

IMMAF REGULATORY AFFAIRS COMMISSION

Terms of Reference

1. Status and Role

1.1 The IMMAF Regulatory Affairs Commission ("Regulatory Affairs Commission") is appointed by, and reports to the IMMAF Board of Directors ("Board of Directors") under Article 17 of the IMMAF Statutes.

1.2 The role of the Regulatory Affairs Commission is to develop universal protocols for safe Amateur MMA competition, developing and managing rules and regulations, and providing technical and safety guidelines for the sport.

The responsibilities of the Regulatory Affairs Commission are to:

- Develop progression pathways and education for officials;
- Give the IMMAF Board of Directors support and advice regarding Regulatory Affairs;
- Provide guidance for member federations involved in professional event sanctioning under the Unified Rules of Mixed Martial Arts. Developing programme content for Regulatory Affairs MMA conferences and courses;
- Draw up and implement Regulatory Affairs MMA development strategies and programmes;
- Support the development of Regulatory Affairs skills in management and leadership within the IMMAF Family, including through training, seminars, workshops and mentoring;
- Encourage and support national projects within the IMMAF Family to promote best practice in Regulatory Affairs;
- Make Regulatory Affairs central to work of other relevant IMMAF Commissions – (Coaching, Medical, Disciplinary, Ethics, Anti-doping, Women's, Championship Bids etc).

2. Commencement

2.1 These Terms of Reference are effective from 1 December 2019.

3. Composition

3.1 Size: The Regulatory Affairs Commission shall comprise up to 7 people, including a Chair and an IMMAF Staff Liaison.

3.2 Eligibility: To be eligible for nomination, and to remain as, a Regulatory Affairs Commission Member the person must:

- a. be nominated by an IMMAF Member Federation (or a body affiliated to the Member Federation) in good standing;

- b. be at least 18 years old;
- c. be able to speak and understand English reasonably well;
- d. not be under investigation, or convicted or otherwise sanctioned for:
 - i. any other offence or breach of any rules of IMMAF, an Area Association or a Member Federation; or
 - ii. an offence under any applicable laws punishable by a term of imprisonment of 2 years or more (unless the person has served the sanction imposed on them);

4. Term and Vacancies

4.1 Term: The term of office for members of the Regulatory Affairs Commission is two years:

4.2 Resignation and Removal

- a. A member of the Regulatory Affairs Commission may resign prior to the expiry of their term of office by giving not less than 1 months' notice in writing to the Regulatory Affairs Commission Chair and IMMAF President.
- b. A Regulatory Affairs Commission Member may be removed from the Commission prior to the expiry of their term of office, by decision of the Board of Directors on the recommendation of the Commission Chairman to IMMAF President, for:
 - i. breach of any duty under clause 8; or
 - ii. any other act or conduct that, in the opinion of Board of Directors, brings the Regulatory Affairs Commission or IMMAF into disrepute.
- c. In addition, a Regulatory Affairs Commission Member shall be deemed to have vacated his or her position if, during their term, he or she:
 - i. is absent from two consecutive meetings of the Commission.

4.3 Changes and Vacancies: If any position on the Regulatory Affairs Commission is vacant, whether by resignation, removal or otherwise at any time, the Board of Directors may (on the recommendation of the Commission Chair and IMMAF President) appoint a replacement member (who is eligible under clause 3.3) for the balance of the term of office of the vacated position.

5. Chair

5.1 Role and Responsibilities: The role of the Chair is to lead and be the spokesperson for the Regulatory Affairs Commission. The Chair has the following responsibilities:

- a. chair and prepare the agenda/papers for all meetings of the Commission;
- b. be the spokesperson for the Commission;
- c. liaise with the President and Chief Executive as required or requested;
- d. prepare and present reports to Board of Directors;
- e. attend meetings of the Board of Directors and any other Commissions or Working Groups as requested by the President or Board of Directors;
- f. be IMMAF Regulatory Affairs Commission representative at any forums, groups or presentations as requested by the President or the Chief Executive;
- g. regularly communicate with the members of the Regulatory Affairs Commission and other persons in order to identify issues to consider; and,
- h. any other specific responsible as required by the Chief Executive, President or Board of Directors that are within the scope of the role and responsibilities of the Regulatory Affairs Commission (set out in clauses 1.2 and 6).

