

## HOW TO COMPLETE AND UPDATE NPP WHEREABOUTS

This document provides instructions to you (the player) and/or your authorised delegate on how to complete the 'NPP Player Filing Form'.

Pursuant to Article 3.4.3 of the ICC Whereabouts Requirements for Out-of-Competition Testing (the "Whereabouts Requirements"), any Player in the NPP who has not, during a continuous three month period, (i) played (as a member of a starting XI in either an International Match or a Domestic Match; (ii) participated in a tour with a representative team of his/her National Cricket Federation; or (iii) participated in at least two training sessions per week with any Relevant Team over a consecutive three week period, is required to file NPP Player Filings. The requirement to submit NPP Player Filings continues until such time as the earlier of (a) the date he/she next plays in an International or Domestic Match, (b) the date he/she embarks on a tour with a representative side of his/her National Cricket Federation, or (c) the date he/she has participated in at least two training sessions per week with any Relevant Team.

If your National Cricket Federation (NCF) has formally elected to file this information on your behalf, they will be required to complete the 'NPP Player Filing Form' (for further information about this option please refer to the document titled 'About the NPP' on the ICC website).

You may complete the form either by hand or on your computer. Once completed, you can submit your NPP Player Filing Form by e-mailing the form to the confidential anti-doping e-mail below.

### ICC Anti-Doping Contacts

Mobile: +971 50 5545891  
E-mail: [anti-doping@icc-cricket.com](mailto:anti-doping@icc-cricket.com) (confidential)

*When contacting the ICC for assistance on anti-doping matters via phone, SMS, WhatsApp or e-mail, please include your:*

- full name;
- detailed phone number (country code and area code).
- country and city, you are currently in (to calculate the time difference and call you at a reasonable hour if required); and
- a short note summarising the purpose of your SMS, WhatsApp or e-mail.

**Please note that incomplete and/or illegible forms will not be accepted and will be returned for resubmission.**

### How to complete the NPP Whereabouts Filing Form

**Step-1** Start by completing section 1 of the form with the player's details.

**Step-2** If the form is being submitted and updated by an NCF or the player's authorised representative (having been authorised by the player through the completion of a NPP Authorised Delegate form on the ICC website), section 2 of the form should be completed with the details of the person submitting the form.

**Step-3** Section 3, 'Address Book' of the Submission form contains an address book where all relevant addresses for each day of the month can be entered just once. When filling in the addresses in the address book you are required to enter one address per box. You must provide full details of each address as shown in the following table.

Make note of the Address Labels (e.g. 1, 5, 7) against the relevant addresses, as these labels will be required when filling in your whereabouts calendar for the month. The address labels will avoid you having to write the address in full on each day that it relates to during the month.

### ADDRESS BOOK (EXAMPLE)

ADDRESS LABEL	ADDRESS
1	Le Meridien Beach Resort and Spa, Beach Road, Jumeirah 1, Dubai, United Arab Emirates.
2	House 28, Corner Ninth and Alice Streets, Jumeirah, Dubai 2196 United Arab Emirates
3	Fit Republik Fitness Centre The Academies, Dubai Sports City, Dubai, United Arab Emirates

**Step-4** After entering all of the addresses for the month into the address book, you should begin to input your daily 60-minute testing slot into the whereabouts calendar in section 4 of the form.

- To begin with select the relevant date, month and year for which whereabouts are being submitted in the 'Date' column.
- Thereafter, use the address labels (e.g. 1, 3, 6) in the address book in column 2 of the Whereabouts Calendar table.
- Finally, enter the start and end time of your 60-minute testing slot using the 24hour clock. The 60-minute slot should be between 0600 – 2300 (local time)

Below is an example of a few whereabouts calendar entries.

DATE	ADDRESS LABEL - (these labels relate to the address book example provided above)	TIME
01-12-20	2	0600 – 0700
02-12-20	3	1400 - 1500
03-12-20	3	1600 - 1700
04-12-20	1	0800 - 0900

**Step-5** After completing the whereabouts calendar entries for the whole month, ensuring one 60 minute slot is assigned to every day in the month, the player must ensure he is at the address specified and makes himself available for Testing (if required) at the nominated time each day.

**Remember, any failure to be available for Testing during the 60-Minute period could result in an NPP Missed Test which may lead to an anti-doping rule violation being declared against you and the imposition of applicable sanctions.**

**Further any failure to provide accurate and complete information on the NPP Whereabouts Filing Form could result in a NPP Filing Failure which may lead to an anti-doping rule violation being declared against you and the imposition of applicable sanctions.**

**Step-6** Finally, complete the NPP Whereabouts Filing Form by entering the name of the person submitting the form, dating the form and signing the form. Please ensure the player retains a copy of the submission form for future reference.

**Step-7** Once completed, the Form should be checked before it is e-mailed to the ICC on [anti-doping@icc-cricket.com](mailto:anti-doping@icc-cricket.com). Monthly submissions forms should be submitted on or before the last day of the previous month.

Do not hesitate to contact the ICC should you have any queries regarding the NPP Whereabouts Filing Form. The ICC's contact details are on page 1 of this document.

### How to update information submitted on the NPP Whereabouts Filing Form

In case of any changes after the NPP Filing Form has been submitted, the changes must be communicated to the ICC anti-doping department via e-mail, SMS or WhatsApp using the contacts set out in this document. Updates to whereabouts must be received by the ICC as soon as possible and, in any event, prior to the date and time of the whereabouts information that is being updated or changed.

Please ensure you receive an acknowledgement from the ICC of the changes having been submitted and keep a record of the acknowledgement on file.