

## GUIDE TO THERAPEUTIC USE EXEMPTIONS (TUEs)

### What is a Therapeutic Use Exemption?

Therapeutic Use Exemptions (TUEs) are there for the benefit of clean athletes. Athletes may have illnesses or conditions that require them to take medications or undergo procedures. If the medication or method an athlete is required to use to treat an illness or condition is prohibited as per the World Anti-Doping Agency's (WADA) [Prohibited List](#), a TUE may give that athlete the authorization to use that substance or method while competing without invoking an anti-doping rule violation (ADRV) and applicable sanction.

A panel of physicians called the TUE Committee (TUEC) evaluates TUE applications.

### What are the criteria for granting a TUE?

TUEs must meet all of the following four criteria to be granted (for more details please refer to the [WADA International standard for Therapeutic Use Exemptions](#) (ISTUE) Article 4.2):

- The athlete has a clear diagnosed medical condition which requires treatment using a prohibited substance or method; and
- The therapeutic use of the substance will not produce significant enhancement of performance beyond the athlete's normal state of health; and
- The prohibited substance or method is an indicated treatment for the medical condition, and there is no reasonable permitted therapeutic alternative; and
- The necessity to use the prohibited substance or method is not a consequence of prior use (without a TUE) of a prohibited substance or method that was prohibited at the time of use.

### Who should apply for a TUE? Where and When to Apply?

Athletes who are subject to anti-doping rules would need a TUE to take a prohibited substance or use a prohibited method. You should verify with World ParaVolley (WPV) to know to whom you need to apply and if you can apply retroactively.

First, check if the required medication or method you intend to take, or use is prohibited as per the WADA Prohibited List.

[[WADA Prohibited List](#)]. You may also use a 'check your medication' online tool or ask your NADO if it has one (an example of one tool is Global DRO).

### **You have the ultimate responsibility to inform your physician(s) that you are an Athlete bound to anti-doping rules.**

You and your physician(s) should check the [Prohibited List](#) for the substance/method you are prescribed. If the substance/method is prohibited, discuss non-prohibited alternatives. If there are none, you must apply for a TUE. Remember Athletes have the ultimate responsibility. Contact your NADO or World ParaVolley if you are having difficulties.

Athletes who do not compete internationally should apply for and obtain TUEs in accordance with the procedures of their National WPV member organization or National Anti-Doping Organization (NADO).

**If you are an International-Level Athlete**, you must apply to World ParaVolley in advance, as soon as the need arises, unless there are emergency or exceptional circumstances.

For the purposes of the WPV Anti-Doping Rules, an international-level athlete is defined as:

- An athlete who is on the World ParaVolley Master list of Internationally Classified athletes; or
- An athlete entered by a National Federation to participate in a World ParaVolley sanctioned international event; or
- An athlete who is in the World ParaVolley Registered Testing Pool or Testing Pool of athletes subject to Out-of-Competition testing at the time of the application

Athletes may only apply to one ADO at a time for a TUE for the same medical condition. Furthermore, athletes may not have more than one TUE for the same medical condition at the same time.

Please refer to the section “How to apply to World ParaVolley for a TUE” below.

If you already have a TUE granted by your National Anti-Doping Organization (NADO) for the substance in question, your NADO’s TUE is only valid at the national level. You must **submit a request** to World ParaVolley for **recognition of the TUE** for international competition (as per Article 4.4.3 and 4.4.4 of World ParaVolley Anti-Doping Rules). Please refer to the section “How to submit a request for recognition of your NADO’s TUE to World ParaVolley” below.

### **Can I get a retroactive TUE?**

You may only apply retroactively for a TUE to World ParaVolley if:

- You required emergency or urgent treatment of a medical condition.
- There was insufficient time, opportunity or other exceptional circumstances that prevented you from submitting the TUE application, or having it evaluated, before getting tested.
- You are a lower level athlete who is not under the jurisdiction of World ParaVolley or NADO and were tested.
- You tested positive after using a substance Out-of-Competition that is only prohibited In-Competition (for example glucocorticoids).

