

## 21 - Guidance on dealing with information and intelligence

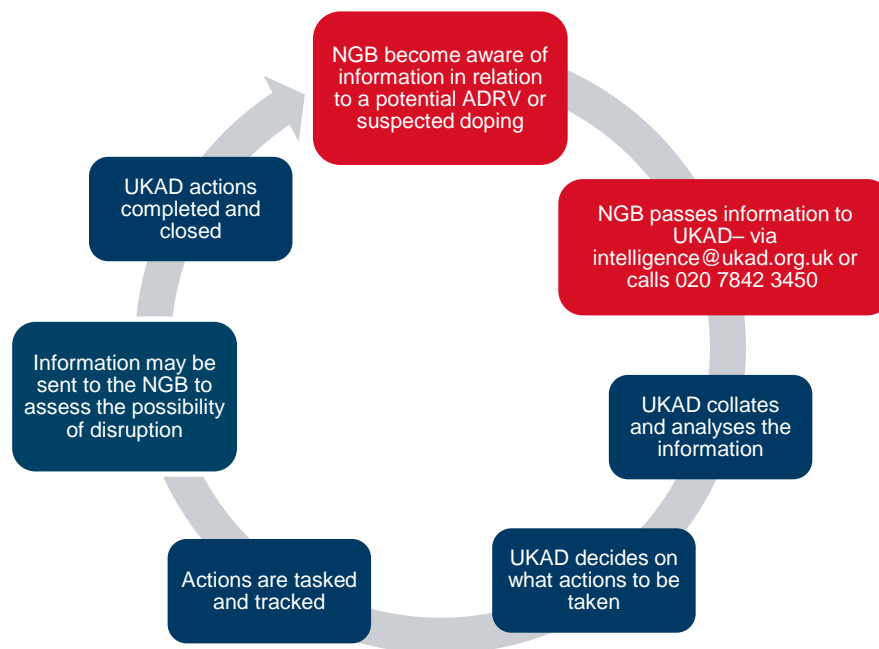
### Introduction

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This resource supports NGBs in meeting Assurance Framework requirement 21. The resource explains the process to share information with UKAD and also what to do when receiving information from UKAD. If applicable, the information sharing agreement between UKAD and the NGB should also be followed.

### Sharing information with UKAD

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### Prompts for submitting information

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Things to consider when sending information to UKAD:

- The name(s) and the location of the individual(s) involved, including any personal details, for example, age, home and training address(es).
- Whether the individual(s) is registered (either as an Athlete, Athlete Support Person or Other Person) and therefore bound by anti-doping rules.
- Any additional details that might support the assessment of the information and any subsequent investigation, for example, substance(s) involved, purchasing

details, how often it was used and/or purchased, any witnesses to the event and what status they hold i.e. ASP, Parents etc. (to include contact details).

- If the incident involves any physical and/or digital evidence, ensure that this evidence is preserved and stored securely.
- Any safeguarding issues identified
- Who, what, why, when, where and how.

If you are unsure, please contact [intelligence@ukad.org.uk](mailto:intelligence@ukad.org.uk) for advice before sharing information.

### **Receiving and acting upon information from UKAD**

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Depending on the outcome of UKAD's analysis of information, in certain instances, UKAD may share information with an NGB for the purposes of disrupting possible doping. This applies to information initially sent to UKAD by the NGB, or information received by UKAD from other sources.

Any information would be shared with the NGB in the form of an Intelligence Report. Important points to consider when receiving information from UKAD:

- Having an agreed point of contact at the NGB who will receive the information
- Ensuring there is a method of sending and receiving information securely (secure email/ShareFile)
- Adhering to the handling conditions as stated on the Intelligence Report
- Ensuring the report is saved in a secure place
- Notifying UKAD of any action taken as a result of receiving the Intelligence Report
- UKAD will support the NGB with possible disruption (resource allowing)

### **Signposts for NGB staff**

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UKAD recommends that all NGB staff and volunteers are made aware of the obligation for an NGB to report any intelligence to UKAD, and the benefits of doing so. To help facilitate this, UKAD recommends sharing the reporting mechanisms set out below with relevant individuals.

### **Protect Your Sport**

Protecting clean sport depends on everyone playing their part - athletes, coaches, or parents - whether on centre stage or behind the scenes. Speak out if you feel there's something wrong - no matter how small. UKAD guarantee that your identity will always be kept 100% confidential.

There are different ways to speak out:

- Email - When you feel something's wrong, send an email. UKAD guarantee that your name and email address will be kept confidential. Email at [protectyoursport@reportdoping.com](mailto:protectyoursport@reportdoping.com)
- Online Form - Tell us what you know via our online form on [protectyoursport.co.uk](https://protectyoursport.co.uk). You will remain anonymous as standard, but if you choose to share your details confidentially it could help us catch those in sport who seek to cheat
- 24/7 Hotline - Call on 08000 32 23 32. We are here to listen. If you prefer to remain 100% anonymous you can. Or if you share your details, they will be kept confidential, and may help keep sport clean

Find out the more about speaking out and Protect Your Sport [here](#).