

IMMAF ANTI-DOPING COMMITTEE

Terms of Reference

1. Status and Role

- 1.1 The IMMAF Anti-Doping Committee (ADC) is appointed by the General Assembly under Article 22 of the IMMAF Statutes and reports to the IMMAF Board of Directors (Board).
- 1.2 The role of the ADC is to ensure that IMMAF meets its obligations as an International Federation in the fight against doping in sport (Article 4 of the IMMAF Statutes). The ADC will devise and manage an anti-doping strategic plan and recommend the necessary procedures and resources to the Board required to achieve it.

2. Commencement

These Terms of Reference are effective from 1 December 2019.

3. Composition of Anti-Doping Committee

- 3.1 The ADC shall comprise a minimum of five (5) experts, including the Chair, and seek geographic and gender balance amongst members. The IMMAF Anti-Doping Director shall serve as Chair and Staff liaison.
- 3.1 To be eligible for nomination, and to remain as an ADC member the person must be;
 - 3.1.1 be at least 18 years old;
 - 3.1.2 be able to speak and understand English reasonably well;
 - 3.1.3 not be under investigation, or convicted or otherwise sanctioned for:
 - 3.1.3.1 any other offence or breach of any rules of IMMAF, an Area Association or a Member Federation; or
 - 3.1.3.2 an offence under any applicable laws punishable by a term of imprisonment of two (2) years or more (unless the person has served the sanction imposed on them).

4. Term and Vacancies

- 4.1 The term of office for members of the ADC is three (3) years provided that a member's term may be renewed.
- 4.2 A member may resign prior to the expiry of their term of office by giving not less than one (1) months' notice in writing to the ADC Chair and the IMMAF President.
- 4.3 An member may be removed from the ADC prior to the expiry of their term of office, by decision of the Board of Directors on the recommendation of the Committee Chair to President, for:
 - 4.3.1 breach of any duty under clause 8; or
 - 4.3.2 any other act or conduct that, in the opinion of Board, brings the ADC or IMMAF into disrepute.

4.4 In addition, an ADC member shall be deemed to have vacated his or her position if, during his or her term, he or she is absent from two (2) consecutive meetings of the ADC.

4.5 If any position on the ADC is vacant, whether by resignation, removal or otherwise at any time, the Board may (on the recommendation of the ADC Chair and 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 The role of the Chair is to lead and represent the ADC in close co-operation with the IMMAF CEO. The Chair has the following responsibilities:

- 5.1.1 chair and prepare the agenda/papers for all meetings of the ADC;
- 5.1.2 be the spokesperson for the ADC;
- 5.1.3 liaise with the IMMAF CEO as required or requested;
- 5.1.4 prepare and present reports to the Board;
- 5.1.5 attend meetings of the Board and any other Committees or Working Groups as requested by the CEO or Board;
- 5.1.6 represent IMMAF Anti-Doping at any forums, groups or presentations if requested by the President or the Chief Executive;
- 5.1.7 regularly communicate with members of the ADC and other persons in order to identify issues for the ADC to consider; and
- 5.1.8 any other specific responsibility as required by the CEO, President or Board that are within the scope of the role and responsibilities of the ADC (set out in clauses 1.2 and 6).

5.2 The Chair may be removed from their position, prior to the expiry of his or her term of office, by:

- 5.2.1 resignation; or
- 5.2.2 decision of Board, in its absolute discretion; or
- 5.2.3 resignation or removal from the ADC under clause 4.2.

6 Responsibilities

6.1 The ADC will fulfil its role by undertaking the following responsibilities:

- 6.1.1 To ensure full compliance with the WADA Code and International Standards through IMMAF guidelines, procedures, codes and other material.
- 6.1.2 To support IMMAF in its efforts to achieve and maintain full recognition by WADA.
- 6.1.3 To develop policies to guide the process of creating and maintaining a strong anti-doping culture through IMMAF.
- 6.1.4 To manage the therapeutic use exemption, whereabouts and athlete biological passport process. TUE applications shall be processed by a sub-committee of the ADC, specifically appointed for this purpose.
- 6.1.5 To ensure that registered testing pool/s are administered and an athlete passport management unit is appointed.

- 6.1.6 To ensure a robust investigations and intelligence system is in place.
- 6.1.7 To manage results, sample collection procedures, appointment of WADA accredited laboratories to ensure the integrity of the testing process in and out of competition.
- 6.1.8 To develop the risk assessment and test distribution plan.
- 6.1.9 To ensure that National Federations adopt the IMMAF anti-doping policy and procedures.
- 6.1.10 To support National Federations to liaise with their National Anti-Doping Organisation to access the NADO's Anti-Doping programmes.
- 6.1.11 To develop anti-doping education programmes in MMA (i.e. seminars, workshops and educational information) pending WADA recognition to discourage doping in all its forms.
- 6.1.12 To ensure that Anti-Doping and Clean MMA are closely integrated in the work of other IMMAF functional areas such as Event Management, Regulatory Affairs, Ethics, Arbitration and Communications.

7 Referral of matters

- 7.1 The CEO may refer matters to the ADC as appropriate.
- 7.2 In exercising its responsibilities, the ADC may refer any item to the IMMAF Administration for discussion, consideration and/or action.
- 7.3 The ADC may recommend relevant matters for action or noting to other IMMAF Committees as appropriate.

8 Conflict of Interest

- 8.1 ADC members will sign a confidentiality and conflict of interest declaration in advance.
- 8.2 Members will recuse themselves where there are nationality, relationship or commercial conflicts of interest or potential conflicts they may have with any item on the ADC's agenda.
- 8.3 If a member does not recuse him or herself, he or she will be excused from ADC discussions and deliberations on the issue by the Chair and this will be recorded in the minutes.