5.3 Resignation or Removal: The Chair may be removed from their position, prior to the expiry of their term of office, by:

- a. resignation; or,
- b. decision of Board of Directors, in its absolute discretion; or
- c. resignation or removal from the Commission under clause 4.2.

6. Responsibilities

6.1 The Regulatory Affairs Commission will fulfil its role by undertaking the following responsibilities:

- a. Formulate IMMAF polices and produce recommendations in order to maintain efficient standards.
- b) remove obstacles to the successful delivery of relevant educational programmes.
- c. foster collaboration between national federations and identify best practices to be shared, and incorporated into relevant Education programmes.
- d) maintain the focus of the Commission on the agreed scope, outcomes and benefits of IMMAF Education programmes.
- e) monitor and manage factors outside the Commission's control that are critical to the success of relevant Education programmes.
- f) consider and provide its views to Board of Directors.

- g) consult and liaising with other persons and entities within Amateur Mixed Martial Arts and from other sports, including other Regulatory Affairs Commissions;
- h). act as a sounding board to, the President, Chief Executive Officer and IMMAF Directors on any relevant matters;

7. Authority

7.1 The Regulatory Affairs Commission is advisory to the Board of Directors and is not entitled to make decisions for or on behalf of IMMAF.

7.2 The Regulatory Affairs Commission, and its members, shall not represent IMMAF, nor engage any person on behalf of IMMAF, without prior approval of the President.

8. Duties of Regulatory Affairs Commission Members

8.1 Members shall wholeheartedly champion IMMAF values and always act in the interests of IMMAF and women involved in amateur MMA;

8.2 Share all communications and information amongst members;

8.3 Make timely decisions to not hold up ongoing projects;

8.4 Notify members of the IMMAF Regulatory Affairs Commission, as soon as practical, of any matter which may affect relevant activities;

9. Rights of Regulatory Affairs Commission Members

9.1 Members will be provided with complete, accurate and meaningful information in a timely manner by IMMAF Staff;

9.2 Members will be given reasonable time to formulate key recommendations;

9.3 Members will be alerted to potential risks and issues that could impact relevant projects, as they arise;

9.4 Members can expect open and honest discussions, with the avoidance of misleading assertions;

10 Participation:

10.1 Regulatory Affairs Commission Members shall attend each scheduled meeting of the Commission (in person or using technology) unless excused by the Chair.

10.2 Each Commission member shall participate in an active and energetic way in Commission meetings and in matters undertaken by the Commission between meetings.

10.3 Each Regulatory Affairs Commission Member must be adequately prepared for each Commission meeting in order to participate effectively and constructively.

11. Ethics Code:

11.1 Commission Members are IMMAF Officials and as such are bound by the IMMAF Ethics Code and other IMMAF Policy documents. This includes principles of conduct related to integrity, equality, dignity, good faith, conflicts of interest, improper benefits, improper association and neutrality.

11.2 IMMAF Rules: Regulatory Affairs Commission Members are bound by all the rules and regulations of IMMAF together with any directions and decisions of the Board of Directors.

12. Reporting

12.1 Reports to Board of Directors: The Commission shall submit a report to the IMMAF CEO in writing within 1 month of each meeting of the Commission. This report shall be prepared by the Chair of the Regulatory Affairs Commission in collaboration with the IMMAF Staff Liaison. All Regulatory Affairs Commission Members shall receive a copy of this report.

12.2 Annual Summary Report: By a date specified by the Chief Executive, the Chair shall, in consultation with the Regulatory Affairs Commission members, prepare an annual report with a summary of the Commission's work for inclusion in Board of Directors' annual report to the Member Federations. This report will also be published on the IMMAF website.

13. Regulatory Affairs Commission Meetings and Procedure

13.1 Work: The Regulatory Affairs Commission shall undertake its work at meetings of the Commission and in between meetings by telephone, email and other means of communication as is necessary to fulfil its responsibilities.

13.2 Meetings: The Regulatory Affairs Commission shall meet in person once each year. The dates and venue are to be agreed by the Chair and the Chief Executive Officer. As much notice as possible, usually at least two months' notice, will be given to all Commission Members of the date, time and venue for any meeting.

