



Guide to Therapeutic Use Exemption

It is the responsibility of athletes, coaches and member organisations to know if any medication or substance used by an athlete is on the [Prohibited List](#). Where a prescribed medication contains a substance that appears on the list, a Therapeutic Use Exception (TUE) is needed. Failure to apply for a TUE may result in an anti-doping violation.

The TUE process

1. Check the status of the substance or medication. This can be done by checking the Virtus website or by visiting directly the World Anti-Doping Code Prohibited List.

Is the substance on the Prohibited List?

If YES go to step 2
If NO, then TUE not required

2. If the substance is prohibited you will need to discuss with your doctor if there is a permitted alternative available.

Is a permitted alternative available?

If YES, then TUE not required
If NO, go to step 3

3. You should check if the medication or substance is prohibited both in and out of competition.

Is it prohibited only in competition?

If YES, go to step 4
If NO, talk to your Virtus Member Organisation

4. You must determine if the substance could still be in your system in competition.

Will it be in your system in competition?

If YES, go to step 5
If NO, then TUE not required

5. You must determine the level of competition.

Are you competing in an Virtus Regional or World Championship event?

If YES, got to step 6
If NO, INAS Member Organisation

6. Download a TUE application form from the Virtus website. You must complete the TUE application form together with your doctor and submit it to the Virtus office.



Virtus Process

1. Complete the application, signed by the physician and submit application and supporting documentation to your Virtus Member Organisation (**ATHLETES WITHOUT LIMITS IN THE US**)
2. If more information is needed, Virtus will contact the member organization as soon as possible.
3. Within 30 days, Virtus will make a decision on the TUE request and will email the Virtus Member a certificate for the athlete.
4. Virtus will share this information on ADAMS – the online doping management site.

Frequent Questions

When does a TUE expire?

The TUE certificate will state the date that exemption expires as this can vary from case to case according to the specific substance.

I have had a TUE previously – do I need to re-apply?

You must re-apply if the expiry date on the TUE is sooner than the end of competition. New applications must contain all supporting information.

I already hold a TUE with a different organisation?

Where possible, Virtus will recognise a TUE given by another organisation. However this is determined on a case by case basis. Please contact your Virtus Member Organization for advice.

Where can I get help?

Please first contact your Virtus Member Organization for assistance or if you have any questions.

Therapeutic Use Exemptions (TUE) APPLICATION FORM



Please complete all sections in capital letters or typing.

- The athlete should complete sections 1, 2, 3 and 7
- The physician should complete sections 4, 5 and 6.

Illegible or incomplete applications will be returned and will need to be re-submitted.

US ATHLETES PLEASE SUBMIT THIS FORM TO ATHLETES WITHOUT LIMITS, USA VIRTUS MEMBER USING THE SECURE DROPBOX LINK EMAILED TO YOU WITH THIS FORM.

We will upload to Virtus on your behalf so we can track progress of your TUE.

(Virtus recommends TUEs are submit/ed no less than 30 days before competition.)

1. Athlete Information

Last Name/Family Names:

Given Names:

Female Male Date of Birth (dd/mm/yyyy):

Address:

City: Country: Postcode:

Tel.: E-mail:
(with International code)

Sport: Discipline/Position:

Virtus Member Organization Name:

Athlete Virtus Eligibility Number:

2. Previous applications

Have you submitted any previous TUE application(s)? to any anti-doping organisations for the same condition? Yes No

For which substance or method?

To whom?

When?

Decision: Approved

Not approved

3. Retroactive applications

Is this a retroactive application?

Yes: **No:**

If yes, on what date was treatment started?

Do any of the following exceptions apply? (Article 4.1 of the ISTUE):

4.1a You required emergency treatment or treatment of an acute medical condition was necessary

4.1b There was insufficient time, opportunity or other exceptional circumstances that prevented you from submitting the TUE application, or having it evaluated, before getting tested.

4.1c You were not permitted or required to apply in advance for a TUE as per anti-doping rules.

4.1d You are a lower-level athlete who is not under the jurisdiction of an International Federation or National Anti-Doping Organization and were tested.