**In rare and exceptional circumstances and notwithstanding any other provision in the ISTUE**, you may apply for and be granted retroactive approval for a therapeutic use of a prohibited substance or method, if considering the purpose of the Code, it would be manifestly unfair not to grant a retroactive TUE.

This unique retroactive TUE will only be approved conditionally as it requires final approval from WADA before being granted (and WADA may in its absolute discretion agree with or reject the World ParaVolley’s decision).

### **Important note:**

Using a prohibited substance or method without a TUE could result in an Anti-Doping Rule Violation (ADRV).

In case an application for a retroactive TUE is necessary following sample collection, you are strongly advised to have a medical file prepared and ready to submit for evaluation.

## How does an Athlete apply for a TUE?

World ParaVolley encourages TUE Applications to be submitted via ADAMS, together with the required medical information. If you do not have an ADAMS account yet, please contact your NADO for assistance. Otherwise, please download the [World ParaVolley TUE Application Form](#), and once duly completed and signed, send it together with the required medical file to:

Subject: CONFIDENTIAL\_World ParaVolley TUE Application  
Attn: Dr. Jun Ming Zhang, Chair of Anti-Doping  
at [generalmanager@worldparavolley.org](mailto:generalmanager@worldparavolley.org).

World ParaVolley recommends the use of a secure file sharing system to safely share the application and supporting medical documents, rather than attaching them directly to the email. If a system is not available, athletes should, at a minimum, protect their documents with a password that can be shared separately with World ParaVolley.

The TUE application will be only considered complete if it enables the TUEC to determine if the criteria set forth in the ISTUE (Article 4.2) are satisfied or not. The following information must be submitted with the TUE application form:

- The relevant diagnosis and medication details (prohibited substance/method name, dosage, route and frequency of administration, expiry date/duration of treatment);
- A signed declaration from the physician (including name, contact information and specialty); and
- Supporting medical file information (including comprehensive medical history, documentation from the original diagnosing physician(s) (where possible), results of relevant examinations, laboratory investigations and imaging studies, as applicable, as well as original medical reports or letters).

Any TUE application that is not complete or not legible will not be dealt with and will be returned for completion and re-submission.

To assist you and your doctor in providing the correct medical documentation, we suggest consulting the [WADA's Checklists for TUE applications](#) for guidance and support, and [Medical Information to Support the Decisions of TUECs](#) for guidance on specific common medical conditions, treatments, substances, etc. See Appendix 1 of this Guide for a checklist example from WADA's website.

Athletes should keep a complete copy of the TUE application form, and of all materials and information submitted in support of that application, and proof that it has been sent.

If you do not receive notification that your TUE application has been received within 72 hours, please contact World ParaVolley again. Your contact information may be incomplete, incorrect or unreadable and World ParaVolley may have been unable to contact you.

## How to Submit a Request to World ParaVolley for Recognition of my NADO-granted TUE?

Your request should be submitted to World ParaVolley (preferably) via ADAMS or in writing quoting your ADAMS TUE reference number.

Keep a complete copy of the proof that your request for recognition has been sent to World ParaVolley.

### **How long will it take to receive a decision about my TUE?**

In normal circumstances, a decision from the World ParaVolley TUE Committee should be completed within 21 days of receipt of a complete application (or request for recognition). To ensure there is sufficient time for the process, athletes who require a TUE should submit a complete application at least 30 days prior to the start of a WPV-sanctioned competition where they will be participating.

Please note that failure to provide the required information or illegible applications may result in the application being denied and/or returned. If the information provided is inconclusive, you may be requested to supply additional information, which will delay the processing of an application.

If the athlete has an acute medical condition arising within the 30-day period prior to a competition, the application should still be submitted.

### **How will I know if my TUE application has been granted?**

The athlete will be notified regarding the decision of the TUE Committee in writing. The TUEC Committee will issue a certificate on ADAMS. It will specify the Prohibited Substance or Method, the route of administration, the dose, and the expiry date. Athletes must comply with all the treatment conditions in their granted TUE Certificate.

