DOPING RULE VIOLATIONS HAVE
BEEN ATTRIBUTED TO SUPPLEMENTS.



SUPPLEMENT GUIDANCE

ADVICE FOR PLAYERS

There is no way to completely eliminate the risks from supplement use. However, by following our **five key actions** below, players can reduce the risk of contamination and show that precautions have been taken before beginning a supplement regime.

01

Use a professional

Before taking supplements, take advice from a qualified sports nutrition professional. They will be able to assess your circumstances, goals, physical condition, and provide appropriate guidance.

02

Research the product

Conduct your own internet search. Have there been any reports of this supplement or brand resulting in Anti-Doping Rule Violations? Check the label for ingredients, and, if possible, submit a query with the manufacturer to ease your concerns about contamination and prohibited substances.

You may also consider submitting a **Product Information Request**, available on our website and app, or by email to tue@idtm.se, or speak to a member of the ITIA team via The Line.

SUPPLEMENT GUIDANCE

ADVICE FOR PLAYERS

03

Use batch tested products

Many organisations carry out batch testing of commonly used supplements to certify their ingredients. These include **Informed Sport** in Europe/globally, **NSF** in North America, and **HASTA** in Australia. Many National Anti-Doping Organisations also have their own equivalents.

Using batch-tested products does not remove the risk, but it significantly reduces the risk associated with supplement use. Therefore, we strongly advise that you only take supplements that have been batch-tested. Be sure to cross-reference the batch number to be confident that it has been certified before use.

Be aware that some manufacturers have been known to make false claims about being batch tested – always verify these claims on the relevant organisation's website. You can do this by searching the batch number of your product in the relevant organisation's website.

SUPPLEMENT GUIDANCE

ADVICE FOR PLAYERS

04

Keep a record

Keep detailed records of your supplement use, this should include:

- Quantities, dosage, and when you used it
- The specific supplement product names and batch numbers
- Any research, consultations, and considerations you made
- If possible, retain a small amount of the product for future testing

All this information will be important, and offers some protection for players, in the event of a positive test through contamination.

05

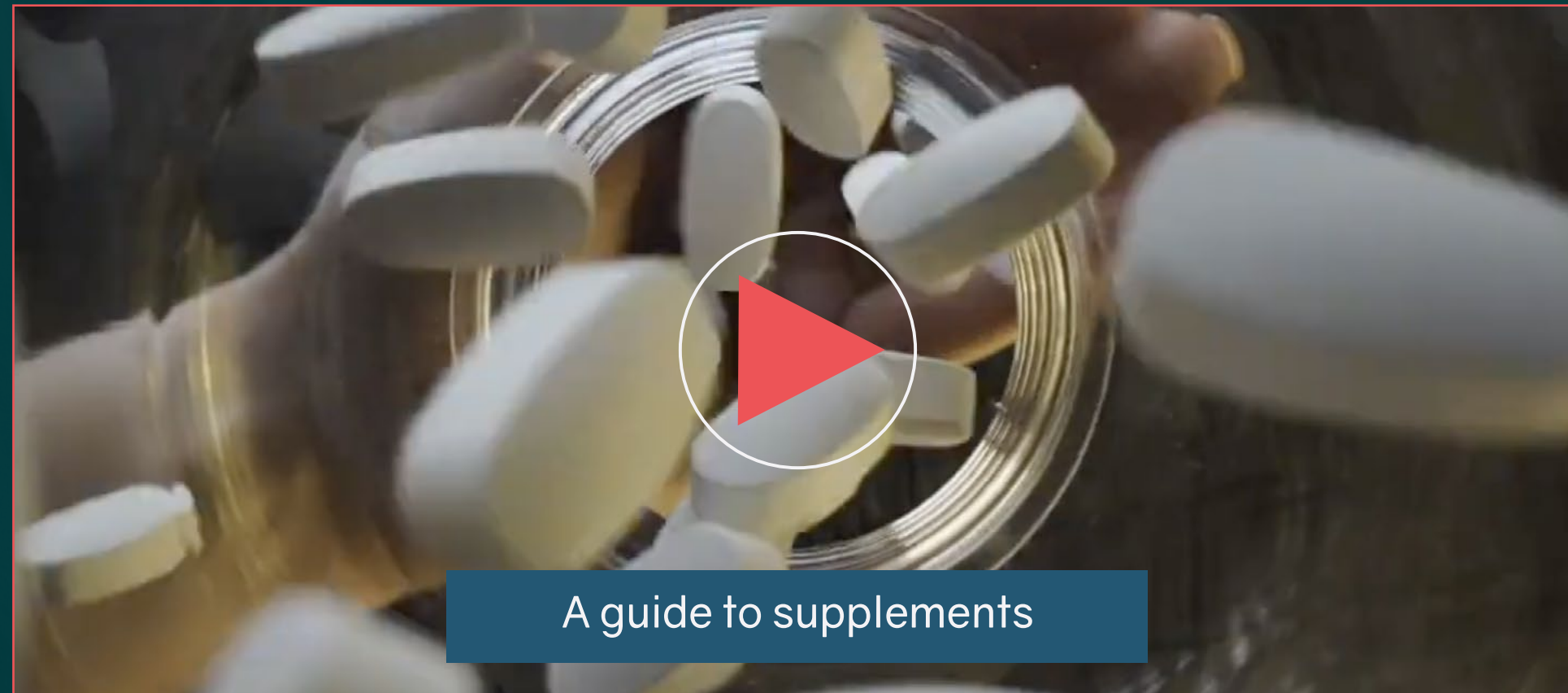
Declare products on Doping Control Forms

You must accurately list ALL the products you know you are taking including medications AND supplements. This includes declaring the dosage taken and when it was last taken.