4.1e You tested positive after using a substance Out-of-Competition that was only prohibited In-Competition, e.g., S9 glucocorticoids (See [Prohibited List](#))

Please explain (if necessary attach further documents):

Other Retroactive Applications (ISTUE Article 4.3)

In rare and exceptional circumstances notwithstanding any other provision in the ISTUE, an Athlete may apply for and be granted retroactive approval for their TUE if, considering the purpose of the Code, it would be manifestly unfair not to grant a retroactive TUE.

In order to apply under Article 4.3, please include a full reasoning and attach all necessary supporting documentation.

Physician to complete sections 4, 5 and 6.

4. Medical information (please attach relevant medical documentation)

Diagnosis: (Please use the WHO ICD 11 classification if possible):

5. Medication details

Prohibited Substance(s): <u>Generic name</u>	Dose	Route of Administration	Frequency	Duration of Treatment
1.				
2.				
3.				
4.				
5.				

Evidence confirming the diagnosis must be attached and forwarded with this application. The medical information must include a comprehensive medical history and the results of all relevant examinations, laboratory investigations and imaging studies. Copies of the original reports or letters should be included when possible. In addition, a short summary that includes the diagnosis, key elements of the clinical exams, medical tests and the treatment plan would be helpful.

If a permitted medication can be used to treat the medical condition, please provide justification for the therapeutic use exemption for the prohibited medication.

WADA maintains a series of TUE Checklists to assist athletes and physicians in the preparation of complete and thorough TUE applications. These can be accessed by entering the search term "Checklist" on the WADA website: <https://www.wada-ama.org>.

6. Medical practitioner's declaration

I certify that the information in sections 4 and 5 above is accurate. I acknowledge and agree that my personal information may be used by Anti-Doping Organization(s) (ADO) to contact me regarding this TUE application, to verify the professional assessment in connection with the TUE process, or in connection with Anti-Doping Rule Violation investigations or proceedings. I further acknowledge and agree that my personal information will be uploaded to the Anti-Doping Administration and Management System (ADAMS) for these purposes the [ADAMS Privacy Policy](#) for more details).

Name:

Medical specialty:

License number:

License Body:

Address:

City:

Country:

Tel.:

Fax:

E-mail:

Signature of Medical Practitioner:

Date:

7. Athlete's declaration

I, _____, certify that the information set out at sections 1, 2, 3 and 7 is accurate and complete.

I authorize my physician(s) to release the medical information and records that they deem necessary to evaluate the merits of my TUE application to the following recipients: the Anti-Doping Organization(s) (ADO) responsible for making a decision to grant, reject, or recognize my TUE; the World Anti-Doping Agency (WADA), who is responsible for ensuring determinations made by ADOs respect the ISTUE; the physicians who are members of relevant ADO(s) and WADA TUE Committees (TUECs) who may need to review my application in accordance with the World Anti-Doping Code and International Standards; and, if needed to assess my application, other independent medical, scientific or legal experts.

I further authorize Virtus to release my complete TUE application, including supporting medical information and records, to other ADO(s) and WADA for the reasons described above, and I understand that these recipients may also need to provide my complete application to their TUEC members and relevant experts to assess my application.

I have read and understood the TUE Privacy Notice (below) explaining how my personal information will be processed in connection with my TUE application, and I accept its terms.

Athlete's signature:

Date:

Parent's/Guardian's signature:

Date:

(If the Athlete is a Minor or has an impairment preventing him/her signing this form, a parent or guardian shall sign on behalf of the Athlete)

**Please submit the completed for at least 21 days before competition (keeping a copy for your records).
Please do not send applications by email as this is not secure.**

**US ATHLETES PLEASE SUBMIT THIS FORM TO ATHLETES WITHOUT LIMITS, USA VIRTUS MEMBER USING
THE SECURE DROPBOX LINK EMAILED TO YOU WITH THIS FORM.**

We will upload to Virtus on your behalf so we can track progress of your TUE.

TUE Privacy Notice

This Notice describes the personal information processing that will occur in connection with your submission of a TUE Application.

TYPES OF PERSONAL INFORMATION (PI)

- The information provided by you or your physician(s) on the TUE Application Form (including your name, date of birth, contact details, sport and discipline, the diagnosis, medication, and treatment relevant to your application);
- Supporting medical information and records provided by you or your physician(s); and
- Assessments and decisions on your TUE application by ADOs (including WADA) and their TUE Committees and other TUE experts, including communications with you and your physician(s), relevant ADOs or support personnel regarding your application.