Where a NADO has requested a TUE to be recognized, the NADO will be notified of the decision via ADAMS and email.

### **What if I need to Renew my TUE?**

Each TUE has a specific duration, at the end of which it expires automatically. Should you need to continue to use the prohibited substance or method, it is your responsibility to submit a new application for a TUE with updated medical information ahead of the expiry date, so that there is sufficient time for a decision to be made prior to the expiry of the current TUE.

### **Important note:**

The presence (following sample collection), use, possession or administration of the prohibited substance or method must be consistent with the terms of your TUE. Therefore, if you require a materially different dosage, frequency, route or duration of administration, you should contact World ParaVolley as you may be required to apply for a new TUE. Some substances and dosages, e.g. insulin, are often modified during treatment and these possible fluctuations should be mentioned by the treating physician in the TUE application and would usually be accepted by the ADO TUEC.

### **What happens if the TUE application is denied or my NADO-granted TUE is not recognized by World ParaVolley?**

Athletes will be informed about the TUE decision, which will include an explanation for denial of the application. If it is not clear to you, please contact World ParaVolley to understand exactly why the TUE was denied. The application may simply not be legible, or incomplete. In such cases, athletes should re-submit their application with the required information completed.

If the application was denied because the Committee considered that the athlete did not fulfil all criteria for granting a TUE, the athlete can submit a request to WADA to review the decision no later than 21 days after notification of the World ParaVolley TUEC decision.

You should send the same information that you submitted to us, and on which the decision to deny the TUE was based on to WADA via registered mail or a secure on-line method. The email address to enquire and/or send the request for review is [medical@wada-ama.org](mailto:medical@wada-ama.org).

WADA is not obliged to proceed with a request for a review. In that case, you and your NADO may appeal to the Court of Arbitration for Sport (CAS).

If your NADO's TUE is not recognized by World ParaVolley, you and/or your NADO have 21 days from the date of the decision to refer the matter to WADA for review. Please contact [medical@wada-ama.org](mailto:medical@wada-ama.org) for more information. Pending WADA's decision, your NADO TUE remains valid for national-level competition and out-of-competition testing only.

Please see Appendix 2 for a flow chart describing the TUE process for International athletes.

### **How will my Medical information be treated in a Confidential Manner?**

All the information contained in a TUE application, including the supporting medical information and any other information related to the evaluation of your TUE request is kept strictly confidential and treated in accordance with the Athlete's Declaration contained in the AD MS TUE process and in the [World ParaVolley TUE Application Form](#). All members of the TUEC and any other authorized recipients of your TUE request and related information (as described in the Athlete's Declaration) are subject to a professional or contractual confidentiality obligation.

Please review the terms of the Athlete's Declaration carefully. In particular, note that should you wish to revoke the right of the World ParaVolley TUEC to obtain the information related to your TUE in accordance with the Athlete's Declaration, your TUE application will be deemed withdrawn without approval [or recognition] being granted.

Your TUE request-related information will be retained by World ParaVolley and any other authorized recipients for no longer than necessary for the purposes stated in the Athlete's Declaration, in accordance with the International Standard for the Protection of Privacy and Personal Information.

**Athletes are strongly advised not to use any prohibited substance without a valid TUE. Athletes who possess or use the prohibited substance or method prior to receiving notification that their TUE has been granted do so at their own risk.**

**Athletes should also verify if the substance or method they are using is legal in the specific country or state where they compete or plan to compete. For example, cannabis or opioids are illegal in various states and countries and there may be serious legal consequences for transgressing those rules regardless of whether one was granted a TUE.**

## Contact Information

For any further information and questions in relation to World ParaVolley personal information practices, please contact the World ParaVolley Privacy officer at [generalmanager@worldparavolley.org](mailto:generalmanager@worldparavolley.org)

If you have a doubt as regards to which organization you should apply for a TUE, or as to the recognition process, or any other question about TUEs, please contact: World ParaVolley Anti-Doping Chair, Dr. Jun Ming Zhang, through the [generalmanager@worldparavolley.org](mailto:generalmanager@worldparavolley.org).