9 Authority

- 9.1 The ADC **Chair** may engage with the media on IMMAF anti-doping matters with the prior approval of the CEO.
- 9.2 Members of the ADC will not make public statements about IMMAF, the ADC or any aspect of the ADC's work.

10 Duties of Anti-Doping Committee Members

- 10.1 Members shall rigorously champion the IMMAF anti-doping rules and procedures and the provisions of the WADA Code.
- 10.2 Members shall strive to ensure open and effective communication amongst ADC members.
- 10.3 Members shall make timely decisions.

- 10.4 Members shall at all times contribute their expertise in the best interests of the IMMAF.
- 10.5 Members shall ensure that the principles of good governance and confidentiality are implemented at all times.
- 10.6 Members shall participate in an active and energetic way in meetings and in matters undertaken by the ADC between meetings.
- 10.7 Each ADC member must be adequately prepared for each meeting in order to participate effectively and constructively.

11 **Members**

- 11.1 Members will be provided with complete, accurate and meaningful information in a timely manner by the IMMAF Anti-Doping advisor and relevant IMMAF staff.
- 11.2 Members will be given reasonable time to formulate key recommendations.
- 11.3 Members will be alerted to potential risks and issues that could impact relevant project, as they arise.
- 11.4 Members can expect open and honest discussions, with the avoidance of misleading assertions.

12 **Anti-Doping Code**

- 12.1 ADC members 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.
- 12.2 ADC members are bound by all the rules and regulations of IMMAF together with any directions and decisions of the Board.

13 **Reporting**

- 13.1 The ADC shall submit a report to the CEO in writing within one (1) month of each meeting of the Committee. This report shall be prepared by the Chair in collaboration with the CEO. All ADC members shall receive a copy of this report.
- 13.2 By a date specified by the CEO, the Chair shall, in consultation with the ADC, prepare an annual report with a summary of the ADC's work for inclusion in Board's annual report to the Member Federations. This report will also be published on the IMMAF website.

14 **Anti-Doping Committee Meetings and Procedure**

- 14.1 The ADC shall undertake its work at its meetings and in between meetings by telephone, email and other means of communication as is necessary to fulfil its responsibilities.
- 14.2 The ADC shall meet in person once each year. The dates and venue are to be agreed by the Chair and the CEO. At least two (2) months' notice, will be given to all Committee members of the date, time and venue for such meeting.
- 14.3 A member will attend ADC meetings, as per a schedule determined by the Chair, in person or using technology unless excused by the Chair. Meetings may be held by telephone, 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 members and all persons participating in the meeting are able to hear each other effectively and simultaneously.

Participation by any member in this manner at a meeting shall constitute the presence of that member at that meeting.

- 14.4 The Chair shall prepare an agenda for each meeting in consultation with the CEO. Members may submit items for the agenda through the Chair. The agenda, together with relevant papers, must be circulated no later than eight (8) 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 ADC rests with the CEO under the direction of the Chair.
- 14.5 The Chair will chair all meetings, unless he or she is unavailable in which case the CEO will designate a replacement.
- 14.6 In addition to ADC members, 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 CEO.
- 14.7 In addition to discussions and decisions made in meetings of the ADC, discussions may be held between members via email and other social media and messaging platforms, provided that any resolutions or decisions of the ADC which follows such discussion, shall only be valid if decided by email in the manner prescribed by the Chair and CEO.
- 14.8 Decisions of the ADC shall generally be made by consensus. If a consensus cannot be reached and a vote is required, each ADC 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 or by a show of hands or by a voting button within the conference platform. Except to the extent specified in these Terms of Reference, a majority in favour of an action by those ADC members present at a meeting is required for it to be passed.
- 14.9 In the event of an equality of votes, the Chair may cast a casting vote.
- 14.10 Minutes of each meeting of the ADC shall be taken. The Chair will be responsible for designating whether the CEO or another person takes minutes during the meeting. The minutes will be finalised in consultation with the Chair and sent to the 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 ADC and noted accordingly.
- 14.11 All meetings and the work of the ADC and Arbitration Panels are confidential.
- 14.12 No documents, information, discussion, recommendations or decisions made at an ADC meeting or Arbitration Panel Hearing in connection with the work of the ADC, shall be disclosed to any other person unless:
 - 14.12.1 the President, CEO or ADC Chair authorises such disclosure;
 - 14.12.2 the ADC agrees that such disclosure is necessary or desirable to advance its work;
 - 14.12.3 the matter is in the public domain; or
 - 14.12.4 such disclosure is required by law or any applicable authority, including the ADC, Arbitration Panel or another Disciplinary Tribunal.
- 14.13 A quorum for the committee meeting is defined as 50% of the ADC membership, plus one.
- 14.14 Where a quorum is lost, the meeting may be adjourned until such time as the Chair may determine.
- 14.15 This quorum also applies to decisions taken on a round robin basis or a resolution in writing.

15 Administration

- 15.1 ADC members act as such in a voluntary capacity and will not be compensated for their work as a member. IMMAF will reimburse expenses and pay a per diem for each member in accordance with IMMAF policy.
- 15.2 IMMAF will arrange travel, accommodation and insurance for ADC meetings in accordance with IMMAF policy.
- 15.3 IMMAF will provide the ADC with all documents held by IMMAF relevant to the ADC's work. All records, minutes and notes will be stored in the IMMAF Head Office.

16 Review

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