13.3 Agenda: The Chair shall prepare an agenda for each meeting in consultation with the Staff Liaison. Commission Members may submit items for the agenda through the Chair. The agenda, together with relevant papers, will be distributed to all Commission Members by IMMAF Staff Liaison prior to each Commission meeting (usually 2 weeks prior).

13.4 Chair: The Chair will chair all meetings, unless he or she is unavailable in which case the Chief Executive Officer will designate a replacement.

13.5 Attendees: In addition to Commission Members:

- a. The President and the Chief Executive Officer will be invited to attend every meeting of the Commission.
- c. Other persons and experts may be invited by the Chair to attend meetings to provide information or advice on a specific item of business at a meeting, with the prior approval of the Chief Executive Officer;

13.6 Meetings using Technology: Regulatory Affairs Commission meetings may be held by telephone, through video or internet conference facilities or in combination with a meeting held in person provided that prior notice of the meeting is given to all Commission Members and all persons participating in the meeting are able to hear each other effectively and simultaneously. Participation by any Commission Member in this manner at a meeting shall constitute the presence of that member at that meeting.

13.7 Remote Decisions: In addition to discussions and decisions made in meetings of the Commission, discussions may be held between members via email and other social media and messaging platforms, provided that any resolutions or decisions of the Commission which follows such discussion, shall only be valid if decided by email in the manner prescribed by the Chair and Chief Executive Officer.

13.8 Quorum: The quorum for all meetings of the Regulatory Affairs Commission shall be a majority (half + 1) of the total number of members of the Commission. This quorum also applies to remote decisions.

13.9 Voting: Decisions of the Regulatory Affairs Commissions shall generally be made by consensus. If a consensus cannot be reached and a vote is required, each Regulatory Affairs Commission Member shall have one (1) vote. Voting by proxy is not permitted. Where members are attending a meeting using technology (in accordance with clause 10.6), they may vote by email in accordance with the procedures prescribed by IMMAF). Except to the extent specified in these Terms of Reference, a majority in favour of an action by those Regulatory Affairs Commission Members present at a meeting, is required for it to be passed.

A member who attends a meeting via telephone or video or other conference facility shall be regarded as being present. In the event of an equality of votes, the Chair may cast a casting vote.

13.11 Minutes: Minutes of each meeting of the Regulatory Affairs Commission shall be taken. IMMAF Staff Liaison or other person designated by the Chief Executive Officer will be responsible for taking the minutes during the meeting. The minutes will be finalised in consultation with the Chair and sent to the Regulatory Affairs Commission members within a maximum of one (1) month of the meeting. Any amendments to the Minutes will be agreed at the next meeting of the Regulatory Affairs Commission and noted accordingly.

13.12 Confidentiality: All meetings and the work of the Regulatory Affairs Commission are confidential. No documents, information, discussion,

recommendations or decisions made at a Regulatory Affairs Commission meeting or otherwise exchanged or agreed in connection with the Commission's work, shall be disclosed to any other person (other than the President, Board of Directors Members, Chief Executive Office and IMMAF Staff Liaison for the Commission) unless:

- a. the President, Chief Executive Officer or Regulatory Affairs Commission Chair authorises such disclosure;
- b. the Regulatory Affairs Commission agrees that such disclosure is necessary or desirable to advance its work;
- c. the matter is in the public domain; or
- d. such disclosure is required by law or any applicable authority, including the IMMAF Ethics Commission, IMMAF Arbitration Panel or another Disciplinary Tribunal.

14. Administration

14.1 Expenses: Regulatory Affairs Commission Members act as such in a voluntary capacity and will not be compensated for their work as a Commission Member. IMMAF will reimburse expenses and pay a per diem for each Regulatory Affairs Commission Member in accordance with IMMAF policy.

14.2 Administration: IMMAF will arrange travel, accommodation and insurance for Regulatory Affairs Commission meetings in accordance with IMMAF policy.

14.3 Documents: IMMAF will provide the Regulatory Affairs Commission with all documents held by IMMAF relevant to the Commission's work. All records, minutes and notes will be stored in the IMMAF Head Office.