Other Useful Links:

[WADA International Standard for Therapeutic Use Exemptions \(ISTUE\)](#)

[WADA Q&A on Therapeutic Use Exemptions](#)

[WADA Checklists for TUE Applications](#)

[WADA Guidelines for the 2021 International Standard for Therapeutic Use Exemptions \(ISTUE\)](#)

[WADA Anti-Doping Education and Learning \(ADEL\)](#)

## Appendix 1: Example of (Physician) Checklist from WADA website Below:



Checklist for Therapeutic Use Exemption (TUE) Application:

### Cardiovascular Conditions

Prohibited Substances: Beta-blockers

ADO  
logo

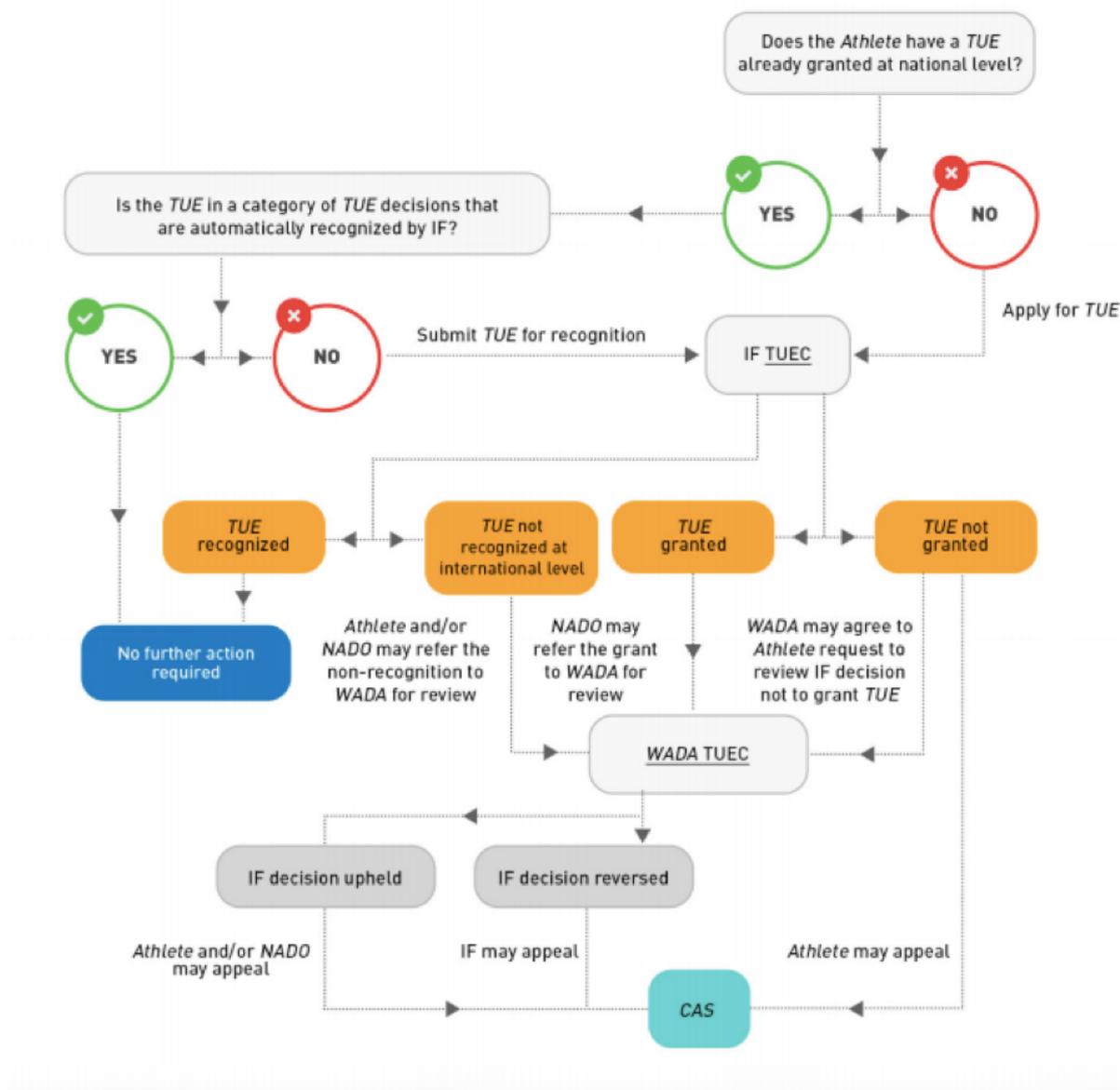
This Checklist is to guide the athlete and their physician on the requirements for a TUE application that will allow the TUE Committee to assess whether the relevant ISTUE Criteria are met.

