

# IMMAF YOUTH DEVELOPMENT COMMISSION

## Terms of Reference

### 1. Status and Role

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

#### Role

The IMMAF Youth Development Commission will oversee programmes to guide young athletes on appropriate pathways for lifelong participation, competition preparation and personal development in the sport of Mixed Martial Arts.

The Commission will ensure that training pathways are created for all officials that adhere to the accepted concept of **Long Term Athlete Development (LTAD)**.

As young Athlete development frameworks need to be holistic and embrace the complex nature of athlete development, this Commission will cover topics related to Coaching, Disciplinary, Regulatory affairs, Medical, Anti-doping and Ethics.

### 2. Commencement

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

### 3. Composition of Youth Development Commission

**3.1 Size:** The Youth Development Commission shall comprise up to 7 experts including a chairperson, and an IMMAF staff liaison.

**3.2 Eligibility:** To be eligible for nomination, and to remain as a Youth Development Commission Member the person must have experience in matters related to youth development (sport and/or education);

- 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 Youth Development Commission is two years:

##### 4.2 Resignation and Removal

- a. A member of the Youth Development Commission may resign prior to the expiry of their term of office by giving not less than 1 months' notice in writing to the Youth Development Commission Chair and the IMMAF President.
- b. A Youth Development 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 Youth Development Commission or IMMAF into disrepute.
- c. In addition, a Youth Development 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 Youth Development Commission.

**4.3 Changes and Vacancies:** If any position on the Youth Development 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 3.2) 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 Youth Development 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 IMMAF CEO as required or requested.
- d. prepare and present reports to the IMMAF 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 representative at any forums, groups or presentations related to Youth Development as requested by the President or the Chief Executive.
- g. regularly communicate with the members of the Youth Development Commission and other persons to identify issues for the Commission 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 Youth Development 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 Youth Development Commission will fulfil its role by undertaking the following responsibilities:

### **Responsibilities**

- Oversee the creation of IMMAF Youth Athlete Development and other Programmes to take account of the individually unique and constantly changing base of normal physical growth, biological maturation, and behavioural development.
- Ensure that youth development in amateur MMA takes account of the concept of **Long Term Athlete Development (LTAD)**. This focuses the attention of P.E /sport educators on individual rate of children' maturation and physical development (early developers / late developers), gender-related rates of maturation and physical development (boys/girls) and recognising so -called "windows of opportunities" for development of various motor abilities of a child during specific "sensitive periods" of their growth.
- Support and encourage the development of Youth Athlete Development Programmes amongst IMMAF Member Federations.
- To ensure that IMMAF fosters a wider definition of sport success, as indicated by healthy, meaningful and varied life-forming experiences, which is centred on the *whole* athlete and development of the *person*.
- To adopt viable, evidence-informed and inclusive frameworks for athlete development that are flexible and appropriately respond to young athletes' perspectives and needs.

- Commit to the psychological development of *resilient* and *adaptable* athletes characterised by mental capability and robustness, high self-regulation and enduring qualities of personal excellence. Learning to lose as much as learning how to win.
- Promote safety, health and respect for the rules, other athletes and the competition, while adopting specific policies and procedures to avert harassment and abuse.
- Develop programmes that help young athletes effectively managing sport-life balance to be better prepared for life after sport.
- Represent IMMAF in external associations, forums and conventions that are concerned with Youth Development.

## **7. Referral of matters**

The IMMAF CEO may refer matters to this Commission as appropriate.

In exercising its responsibilities, this Commission may refer any item to the IMMAF Administration for discussion, consideration and/or action. This Commission may recommend relevant matters for action or noting, to other IMMAF Commissions as appropriate.

## **8. Quorum**

A quorum for the Commission meeting is defined as 50% of the membership, plus one. Where attention is drawn to a loss of quorum, the meeting may be adjourned until such time as the Chair may determine. This quorum also applies to remote decisions.

## **9. Conflict of Interest**

Commission members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the Commission's agenda.

If a Commission member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from Commission discussions and deliberations on the issue where a conflict of interest exists.

## **10. Authority**

**10.1** The Youth Development Commission has an advisory role to the IMMAF Board of Directors.

**10.2** The Youth Development Commission, and its members, may not represent IMMAF and engage with any person on behalf of IMMAF, without the prior approval of the President.