PURPOSES & USE

Your PI will be used in order to process and evaluate the merits of your TUE application in accordance with the International Standard for Therapeutic Use Exemptions. In some instances, it could be used for other purposes in accordance with the World Anti-Doping Code (Code), the International Standards, and the anti-doping rules of ADOs with authority to test you. This includes:

- Results management, in the event of an adverse or atypical finding based on your sample(s) or the Athlete Biological Passport; and
- In rare cases, investigations, or related procedures in the context of a suspected Anti-Doping Rule Violation (ADRV).

TYPES OF RECIPIENTS

Your PI, including your medical or health information and records, may be shared with the following:

- ADO(s) responsible for making a decision to grant, reject, or recognize your TUE, as well as their delegated third parties (if any). The decision to grant or deny your TUE application will also be made available to ADOs with testing authority and/or results management authority over you;
- WADA authorized staff;
- Members of the TUE Committees (TUECs) of each relevant ADO and WADA; and
- Other independent medical, scientific or legal experts, if needed.

Note that due to the sensitivity of TUE information, only a limited number of ADO and WADA staff will receive access to your application. ADOs (including WADA) must handle your PI in accordance with the International Standard for the Protection of Privacy and Personal Information (ISPPPI). You may also consult Virtus to obtain more details about the processing of your PI.

Your PI will also be uploaded to ADAMS by the ADO who receives your application so that it may be accessed by other ADOs and WADA as necessary for the purposes described above. ADAMS is hosted in Canada and is operated and managed by WADA. For details about ADAMS, and how WADA will process your PI, consult the ADAMS Privacy Policy ([ADAMS Privacy Policy](#)).

FAIR & LAWFUL PROCESSING

When you sign the Athlete Declaration, you are confirming that you have read and understood this TUE Privacy Notice. Where appropriate and permitted by applicable law, ADOs and other parties mentioned above may also consider that this signature confirms your express consent to the PI processing described in this Notice. Alternatively, ADOs and these other parties may rely upon other grounds recognized in law to process your PI for the purposes described in this Notice, such as the important public interests served by anti-doping, the need to fulfill contractual obligations owed to you, the need to ensure compliance with a legal obligation or a compulsory legal process, or the need to fulfill legitimate interests associated with their activities.

RIGHTS

You have rights with respect to your PI under the ISPPPI, including the right to a copy of your PI and to have your PI corrected, blocked or deleted in certain circumstances. You may have additional rights under applicable laws, such as the right to lodge a complaint with a data privacy regulator in your country.

Where the processing of your PI is based on your consent, you can revoke your consent at any time, including the authorization to your physician to release medical information as described in the Athlete Declaration. To do so, you must notify your ADO and your

physician(s) of your decision. If you withdraw your consent or object to the PI processing described in this Notice, your TUE will likely be rejected as ADOs will be unable to properly assess it in accordance with the Code and International Standards.

In rare cases, it may also be necessary for ADOs to continue to process your PI to fulfill obligations under the Code and the International Standards, despite your objection to such processing or withdrawal of consent (where applicable). This includes processing for investigations or proceedings related to ADRV, as well as processing to establish, exercise or defend against legal claims involving you, WADA and/or an ADO.

SAFEGUARDS

All the information contained in a TUE application, including the supporting medical information and records, and any other information related to the evaluation of a TUE request must be handled in accordance with the principles of strict medical confidentiality. Physicians who are members of a TUE Committee and any other experts consulted must be subject to confidentiality agreements.

Under the ISPPPI, ADO staff must also sign confidentiality agreements, and ADOs must implement strong privacy and security measures to protect your PI. The ISPPPI requires ADOs to apply higher levels of security to TUE information, because of the sensitivity of this information. You can find information about security in ADAMS by consulting the response to [How is your information protected in ADAMS?](#) in our [ADAMS Privacy and Security FAQs](#).

RETENTION

Your PI will be retained by ADOs (including WADA) for the retention periods described in Annex A of the ISPPPI. TUE certificates or rejection decisions will be retained for 10 years. TUE application forms and supplementary medical information will be retained for 12 months from the expiry of the TUE. Incomplete TUE applications will be retained for 12 months.

CONTACT

Consult tue@virtus.sport at Virtus for questions or concerns about the processing of your PI. To contact WADA, use privacy@wada-ama.org.