In the event of a positive test via contamination, your Doping Control Form helps you, and the ITIA, to accurately identify the likely source of any positive test.

SUPPLEMENT GUIDANCE

RESOURCES



A guide to supplements

TIPP REQUIREMENTS

The Tennis Integrity Protection Programme (TIPP) is the ITIA's online integrity education programme. It helps players, officials, agents, and other support personnel to recognise integrity risks, understand their responsibilities, and know what to do if concerns arise.

Being up to date with TIPP is essential – players will not be able to enter ATP, WTA, World Tennis or Grand Slam events without in-date TIPP accreditation. Similarly, agents and support personnel may not have their accreditation requests granted.

What does TIPP cover?

TIPP provides foundational knowledge on a number of essential integrity matters, including:

**Anti-corruption
rules**

**Anti-doping:
what are my key
responsibilities?**

**How to contact
the ITIA**

**Supplements &
nutrition**

**Anti-doping
testing**

**Medications and
Therapeutic Use
Exemptions (TUEs)**

TIPP REQUIREMENTS

COMMON ISSUES FOR PLAYERS

I have not received my invitation. What should I do?

Check junk or spam folders first. If you still cannot find the invitation, contact the ITIA as soon as possible.

I have forgotten my login details.

Contact the ITIA for support and access can be restored.

The player speaks limited English. Are translations available?

TIPP is also available in French, Spanish, Italian, Chinese (Mandarin) and Russian.

Support

If you need assistance with TIPP, contact the **ITIA Education Team** or speak to the team via The Line.

B E T T I N G S P O N S O R S H I P

Tennis' anti-corruption rules prohibit betting on tennis and relationships with tennis betting operators. Players and their representatives should understand these rules before entering into any commercial arrangement.

BETTING ON TENNIS

Players covered by the TACP cannot bet on any tennis event, directly or through another person.

RELATIONSHIPS WITH TENNIS BETTING COMPANIES

Tennis betting companies cannot sponsor, employ, or provide benefits to players.

The ITIA manages these rules on behalf of World Tennis, the ATP, the WTA, and the four Grand Slams, who are committed to protecting the integrity of tennis by preventing conflicts of interest and maintaining confidence that matches are contested fairly.

While unfortunately this has not been eliminated entirely, the rules are also in place to reduce the risk of players becoming exposed to betting-related integrity threats.

Agents should keep these restrictions in mind when discussing sponsorship, ambassador, promotional, or commercial opportunities.

BETTING SPONSORSHIP

INSIDE INFORMATION

Players and their support teams must not share non-public information about players or events for betting purposes. This could include information about injuries, fitness, withdrawals, or other sensitive information that could influence betting markets.

REPORTING CONCERNS

In the event that players, agents, or support teams become aware of potential breaches, the rules require you to:

- Report knowledge or suspicions of corruption
- Report any corrupt approach as soon as possible
- Cooperate fully with ITIA investigations when required

BETTING SPONSORSHIP

FAQS FOR PLAYERS AND AGENTS

Why are betting sponsorships prohibited?

The rules are designed to protect the integrity and reputation of the sport by creating a clear separation between tennis participants and tennis betting operators.

Tournaments are sponsored by betting companies. What is the difference?

The biggest distinction is that tennis tournaments are not individuals, they do not play in the matches and therefore cannot be influenced or corrupted.

Tournaments also take place in one set location and are therefore only subject to that jurisdiction's gambling advertising laws and regulations.



A betting company has approached one of my players. What should I do?

Contact the ITIA before progressing discussions or signing any agreement.

Can a player bet on tennis if they are not competing?

No. The prohibition applies to all tennis events.



BETTING SPONSORSHIP

TOP TIPS FOR PLAYERS

01

Do not bet on tennis in any form.

02

Be cautious of opportunities involving tennis betting operators.

03

Do not share non-public player or event information.

04

Seek advice before entering into commercial arrangements.

05

If in doubt, contact us on The Line for tailored advice.

USEFUL RESOURCES & CONTACTS

ANTI-DOPING

- ▶ Whereabouts Information
- ▶ Adams
- ▶ Therapeutic Use Exemptions (TUEs)
- ▶ Anti-Doping Portal
- ▶ Global DRO
- ▶ Informed Sport

TIPP

- ▶ TIPP

SUPPORT & REPORTING

- ▶ ITIA Website

CONTACT DETAILS

- ▶ Anti-Doping Team
- ▶ Education Team

RESOURCE HUB

- ▶ Resource Hub



Follow us for top tips, warnings and behind the scenes information about the ITIA and our work



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