**10.3** The Youth Development Commission and its members may make public statements about IMMAF, the Youth Development Commission or any aspect of the Youth Development Commission's work, with prior approval of the IMMAF CEO.

## **11. Duties of Youth Development Commission Members**

**11.1** Members shall wholeheartedly champion IMMAF values and always act in the interests of IMMAF.

**11.2** Share all communications and information amongst Youth Development Commission members.

**11.3** Make timely decisions to not hold up ongoing work.

**11.4** Notify members of the IMMAF Youth Development Commission, as soon as practical, of any matter which may affect the development of activities related to IMMAF Anti-doping and Clean MMA.

## **12. Rights of Youth Development Commission Members**

**12.1** Members will be provided with complete, accurate and meaningful information in a timely manner by IMMAF Staff.

**12.2** Members will be given reasonable time to formulate key recommendations.

**12.3** Members will be alerted to potential risks and issues that could impact relevant project, as they arise.

**12.4** Members can expect open and honest discussions, with the avoidance of misleading assertions.

## **13 Participation:**

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

**13.2** Members shall participate in an active and energetic way in Commission meetings and in matters undertaken by the Commission between meetings.

**13.3** Members must be adequately prepared for each Commission meeting in order to participate effectively and constructively.

## **14. Anti-doping Code:**

**14.1** Commission Members are IMMAF Officials and as such are bound by the IMMAF Anti-doping 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.

#### **14.2 IMMAF Rules:**

Youth Development Commission Members are bound by all the rules and regulations of IMMAF together with any directions and decisions of the Board of Directors.

### **15. Reporting**

**15.1 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 Youth Development Commission in collaboration with the IMMAF Staff Liaison. All Youth Development Commission Members shall receive a copy of this report.

**15.2 Annual Summary Report:** By a date specified by the Chief Executive, the Chair shall, in consultation with the Youth Development 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.

### **16. Youth Development Commission Meetings and Procedure**

**16.1 Work:** The Youth Development 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.

**16.2 Meetings:** The Youth Development 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.

**16.3 Agenda and meeting documents:** 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.

All documents must be submitted to the Commission Secretary no later than eight working days working days prior to the forthcoming meeting.

Except with the express permission of the Chair, late documents will not be accepted. Responsibility for ensuring appropriate records management for the Commission rests with the Staff Liaison under the direction of the Chair.

The agenda, together with relevant papers, will be distributed to all Commission Members by IMMAF Staff Liaison prior to each Commission meeting (10 days prior).

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

**16.5 Attendees:** In addition to Commission Members:

- a. 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;

**16.6 Meetings using Technology:** Youth Development 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.

**16.7 Remote Decisions:** In addition to discussions and decisions made in meetings of the Youth Development 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.

**16.8 Voting:** Decisions of the Youth Development Commission shall generally be made by consensus. If a consensus cannot be reached and a vote is required, each Youth Development Commission Member shall have one (1) vote.

Voting by proxy is not permitted. Where members are attending a meeting using technology, 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 Youth Development 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 Youth Development Commission shall be taken. The Chair will be responsible for designating whether the IMMAF Staff Liaison or another person takes minutes during the meeting.

The minutes will be finalised in consultation with the Chair and sent to the Youth Development 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 Youth Development Commission and noted accordingly.

**13.12 Confidentiality:** All meetings and the work of the Youth Development Commission and IMMAF Arbitration Panels are confidential.

No documents, information, discussion, recommendations or decisions made at an Youth Development Commission meeting or IMMAF Arbitration Panel Hearing in connection with the work of the Youth Development Commission, shall be disclosed to any other person unless:

- a. the President, Chief Executive Officer or Youth Development Commission Chair authorises such disclosure.
- b. the Youth Development 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 Youth Development Commission, IMMAF Arbitration Panel or another Disciplinary Tribunal.

#### **14. Administration**

**14.1 Expenses:** Youth Development 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 Youth Development Commission Member in accordance with IMMAF policy.

**14.2 Administration:** IMMAF will arrange travel, accommodation and insurance for Youth Development Commission meetings in accordance with IMMAF policy.

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

#### **15. Review**

The Commission shall review its Terms of Reference every two years and provide a report, including any recommendations, to the IMMAF CEO.