Please note that the completed TUE application form alone is not sufficient; supporting documents **MUST** be provided. A completed application and checklist **DO NOT** guarantee the granting of a TUE. Conversely, in some situations a legitimate application may not include every element on the checklist.



<input type="checkbox"/>	<b>TUE Application form must include:</b>
<input type="checkbox"/>	All sections completed in legible handwriting
<input type="checkbox"/>	All information submitted in [language]
<input type="checkbox"/>	A signature from the applying physician
<input type="checkbox"/>	The Athlete's signature
<input type="checkbox"/>	<b>Medical report should include details of:</b>
<input type="checkbox"/>	Medical history: family history of the disease, symptoms, presentation at first manifestation, course of disease, start of treatment
<input type="checkbox"/>	Findings on examination: pulse quality, auscultation, any signs of heart failure
<input type="checkbox"/>	Interpretation of symptoms, signs and test results by a specialist physician; i.e. cardiologist
<input type="checkbox"/>	Diagnosis (stable angina pectoris; secondary prevention after myocardial infarction; symptomatic heart failure II-IV); supraventricular and ventricular arrhythmias; Long QT syndrome; acute coronary syndrome; hypertension without other risk factors)
<input type="checkbox"/>	Medication prescribed (beta-blockers are prohibited in specific sports only) including dosage, frequency, administration route
<input type="checkbox"/>	Trial of use of non-prohibited treatment and outcome: important to show that alternatives are either not effective or not available
<input type="checkbox"/>	Consequences to the athlete if beta-blocker treatment was withheld
<input type="checkbox"/>	<b>Diagnostic test results should include copies of:</b>
<input type="checkbox"/>	Laboratory tests: biomarkers as applicable (creatinine kinase, troponin I and T, myoglobin, BNP and NT-proBNP)
<input type="checkbox"/>	Resting ECG, stress ECG, Holter monitoring blood pressure readings as applicable
<input type="checkbox"/>	Imaging findings: chest radiograph, magnetic resonance imaging, repeated measures of ejection fraction and structural remodeling, radionuclide ventriculography and nuclear imaging (myocardial scintigraphy), coronary CT, echocardiography and coronary angiography as applicable
<input type="checkbox"/>	<b>Additional information included</b>
<input type="checkbox"/>	As per ADO specification (e.g., performance results before and under treatment)

## Appendix 2 – Flow Chart of a TUE for International Athlete



## Appendix 3 – ADAMS Anti-Doping Administration & Management System



ADAMS is used by WPV for online management of TUE requests and approvals as well as online notification of those involved in the process. ADAMS enables athletes to complete forms and submit TUE's online. Medical practitioners can enter the TUE request together with the athlete through the athlete account or can apply to WPV for a personal account to enter the information on behalf of the athlete. The system will then generate a TUE application form that has to be printed and signed by the athlete as well as the medical practitioner to send to WPV. Information must be entered into ADAMS in English. If documents are in another language, a translated summary in English would be acceptable. WPV may request further translations of the medical file, as necessary.